なお、入札者は、支出負担行為担当官が指定する暴力団等に該当しない旨を記した誓約書を提出しなければならない。

また、入札者は、開札日の前日までの間において、支出負担行為担当官から当該書類等に関し説明を求められた場合は、それに応じなければならない。

⑷　入札時留意事項

ア　入札者から提出される入札・契約関係書類については、事業者としての決定であることを要する。

イ　入札・契約関係書類に虚偽記載等の不正が発覚した場合は、契約解除や違約金を徴取することがある。

⑸　入札の無効　上記２に示した参加競争資格のない者の提出した入札書、上記⑶に示した入札者に要求される事項を履行しなかった者の提出した入札書、その他入札の条件に違反した者の提出した入札書は無効とする。

⑹　契約書作成の要否　落札者との契約締結にあたり、会計法第29条の８の規定により契約書の作成を要する。

⑺　落札者の決定方法　本公告に示した業務を履行できると支出負担行為担当官が判断した入札者であって、予算決算及び会計令第79条の規定に基づいて作成された予定価格の制限の範囲内で最低価格をもって有効な入札を行った者を落札者とする。

⑻　手続における交渉の有無　無

⑼　その他　詳細は入札説明書による。

5　Summary

⑴　Official in charge of disbursement of the procuring entity : Akihiro Shukuri. Director, Labour Standards Bureau, Ministry of Health, Labour and Welfare

⑵　Classification of the services to be procured : 76

⑶　Procured Products : Preparation of payment forms for labor insurance premiums, etc. for the 2nd, 3rd, and 4th fiscal term 2025 and envelopes for sending payment forms Planned quantity : Payment forms for labor insurance premiums, etc : 163,520 sets. Envelopes for sending payment forms : 361,040 sets.

⑷　Delivery period : By 26 September 2025 for the 2nd term, and by 12 December 2025 for the 3rd, and 4th term.

⑸　Delivery place : The place specified by the Official in charge of disbursement of the procuring entity

⑹　Qualifications for participating in the tendering procedures : Suppliers eligible for participating in the proposed tender are those who shall :

①　Have Grade A, B or C, on “Form print” among “Manufacture of product” in terms of qualification for participating in tenders by Ministry of Health, Labour and Welfare (Single qualification for every ministry and agency) in the fiscal years 2025, 2026 and 2027

②　Not come under Article 70 of the Cabinet Order concerning the Budget, Auditing and Accounting. Furthermore, minors, Person under Conservatorship or Person under Assistance that obtained the consent necessary for concluding a contract may be applicable under cases of special reasons within the said clause.

③　Not come under Article 71 of the Cabinet Order concerning the Budget, Auditing and Accounting.

④　Prove to have no false statement in tendering documents.

⑤　Prove neither the business condition nor credibility is deteriorating.

⑥　For bidders subject to the following insurance system of each item, and it is not in arrears either of insurance premiums (2 insurance year about ㈤ and ㈥) for the last two years of the bid submission deadline of this bid : ㈠Welfare annuity insurance ㈡Health insurance (the thing which association of national health insurance has jurisdiction over) ㈢Seamen’s insurance ㈣National pension ㈤Worker’s compensation insurance ㈥Unemployment insurance

⑦　The one with results which produced more than 1,500,000 sets of printed matter concerned or something of resemblance (3 copy system OCR style) within the past for 5 years.

⑧　Being the person who can obtain necessary paper surely.

⑨　The person who passed a prior test.

⑩　Have taken and passed the OCR form test conducted by the Bank of Japan and Japan Post Bank for one business in the past.

⑪　Not be a period receiving a nomination stop from Ministry of Health, Labour and Welfare.

⑫　Within the past 1 year, you correspond to any of the following in the trust business that the Ministry of Health, Labour and Welfare Labor Standards Bureau has jurisdiction over, and it is difficult to build the relationship of mutual trust, and do not be a thing judged that I affect accomplishment of the commissioned business concerned.

⑴　Based on the contract, all or some stops of the trust business or having received the cancellation of the contract in the responsibility of the trustee.

⑵　Based on the contract, the trustee underwent an audit by the consignor and received guidance regarding the implementation of its work, but failed to make improvements by the deadline.

⑶　Although the consignor requested the submission of a report on the implementation status of the consignment business based on the contract, the trustee did not respond by the deadline or provided an insufficient response, failing to respond in good faith.

⑷　Having become unacceptable for non-observance of a contract of business in the responsibility of the trustee as a result of inspection based on the contract.

⑬　Not be received any administrative sanctions for violation of the Laws and Regulations under the jurisdiction Ministry of Labour, Health and Welfare within 1 year. However, this shall not apply in the case where the supplier took corrective actions and received “Notification of withdrawing for the order of suspension of use” after received an order of suspension of use by Labour Standard Inspection Administration, due to violation of the Labour Standard related laws and regulations (*).

⑭　Not be sent the documents to the public prosecutor’s office due to violation of the Laws and Regulations under the jurisdiction Ministry of Labour, Health and Welfare and be made this fact public.

(*) Labour Standards Law, Industrial Safety and Health Act, Minimum Wage Act, Act on Securing the Payment of Wages, Industrial Homework Act, Working Environment Measurement Act, Pneumoconiosis Act, Act on Special Measures concerning Carbon Monoxide Poisoning Caused by Coal-Mine Accident

⑺　Submittion of the trial product for the prior test : ①Contact point : Labour Insurance Contributions Levy Operation Office, Labour Insurance Contributions Levy Division, Labour Standards Bureau, Ministry of Health, Labour and Welfare, ②Time-limit : 12 : 00, 19 May 2025

⑻　Time-limit for tender : 12 : 00, 28 May 2025

⑼　Contact point for the notice : Procurement Section, Labour Insurance Contributions Levy Division, Labour Standards Bureau, Ministry of Health, Labour and Welfare, 1―2―2 Kasumigaseki Chiyoda-ku Tokyo 100―8916 Japan TEL 03―5253―1111 ex 5151, 5153