

Letter of Invitation
For the Design, Construction, Operation, Maintenance, and Dismantlement
of the Kuwait Pavilion at Osaka, Japan 2025

The Commissioner General of the Kuwait Pavilion hereby invites eligible renowned Engineering, Procurement & Construction (EPC) that are interested in participating and taking part in Osaka Expo 2025, as the main partners with the Kuwait Pavilion team, to submit their financial proposal to the Ministry of Information of the State of Kuwait (MoInfo), if the following requirements can be met by the company/consortium/joint-venture.

Required services include, but are not limited to the following:

- 1- Concept design – Master Plan and Architectural Concept Design Alternatives (shall be mainly based on the Theme Statement of Kuwait Pavilion).
- 2- Preliminary Design.
- 3- Detailed Design.
- 4- Branding Design.
- 5- Construction of all sections and components of the Pavilion as well as fully furnishing and supplying all elements related to the Pavilion.
- 6- Project management.
- 7- Full operations of the Pavilion.
- 8- Maintenance of all sections and components of the Pavilion.
- 9- Dismantling of the Pavilion.
- 10- Responsibility for all documentation such as certificates, licenses, permits, etc. as well as providing legal advice and actions if needed.
- 11- Providing financial and technical services plus advice.
- 12- Translation (Arabic, English, and Japanese).
- 13- Finding and securing accommodation according to MoInfo requirements, and transportation services for the Kuwaiti staff and VIP guests, from 1st of April to 31st of October 2025.
- 14- Outsourcing reputable media company for marketing, daily media coverage (photo, video, audio) on the main-stream and social media platforms, plus content production.
- 15- Outsourcing a restaurant serving traditional Kuwaiti cuisine.
- 16 -Outsourcing a coffee shop.
- 17- Souvenir and gift shop management and maintenance.

General requirements and Qualification Criteria:

Interested companies/consortia/joint ventures, should meet the following general requirements and qualification criteria:

1- The company/consortium/joint venture, must have a valid professional license in Japan.

2- The invitation is limited to renowned and capable companies/consortia/joint ventures, listed within the Osaka Expo 2025 Administration.

3- a) non-Japanese company/consortium/joint venture, must have completed at least 2 similar Global Expo projects, b) however, Japanese company/consortium/joint venture need only to have completed 2 similar scope projects in Japan.

4- The company/consortium/joint venture, must have extensive experience in the design, construction, operation, maintenance, and dismantling of equivalent projects (minimum 10 years of experience).

5- The company/consortium/joint venture, shall demonstrate that it possesses all necessary technical knowledge, workforce, and resources required for the implementation of the turnkey project.

6- The company/consortium/joint venture, must have sound financial background and capability. The Company/consortium/joint venture may associate (subcontract/outsourcer) with other companies/firms to complement one-another and bring unique capabilities and expertise to complete all the required services of the Project. The Company/consortium/joint venture, shall be the Lead Contractor with whom the contract will be signed and will be fully responsible for the legalities associated with acquiring the subcontracting companies, including but not limited to all technical, financial, and legal matters. The Company/consortium/joint venture shall submit a complete list of such subcontractors/associates (outsourcing agencies) along with their qualification documents.

7- The submitted bid must be completed and signed by the authorized individual (company Chairman / CEO or any individual of equal rank), and every page of the bid must be signed and stamped by the company in all official documents sent by the company.

8- The bid must be fully filled out in accordance with the requirements and regulations of the Expo Osaka administration, and the company must not, under any circumstances make any adjustments or alterations to the submitted documents.

9- The company must submit a first/primary/bid bond insurance of (2%) (two percent) of the value of the submitted bid in the form of certified cheque or letter of guarantee issued by one of the certified banks in Japan. Once submitted, the bond or letter of guarantee becomes binding and is irrevocable in accordance with the provisions specified in the qualification documents. The bid bond or letter of guarantee must be written out to the MoInfo.

10- In case of any difference in the value of the bid, the lower value will be taken into account.

11- In case of any differences/varieties in the price of the written value of the total price and the individual/broken-down price, the lower value will be considered/accounted.

12- The financial proposal must be signed, stamped and submitted by the company, and must include the Price List as well as the Bill of Quantities.

13- The company may not make any alterations to this price, once it has been officially submitted.

14- The price list must include all works including expenses and obligations of any kind and any associated fees.

15- If the numerical value is different from the written value, the first submitted value will be adopted.

16- The company must provide/include/state clearly their contact details i.e. (physical address, phone numbers, email address, postal code, etc.).

17- The proposal must list comprehensive data on the companies or individuals who may be subcontracted to carry out part of the work required under the provisions of the scope of work, if the Ministry documents so require.

The Ministry of Information of the State of Kuwait is not bound or obliged to accept any received documents. The cost of the preparation for the Documents is borne by the Company/consortium/joint venture, (i.e., the Company / consortium / joint venture, will bear all financial costs and expenses for preparation and submission of the Documents and under **no** circumstances, the Company is entitled to reimbursement of any such costs and expenses incurred).

Complete Letter of Invitation Documents, in English language, should be submitted in a **sealed envelope** by the end of the working day of April 3rd, 2023 (Japan time) forwarded to the Kuwait Embassy in Tokyo at the address provided below.

Any questions or enquiries must be submitted via the email address provided below within 10 working days from the day the announcement is published on the Expo Osaka Website. MoInfo will reply to your inquiries within two working days after receiving the email.

All Documents must be submitted and titled as "Letter of Invitation for the Design, Construction, Operation, Maintenance, and Dismantling of the Kuwait Pavilion at Osaka Expo 2025". Letter of Invitation Documents submitted after the closing date will not be accepted.

Kuwait Embassy address in Japan:

4-13-12, Mita, Minato-Ku, Tokyo 108-0073, Japan

Contact details:

+8134550361

+819088849650

Operating hours:

09:00am to 03:00pm

Email address: Expoosaka.2025@media.gov.kw

Request for Proposals:

[RequestforProposals](#)