

**PROSPECTUS ON THE SELECTION  
OF THE VISA PROXY APPLICATION AGENCIES  
FOR ISSUANCE OF VISA**

11 September 2024  
Embassy of Japan in Nigeria

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## **1. Purpose of the Service and the Background**

The number of foreign tourists who visit Japan is on the rise, due to the successful tourism promotion campaign called “Visit Japan,” which started in April 2003. At the same time, the number of crimes committed by foreign nationals as well as overstayers who commit crimes/illegal actions are increasing, and hence the increasing demand of toughening visa screening process. Under these circumstances, it is urgent to build a new visa issuing system through streamlining the services at the earliest. To that end, the government deems that, from the viewpoint of streamlining the works of the embassy, it is very important to delegate visa related services except for the screening of visas to the visa agents; i.e., accepting applications, responding to the inquiries related to the progress of the screening process and returning the passports and other documents after screening. In view of above, the government has decided to hold a competitive project bidding to delegate the services required by the embassy to credible private visa agents. The introduction of visa processing agency is expected to realize in earliest possible time.

## **2. Contents of the Services**

The agents are requested to carry out the following services;

### **A. Routine work**

- (1) Responding to the inquiries from the applicants
- (2) Accepting the applications and receiving visa fee from the applicants on behalf of the Embassy
- (3) Inputting the information of the applicants
- (4) Computerizing / Transferring data of the application documents
- (5) Submission of the applications and data to the Embassy
- (6) Assisting screening process
- (7) Remitting visa fee to the Embassy
- (8) Receiving Passports from the Embassy and preparing for its return to the applicants
- (9) Returning passports / documents to the applicants

### **B. Preparatory work by the proxy application agency**

- (1) Project management before starting business
- (2) Creating and maintaining of the website of the Visa Application Center
- (3) Setting up the Visa Application Center
- (4) Securing the staff for the Visa Application Center
- (5) Preliminary education for the Visa Application Center staff
- (6) Creating templates for documents necessary for the business
- (7) System maintenance for data sharing
- (8) Progress report to the Embassy

### **C. Administration business**

- (1) Regular report on business performance
  - (2) Updates of the website
  - (3) Regular education and training
  - (4) Quality management
  - (5) Check on the management of the measures to protect personal information
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### **3. Contents to be Explained in the Written Proposal**

- (1) Interested applicants/companies for this competitive project bidding shall submit a written proposal giving explanation of the following:

**A. Explanation on the services to offer**

Please explain the outline of the services (entire picture of service, and its coverage)

**B. Explanation on the facilities and equipment**

Please explain the facilities and equipment in order to implement the services (venue of the office, area, equipment inside the facilities, and security instalment)

**C. Explanation on the management of the services**

Please explain the system and efforts to ensure the accuracy of the services (on how to manage the services, and its procedure)

**D. Explanation on the system to implement the services**

Please explain the structure to implement the services (chart to explain the organization which implements the services, role of each individuals and their skills)

**E. Explanation on the preparation**

Please explain the plan to prepare for the implementation of the services (master schedule and tasks to be completed, structure to implement the services and demarcation of work with the consular section of the Embassy of Japan in Nigeria)

- (2) Outlay of the agent/company

In addition to the above-mentioned written proposal, please present the outlay of the agency/company (including the brief summary of the agency/company, its corporate development, skills and experiences as visa agent).

### **4. Budget**

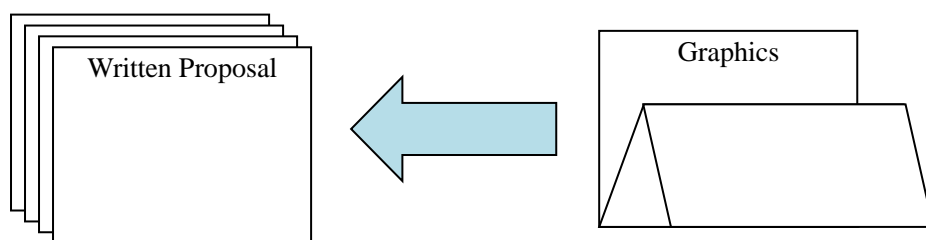
Nil

### **5. General instructions for the documents submission**

- (1) Written Proposal

7 copies (one original, six copies (note: Please delete the name of the company and other references which identify the sources.))

- (i) Please write either in English or Japanese.
  - (ii) Please draft the proposal using MS-PowerPoint, MS-Word and other software compatible with them.
  - (iii) Please draft the proposal on A4 size paper. If a large graphic is needed for the explanation, please use A3 size paper and fold it inside the written proposal (please refer to the graphic below)
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- (iv) Please put the title “A Written Proposal for the Embassy of Japan in Nigeria to Select the Visa Agents for Issuance of Visa”
- (v) Size of the font should be bigger than 10.5pt. There is no specification in terms of design of the font and template.

(2) Company/Agency Profile Documents

One copy. Please attach reference material to explain the brief summary of the company/agency (brochure is also acceptable.)

(3) Electronic Versions of the Proposal and Company/Agency Profile Documents

Please promptly submit the electronic data of the proposal and company/agency profile documents if requested by the Embassy.

(4) Letter of Guarantee for Business Implementation

One copy (format 1: attached)

(5) Letter of Declaration

One copy (format 2 : attached)

**【Notes】**

- ① All the cost related to drafting and submitting the written proposal shall be borne by the applicants, and the submitted proposal documents will not be returned. The embassy may request additional materials, if necessary.
- ② The written proposal and other materials will be used solely for the purpose of selection of visa agents. The documents will not be disclosed to a third party.

## **6. Method of Screening**

(1) Submission of written proposal

(i) Deadline for Submitting Application Materials

11:00am, 25 October 2024

(ii) How/Where to Submit

Please either submit the written proposal in person, or send it through post to Consular Section, Embassy of Japan (contact: IKEDA Noriaki (Mr.)). If sending by post, please make sure to send it through registered post, and to ensure that the proposal reaches the Embassy before the prescribed deadline. The Embassy does not accept delayed submission, regardless of the reason of delay, including accident in the process of delivery of mails.

(2) Screening

After screening the written proposals based on the criteria (please refer to the attached scoring criteria), the proposal which scored 85 or above (out of 100) will be qualified. If there are several agents which exceed the passing score, top two agents will be selected. If none of the agents succeed in scoring 85 or above, the agent with the highest score will be selected, and if there are several agents which score the same, the winning agent will be chosen by lot.

(3) Notification of the result

The result of the screening process will be notified by the middle of December 2024. No questions will be accepted regarding the result of the selection, and it cannot be challenged in any circumstances.

## 7. Contact

Consular Section, Embassy of Japan  
(Contact person: IKEDA Noriaki (Mr.), NAKAZAKI Taisei (Mr.))  
9 Bobo Street (off Gana Street), Maitama, Abuja, F.C.T., Nigeria  
e-mail : [visanigeria@la.mofa.go.jp](mailto:visanigeria@la.mofa.go.jp)

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**Format 1**

(Date)

To: XXXXXXXX (Name)  
Deputy Chief of Mission and Accounting Official  
Embassy of Japan in Nigeria

Letter of Guarantee for Business Implementation

We (name of the bidding company), hereby pledge that we will implement all the business based on all the prospectus, contract and other instructions from the Embassy of Japan in Nigeria on “Project bidding on Processing Company for Visa-issuance Related Work”.

Submitted Documents :

1. Written Proposal 7 Copies (1 original, 6 copies without name of the company/ agency)
2. Brief Summary of the company / agency
3. Letter of Guarantee for Business Implementation (this Letter)
4. Letter of Declaration

Name of the Bidding Company (with official seal)

Name of the Representative (with signature)

Address of the Company / Agency

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**Format 2**

(Date)

To: XXXXXXXX (Name)  
Deputy Chief of Mission and Accounting Official  
Embassy of Japan in Nigeria

Declaration

We (name of the bidding company) pledge that as of today (date) there is no false information in the submitted documents and that this company / agency (name of the bidding company) is not under any measures including suspension / termination of services issued by the Ministry of Foreign Affairs of Japan, Government of Nigeria and / or other High Commissions in Abuja .

If (name of the bidding company) is issued such measures as suspension / termination of services before the notification of the result of this competitive project bidding regarding the visa agent for visa issuance, (name of the bidding company) will immediately report that fact and withdraw its application for the competitive project bidding.

Name of the Bidding Company (with official seal)

Name of the Representative (with signature)

Address of the Company / Agency

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