

April 3, 2023

Tokyo Metro Co. Ltd.
Financial Affairs Dept.
Procurement Section

Dear Suppliers,

Issuance of Certificate of Product Approval

We issue the “Certificate of Product Approval” (hereinafter referred to as “the Certificate”), which will be required when suppliers participate in our tenders of designated railway products. Please read the following for details about the Product Approval System and the procedure for the issuance of the Certificate. All suppliers wishing to participate in our tenders of designated railway products are advised to apply for the issuance of the Certificate.

1. **Product Approval System**

(1) Purpose of Issuance of the Certificate

We make it a condition that a range of railway products that may greatly affect the safe and reliable operation of railway services meet our specification requirements. We, therefore, conduct evaluation on these products, through document examination and technical evaluation such as performance evaluation, in order to confirm the safe and reliable operation in the underground environment as well as in the railway conditions of sharp curves and steep slopes and under the constraints of heavy traffic of trains and passengers.

The Certificate is issued to those capable of supplying products that will satisfy our basic specification requirements and it will be issued to qualified suppliers before a tender procedure starts, which is similar to the practice of our abovementioned confirmation procedure.

(2) Use of the Certificate

As already announced on our website, a range of railway products has become subject to government procurement (public tenders) from February 2, 2020, as a result of the EU-Japan Economic Partnership Agreement.

Accordingly, if you wish to participate in our tenders for the products which are required the Certificate, you must, in principle, present the Certificate to us for our bidding examination. You may participate in a tender without the Certificate if not valid at the time of the launch of the tender; however, you will be rejected when you fail to demonstrate to us by a designated date the compatibility of your product with our specification requirements. You are requested to submit a set of application documents for each tender, so we recommend that you apply for the issuance of the Certificate according to the application procedure in Article 3 below.

(3) Recipients of the Certificate

The Certificate is designated for suppliers who may participate in a tender. If a sales agent wishes to participate in a tender, the agent must apply in accordance with the application procedure.

(4) Items Subject to Product Approval

We accept product approval applications for the items shown in the table below.

Category	Item
Track	Rails

(5) Scope of Product Approval

We will examine your application for each item listed in the table in Article 1(4) above and will issue the Certificate if our requirements are met. The scope of product approval will be specified in the Certificate. You may not apply the Certificate for any tenders outside the scope of product approval.

The Certificate includes the name of a manufacturer and the name of a person responsible for maintenance. For example, when a sales agent C has been certified on the condition that company B be responsible for maintaining a product manufactured by company A, the Certificate is valid only within the scope as such.

(6) Validity Period

The Certificate is valid for 5 years and the last day of the fiscal year after 5 years from the date of issuance and is renewable when there is no major change in specification. If our specification requirements should undergo a major change during the validity period, however, we may ask for re-examination of your application.

2. **Examination of Application**

We will examine your application for product approval as follows.

(1) Items for Evaluation

The basic items for evaluation are described in the “Tokyo Metro's procurement plan of major railway related goods subject to government procurement (public tenders)” document on our website. We will provide you with examination results in due course after receiving your application.

(2) Evaluation Method

Our examination of your application will start upon receipt of a complete set of documents requested.

3. **Application Procedure**

To apply for the issuance of the Certificate, follow the procedure below.

(1) Submission of Application Documentation

i. Submit the following document:

Application Form

* Within two weeks of receipt of your application form, we will advise you on additional documents to be submitted.

ii. Send the document to the following email address:

Procurement Section, Financial Affairs Dept., Tokyo Metro Co., Ltd.
procurement@tokyometro.jp

iii. Deadline for the submission:

The last day of the month four months before the tender of each item

(2) Examination Process

i. Documents to be examined

We will evaluate the level of compatibility with our specification requirements, manufacturing and maintenance capabilities, and other abilities based on the documents submitted. If we find them flawed or incomplete, we may ask you to revise the documents or provide additional documents. Please be noted that this document examination will take about one to three months.

If all the examination items are appraisable by your performance results at our railway or other railways on similar conditions, the following prototype product tests will be omitted. Please be noted that the performance results are valid only for products that are delivered within the past 10 years.

ii. Prototype product test

When your performance levels are not determinable by document examination in the preceding paragraph i, we will perform a prototype product test using a method designated by us: through either third-party evaluation or a test run at our railway.

The test will take more than a year; therefore, we recommend that you start proceeding with the procedure for obtaining the Certificate well in advance of a tender in which you may participate.

The details of the test procedure will be advised separately.

(3) Notice of Examination Results and Issuance of the Certificate

The Certificate will be issued to those who have passed the examination.

4. **Important Reminders**

(1) Expenses

As a general rule, you will bear all expenses necessary for performing the procedure for product approval, including the cost of preparing application documents, meeting-related expenses, and expenses for conducting performance evaluation tests, except for expenses for examining application documents, which will be borne by us.

(2) Language

Japanese is the official language for the procedure related to the issuance of the certificate. If you wish to apply in a language other than Japanese, please consult with a translator or interpreter at your own cost.

5. **Contact Information**

Procurement Section, Financial Affairs Dept., Tokyo Metro Co., Ltd.

Email: procurement@tokyometro.jp

Attachment: Application for Issuance of Certificate of Product Approval

Note: This page in English is for translation purpose only. The formal application form is available only in Japanese. Please use the application form in Japanese when you apply.

To: Director of the Financial Affairs Dept., Tokyo Metro Co., Ltd.

Application for Issuance of Certificate of Product Approval

Date of Application		
Name of Company		
Items		
Supply Record: Have you ever supplied any of the items above to Tokyo Metro?		
Person in Charge	Department	
	Job Title	
	Name	
	Telephone	
	E-mail address	

We wish to apply for the issuance of the Certificate of Product Approval in the detail above. We declare that the information provided in this application and other documents required for the procedure for the issuance of the certificate is true and correct, and that we will not claim anything if we may suffer a loss arising from false statement or caused by our breach of this statement.

Applicant company:

Address:

Job Title:

Name:

(Seal)