
REQUEST FOR PROPOSALS
FOR THE ESTABLISHMENT AND OPERATION
OF A FOREIGN EDUCATIONAL FOUNDATION
(PRESCHOOL, ELEMENTARY, SECONDARY SCHOOLS)



“MIDAN CITY”
OF THE YEONGJONG INTERNATIONAL CITY OF INCHEON
PURSUANT TO
THE INCHEON FREE ECONOMIC ZONE AUTHORITY
COMPETITIVE BIDDING PROCESS

September 2024



Table of Contents



Chapter I. Introduction and Background.....	- 1 -
Section 1. General Information of Competitive Bidding	- 1 -
Article 1. Purpose of the Request for Proposals.....	- 1 -
Article 2. Definitions.....	- 1 -
Section 2. Overview of the Project	- 4 -
Article 3. Purpose of the Project.....	- 4 -
Article 4. Project Details and Project Site.....	- 4 -
Article 5. Project Structure	- 5 -
Chapter II. Qualifications and Requirements	- 7 -
Article 6. Qualifications and Requirements.....	- 7 -
Article 7. Submission of Application Form.....	- 8 -
Chapter III. Guide on Procedures and Submissions	- 9 -
Article 8. Requirements for the Application Process.....	- 9 -
Article 9. Procedures and Submissions of Application.....	- 9 -
Article 10. Nullification of Application	- 10 -
Chapter IV. Evaluation of Proposal and Selection Process for Qualified Applicant.....	- 11 -
Section 1. Evaluation of the Project Proposal.....	- 11 -
Article 11. Instructions for Evaluation.....	- 11 -
Article 12. Criteria for Evaluation	- 12 -
Article 13. Specific Criteria for Evaluations of Applications,	- 13 -
Project Proposals and any Supplemental Application Materials	
Article 14. Evaluation by Subject Matter Area	- 14 -
Article 15. Methods of Evaluation	- 16 -
Article 16. Announcement of Evaluation Outcome	- 17 -
Section 2. Selection and Disqualification of Qualified Applicant	- 18 -
Article 17. Selection of Qualified Applicant.....	- 18 -
Article 18. Disqualification of the Selection of a Qualified Applicant	- 18 -

Article 19. Signing of Bid	- 19 -
Article 20. Termination or Cancellation of Bid	- 19 -
Chapter V. Miscellaneous.....	- 11 -
Article 21. Governing Law and Dispute Resolution Procedure.....	- 21 -
Article 22. Cost of Bidding	- 21 -
Article 23. Force Majeure	- 21 -
Article 24. No Assignment	- 21 -
Article 25. Acknowledge and Understanding	- 21 -
Article 26. Inquiries	- 22 -
Article 27. Miscellaneous	- 22 -
Attachment 1 Schedule of the Competitive Bidding Process	- 23 -
Attachment 2 Specific Instruction for the Bidding Process and Submission.....	- 24 -
Attachment 3 Checklist of Forms for the Application	- 28 -
Attachment 4 Required Documents in Support of the Application	- 37 -

Chapter I. Introduction and Background

Section 1. General Information of Competitive Bidding

Article 1. Purpose of the Request for Proposals

The purpose of this Request for Proposals which includes the details and guidelines for same (“RFP”) is to set forth all matters related to the competitive bidding process and selection of a reputable foreign educational institution (e.g., a preschool, elementary and/or secondary institutions) on the Project Site located in Yeongjong International City. More specifically, this RFP and the guidelines hereto set out the specific qualifications, requirements, procedures as well as the review, evaluation and selection process pursuant to the RFP as initiated and solicited by the Incheon Free Economic Zone Authority.

The Incheon Free Economic Zone Authority desires to attract a reputable foreign educational institution to the Project Site as a means to stimulate and diversify the local economy, create jobs with education-related opportunities and to develop the area for sustainability and on-going growth of the region more fully-described in Section 2 of this RFP.

Article 2. Definitions

2.1 Terms used in this Request for Proposals shall have the following definitions and meanings:

2.1.1 The term “**Request for Proposals**” or “**RFP**” means this RFP together with the guidelines herein to the competitive bidding process to solicit Applications with Project Proposals which shall include a Project Plan for the Project in order to review and select a “foreign educational foundation” (e.g., a preschool, elementary, secondary institutions) in accordance with the **Special Act on Establishment and Management of Foreign Educational Institutions in Free Economic Zones** and the **Special Act on the Designation and Management of Free Economic Zones** and all applicable laws/regulations.

2.1.2 The term “**Midan City**” refers to the strategic location which is not an official nor legal geographic name but a colloquial name of the area located in Yeongjong International City, Incheon City, Republic of Korea as a free economic zone focused on the development of a vibrant area located near the Incheon International Airport with local infrastructure, a commercial hub, with high quality residential properties supported by tourism, hospitality businesses, healthcare and premium education and other cultural and recreational sites.

2.1.3 The term “**Yeongjong International City**” means the Yeongjong District as designated by the IFEZ and publicly announced in Public Notice No. 2018-41 (dated 23 October 2018) by the Incheon Free Economic Zone Authority under Article 4 of the Special Act on Designation and Management of Free Economic Zones.

2.1.4 The term “**Project**” means the contemplated project designed to introduce, attract a foreign school also referred to as an educational institution foundation in Midan City pursuant to the Special Act of Foreign Educational Institutions and the

Special Act on Free Economic Zones, and all applicable laws/regulations.

- 2.1.5 The term "**Project Site**" means the Educational Research Facility Sites 1 to 3 located at 1280-4~6 of Unbuk-dong, Yeongjong International City in the Incheon Free Economic Zone of the Republic of Korea on which certain land shall be made available and used for the Project in accordance with Article 4 of this RFP.
- 2.1.6 The term "**Free Economic Zone**" means a zone developed to improve the business environment for foreign-invested enterprises and living conditions for foreigners and designated and published in accordance with the provisions of Article 4 of the Special Act on the Designation and Management of Free Economic Zones.
- 2.1.7 The term the "**Incheon Free Economic Zone**" or "**IFEZ**" shall mean the Free Economic Zone in Yeongjong International City in the Republic of Korea.
- 2.1.8 The term "**Competent Authority** or "**IFEZ Authority**" shall mean the Free Economic Zone Authority having jurisdiction and oversight over the Project and this RFP in the IFEZ.
- 2.1.9 The term "**Development Project Operator**" means the Incheon Housing and City Development Corporation (hereinafter "**IHCDC**") pursuant to Article 8-3 of Act on Free Economic Zones as the owner of the Project Site.
- 2.1.10 The term "**Applicant**" means a qualified foreign investor as a foreign educational foundation that has submitted a "Project Proposal" to the IFEZ Authority in accordance with this RFP.
- 2.1.11 The term "**Application and Supporting Documents**" means the application as prepared and submitted in accordance with this RFP in relation to the Project which shall include the Project Proposal and all supporting documents in accordance with Attachment 2 and Attachment 3.
- 2.1.12 The term "**Bidding Process**" shall mean the "Competitive Bidding Process to select, develop and operate a Foreign Educational Foundation in Midan City" or the Project Name as set out in Article 4 of this RFP.
- 2.1.13 The term "**Project Proposal**" means comprehensive project plan for the Implementation of the Project which shall be prepared and submitted by an Applicant in accordance with Attachment 2. Specific Instructions on Project Plan.
- 2.1.14 The term "**Project Plan**" shall be a basic and prospective written plan for the implementation and operation of the Foreign Educational Foundation to be prepared and submitted by an Applicant in accordance with Attachment 2. Specific Instructions on the Project Plan.
- 2.1.15 The term "**Foreign Educational Foundation**" means a federal, state or local government or a non-profit corporation which establishes and manages preschool, elementary school, high school or secondary or higher educational institution in accordance with the laws and regulations of a foreign country as operated in such foreign country who has subsequently become an "Foreign Educational Foundation" pursuant to the Special Act on Foreign Educational Institutions in a Free Economic Zone or the Jeju Free International City.
- 2.1.16 The term "**Foreign Educational Institution**" means a Foreign Educational

Institution that has been duly established and operates a Foreign Educational Foundation in a Free Economic Zone.

- 2.1.17 The term "**foreigner**" means an individual as described in Article 2, Paragraph 1 of Subparagraph 1 of Foreign Investment Promotion Act.
- 2.1.18 The term "**Evaluation Committee**" means a committee of evaluators formed under Article 11, Paragraph 4 of this Guideline to the RFP with the authority to review and assess the Applications and Supporting Documents along with Project Proposals as submitted by Applicants for the contemplated Project.
- 2.1.19 The term "**evaluator**" means an individual member of the Evaluation Committee selected from each domain at the IFEZ Authority who shall consult with other members of the Evaluation Committee to evaluate Applications and Supporting Documents along with the Project Proposals for the contemplated Project.
- 2.1.20 The term "**Successful Applicant**" means the Applicant selected from the pool of Qualified Applicants in accordance with the RFP, namely Article 17 of this RFP to engage in subsequent negotiations on a priority basis with the IFEZ Authority and who has executed a Project Agreement with the IFEZ Authority.
- 2.1.21 The term "**Project Agreement**" means an agreement that the IFEZ Authority shall negotiate and execute with the Qualified Applicant in accordance with Article 19 of this RFP in order to implement the Project.
- 2.1.22 The term "**Qualified Applicant**" means an Applicant who is successful in the RFP process and has been duly selected by the Evaluation Committee of the IFEZ Authority as a Qualified Applicant for participation and consideration in the Competitive Bidding Process to select, develop and operate a Foreign Educational Foundation in Midan City.
- 2.1.23 The term "**RFP Schedule**" means the timeline set forth in Attachment 1 and the schedule may be subject to changes with prior notice to all prospective Applicants and Applicants due to any circumstances at the IFEZ Authority.
- 2.1.24 The term "**relevant governmental agency**" means any central government or local government office, administrative agency including but not limited the Ministry of Trade, Industry and Energy ("**MOTIE**"), or the Incheon Metropolitan City Office of Education ("**IOE**"), etc. with whom consultation and/or approvals regarding the Project including the RFP are required.
- 2.1.25 The term "**Special Act on Education in FEZs**" shall mean the Special Act on Establishment and Management of Foreign Educational Institutions in Free Economic Zones.
- 2.1.26 The term "**Special Act on FEZs**" shall mean the Special Act on the Designation and Management of Free Economic Zones.

Terms that are not defined in this RFP shall have meanings as defined in laws and regulations of the Republic of Korea and general customs and practices.

Section 2. Overview of the Project

Article 3. Purpose of the Project

This Project aims to improve the settlement conditions for foreigners and attract investments by enhancing educational conditions within the free economic zone. It also seeks to establish a foreign educational institution capable of providing a holistic and advanced curriculum suited to globalization, through stable academic and financial operations.

Article 4. Project Details and Project Site

The general information in relation to the Project for purposes of this RFP are as follows:

4.1. Project Name

The “**Competitive Bidding Process to select, develop and operate a Foreign Educational Foundation in Midan City**” for the establishment of a preschool, elementary and/or secondary school in the Incheon Free Economic Zone.

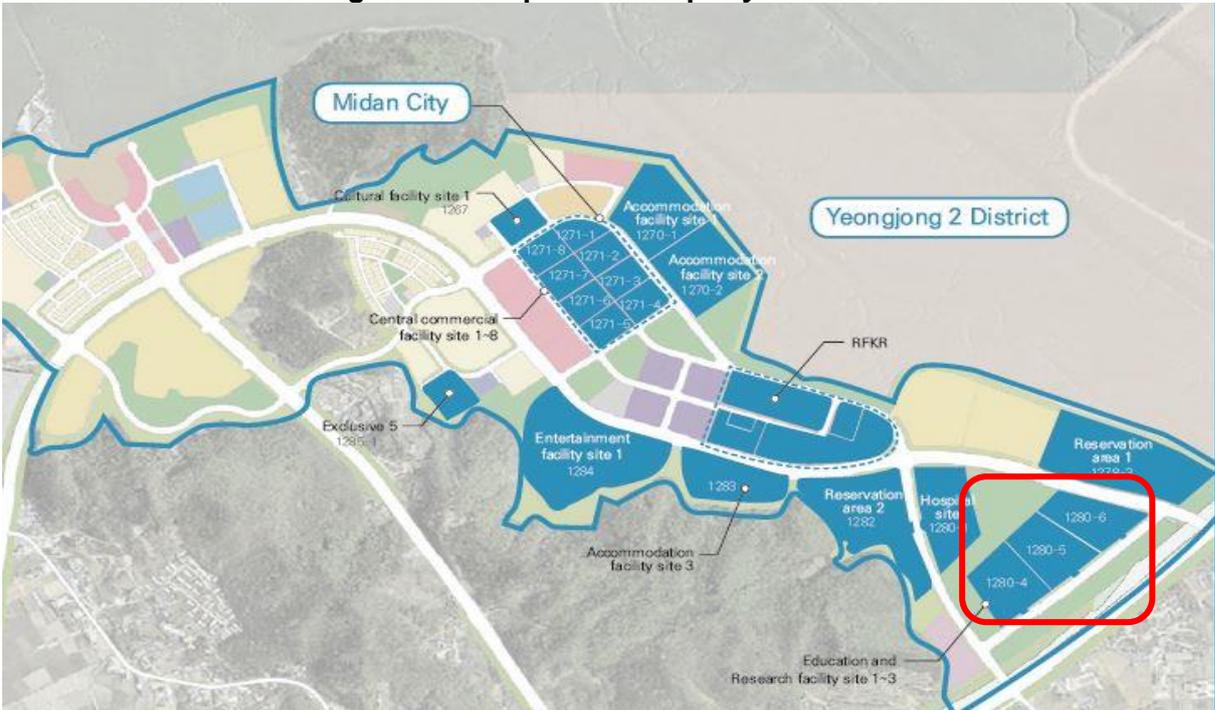
4.2. Project Site

The Project Site is located at:

1280-4-6, Unbuk-dong, Jung-gu, Incheon City, Republic of Korea

Reference is made to [Diagram 1](#).

Diagram 1. Map of the Property Site



4.3. Summary of the Project Site for the RFP

	Lot Number	Area (m ²)	Zoning	Building Coverage Ratio (%)	Floor Area Ratio (%)	Additional Remarks
1	1280-4	32,072.8	Class II General Residential Area	60 or less	150	Site for Education and Research Facility 3
2	1280-5	32,820.8				Site for Education and Research Facility 2
3	1280-6	31,199.7				Site for Education and Research Facility 1
Total		96,093.3				

Article 5. Project Structure

- 5.1. The method for the implementation of this Project shall be for the Competent Authority to construct a school building, auxiliary facilities, and dormitories and lease them to a foreign educational institution.
- 5.2. The facility standards for a school building, etc. that will be constructed by the Competent Authority and the annual rent for the land are set out in Table 2 below.

Condition	Area of the School Site	Key School and Research Facilities	Building Rent
Lease after the IFEZ Authority constructs main facilities such as school buildings, etc.	96,093.3 m ² (a)	School buildings, auxiliary facilities, dormitories, etc. (b)	1. Free rental for up to 5 years after completion 2. After the free rental period, the rental rate for 3 years will be 1.5% of the building's appraised value

- (a) Proposals can be made based on the use of the entire 96,093.3m². If the entire area is not needed for the project, the minimum area to be proposed is 65,000m².
- (b) The size of the dormitory can be autonomously determined and submitted within the total floor area.

- 5.3. The IFEZ Authority shall review all Applications and Project Proposals and select a Qualified Applicant in accordance the selection by the Committee under Article 12 and Article 13 of the RFP.
- 5.4. The IFEZ Authority and a Qualified Applicant shall enter into the Project Agreement in accordance with Article 19 of the RFP under which the relevant governmental agency shall construct facilities such as a school building, auxiliary facilities and dormitories and lease them to the Successful Applicant.
- 5.5. The building lease will be provided free of charge for the first five (5) years and the lease shall commence on the completion date of the school facilities including classrooms.

- 5.6. After the free rental period, the rental rate for the following 3 years will be 1.5% of the building's appraised value for that year.
- 5.7. Based on the financial status of the Foreign Educational Institution, the Successful Applicant may discuss the purchase of land and buildings with IHCDC and the IFEZ Authority starting 7 years after the free lease period. However, if a reason arises that makes purchasing impossible after the end of free lease period, the lease rate can be negotiated within 5% of the land and buildings value per year.
- 5.8. The Successful Applicant shall bear all utility costs (i.e., electricity, water, gas, and any other expenses) incurred during the lease period, and the details shall be determined after consultation with the IFEZ Authority.

Chapter II. Qualifications and Requirements

Article 6. Qualifications and Requirements

- 6.1. Upon selection of a Qualified Applicant, the Project Proposal will be finalized in consultation with the IFEZ Authority, and the Project Agreement shall be signed. However, the selection of a Qualified Applicant may be revoked if the consultation fails. In addition, the RFP requires an agreement between the IFEZ Authority and a Qualified Applicant in accordance with relevant laws, ordinances, guidance. The selection will only be finalized after obtaining approvals from the relevant authorities including the MOTIE, and the Superintendent of Incheon Metropolitan City Office of Education.
- 6.2. Only a Foreign Educational Foundation, as defined in subparagraph 10 of paragraph 1 of Article 2 of this RFP, shall be eligible to participate in the RFP. The Foreign Educational Foundation shall submit documentation verifying its eligibility as specified in Attachment 3, signed, or sealed by its Chairman of the Foundation along with the Application and Project Proposal.
- 6.3. An Applicant must verify that its overseas Main Campus or headquarters complies with the eligibility criteria as specified in Article 2 and the qualifications under Article 4 of the Special Act on Education in the FEZs and Jeju Free International City before submitting the Project Proposal.
- 6.4. The Successful Applicant shall outsource a feasibility study on the establishment of the foreign educational institution of the Incheon Free Economic Zone and submit the study outcomes to the MOTIE and the Incheon Metropolitan City Office of Education for final approval of the establishment of the school.
- 6.5. An Applicant acknowledges that the submitted Proposal is for selecting a Qualified Applicant and that the content may be modified or rejected if it conflicts with the objective of the Bidding or violates the public interests.
- 6.6. An operational plan shall be finalized only after it has been consulted with the relevant governmental agency and obtained approvals from various review committees and the approved authorities. The operational plan may be subject to modifications or changes during negotiations with relevant agencies, such as the Incheon Metropolitan City Office of Education. Adjustments include updates to permits, signing of agreements, such as the MOU.
- 6.7. The applicant who is subject to any of the following shall be disqualified from the bidding. Any applicant who participates in the bidding process and is selected as a Successful Applicant by concealing the following information will have their rights or qualifications nullified:
 - 6.7.1 Any applicant who has been restricted or suspended for participating in the Bid, investment, etc., under relevant laws and regulations such as the Act on Contracts to Which the State is a Party, the Act on Contracts to Which a Local Government is a Party, the Monopoly Regulation and Fair Trade Act as of the receipt date of the Application.
 - 6.7.2 An Applicant certifies that there are no legal actions, claims, or proceedings pending against the Mayor of the Incheon Metropolitan City, or the Commissioner

of the Incheon Free Economic Zone Authority and the IHCDC within three years.

6.7.3 Any Applicant engaged in any process of discontinuing business its operations, undergoing suspension, filing for bankruptcy, or undergoing dissolution as of the announcement date of the RFP.

6.7.4 All of the rights of Applicant under the RFP shall be forfeited even when an Applicant becomes subject to any of the above after the evaluation.

Article 7. Submission of Application Form

The Applicant shall prepare its Proposal in accordance with the instructions provided in Attachment 2 of the Specific Instructions on the Application Procedures. The Applicant also shall submit supporting documents required by Attachment 3 of the List of Forms for the Proposal, and include all documents listed in Attachment 4 of the Prescreening Procedure.

Chapter III. Guide on Procedures and Submissions

Article 8. Requirements for the Application Process

- 8.1. The Applicant shall prepare a Project Proposal required by the Attachment 2 of the Specific Instructions on Procedure of Application.
- 8.2. The Applicant shall use forms provided in Attachment 3 to the extent possible and may add items to it if needed.
- 8.3. The Application, Project Proposal and any Supplemental Application Materials shall be written in Korean. A translation in Korean must be provided if it is written in a foreign language. Should there be any inconsistency or conflict between the foreign language and Korean versions of the Application, Project Proposal and any Supplemental Application Materials, the Korean version shall prevail over the foreign language version.
- 8.4. If the Project Proposal lacks any essential information and seems infeasible, it could face disadvantages.
- 8.5. The supporting documents to the Application, Project Proposal and/or the Supplemental Application Materials shall be deemed valid only if they have been issued after the announcement of this RFP. However, in cases of unavoidable circumstances, an explanatory letter shall be attached, and the IFEZ Authority shall determine the adequacy or appropriateness of such reasons therefore during the Preliminary Examination.
- 8.6. The Applicant shall attach any and all notarized documents before the submission of the Application, Project Proposal or the Supplemental Application Materials and any attachments issued by an overseas institution shall be notarized and/or have the Apostille or any other equivalent procedure to have the document recognized as a valid official document to be used and relied on in the Republic Korea before the submission of Application, Project Proposal or any Supplemental Application Materials.

Article 9. Procedures and Submissions of Application

- 9.1. The Project Proposal shall consist of three parts, which are the Foreign Educational Foundation, Establishment and Operation Plan for Branch Campus, and a Summary of Project Proposal. The Applicant is required to submit 15 copies, including an original and 14 duplicate copies.

Table 3. Proposal for Competitive Bidding to Select the Foreign Educational Foundation in Midan City	
Volume 1	Foreign Educational Foundation
Volume 2	Establishment and Operation Plan for Branch Campus
Volume 3	A Summary of Project Proposal

- 9.2. The Applicant shall provide additional documents if requested by the IFEZ Authority. If the Applicant fails to respond to such a request, the applicant could face a disadvantage in the evaluation.

- 9.3. All application documents including the Project Proposal submitted for the evaluation shall not be edited or supplemented after the submission, unless requested by the IFEZ Authority.
- 9.4. The Applicant must submit the Project Proposal and all accompanying documents in person to the location designated by the IFEZ Authority by the deadline specified in the RFP. A third-party submission shall not be accepted except in cases where the submission is made by an authorized representative holding a power of attorney from the Chairman of the Foreign Educational Foundation. Submissions via mail, email, or any non-physical means will not be accepted.
- 9.5. Required forms for submission for the bidding are listed in Attachment 3. If related documents are unavailable in a foreign country, the Applicant may submit alternative documents along with the Project Proposal that serve a similar purpose to the required documents if it has obtained consent from the Authority before the deadline.
- 9.6. The IFEZ Authority will not return any of the Project Proposal and supporting document or any other submitted documents.

Article 10. Nullification of Application

Any Application that falls under any of the following conditions shall be deemed automatically void:

- 10.1. The Application made by an individual or an entity that does not meet qualifications or requirements by the RFP.
- 10.2. The Project Proposal lacks completeness or contains materially incorrect information.
- 10.3. The Project Proposal was prepared unlawfully or contains false information.
- 10.4. The Applicant has contacted the evaluator by any means before the evaluation.
- 10.5. A case that does not fall under in any of the Articles 10.1 – 10.4, but such grounds that may be subject to nullification.

Chapter IV. Evaluation of Proposal and Selection Process for Qualified Applicant

Section 1. Evaluation of the Project Proposal

Article 11. Instructions for Evaluation

- 11.1. The Project Proposal as submitted shall be evaluated in two phases as follows:
- 11.1.1 **Preliminary Evaluation** where reviews by the IFEZ Authority all Applications and Project Proposals duly submitted by Applicants to the IFEZ Authority; and
 - 11.1.2 **Qualified Applicant Review** where the Evaluation Committee shall select one (1) Applicant as a Qualified Applicant
- 11.2. The IFEZ Authority shall review and evaluate all Applications and Project Proposals with all supporting information documents subject to compliance with the RFP and the guidelines herein as well as in accordance with Attachment 2 of the Specific Instructions on Procedure and Attachment 3 of the List of Forms for Procedure. The IFEZ Authority will submit the results to the Evaluation Committee after consultation and confirmation of such results with each Applicant.
- 11.3. The Evaluation Committee shall conduct the Qualified Applicant Review for each evaluation item stated in Article 13 and Article 14 of the RFP.
- 11.4. The Qualified Applicant Review shall be conducted by the Evaluation Committee composed of approximately ten (10) experts and or professionals selected from each area by the IFEZ Authority. The IFEZ Authority's senior official shall be the chair of the Evaluation Committee and shall lead the review and evaluation process. However, the chair of the Evaluation Committee shall not participate in the evaluation or make any judgment or provide any opinion with respect to each Applicant and his/her/its Project Proposal.
- 11.5. The evaluation and deliberations shall be convened with at least 2/3 of the quorum present of the Evaluation Committee and each member of the Evaluation Committee shall evaluate only the portion of the Applications and the Project Proposals for which he/she has competencies and expertise.
- 11.6. If the contents of the Application, Project Proposal and any supplemental information and documents are unclear or insufficient for evaluation, then the IFEZ Authority shall make a written request to supplement same by a return date as specified by the IFEZ Authority.
- 11.7. The evaluation by the Evaluation Committee will only be conducted with the Application, Project Proposal and any supporting information and documents that are initially submitted to the IFEZ Authority. In the event that supplemental information and/or documents are deemed necessary to issues related to clarity, insufficiency or absence of same for the evaluation then such information and documents shall not be considered unless it is provided upon request in accordance with Section 11.6 during the Preliminary Examination.
- 11.8. An in-person presentation by the Applicant, for maximum of thirty (30) minutes, with a

questions and answers period between the Applicant and the Evaluation Committee with consideration to the Application is required, in addition to, the evaluation of Project Proposal and any supplemental information and documents pursuant to the RFP and guidelines. The date and time of evaluation shall be announced and notified to a short list of Applicants via email or phone.

- 11.9. The IFEZ Authority shall conduct a preliminary examination to determine the eligibility of the Applicants. The evaluation committee may not be held if the authority determines that no applicant meets qualifications and requirements under Article 6 of the RFP.
- 11.10. The Applicant shall not raise any objections to the evaluation process, the criteria, or other aspects of same leading to the results of the evaluation process conducted by the IFEZ Authority which shall be kept confidential.

Article 12. Criteria for Evaluation

- 12.1. The total score for the evaluation is **1,000 points** with 45% allocated to the evaluation of the Foreign Educational Foundation, and 55% to the review of the Establishment and Operation Plan for the Branch Campus.

The assessment of a Foreign Educational Foundation shall be further categorized under “Competencies of the Main Campus”. The evaluation of the Establishment and Operation Plan for the Branch Campus, shall be categorized into three subject matter areas as plans for review (a) a Financial Plan for the Branch Campus, (b) Academic Plan for the Branch Campus, and (c) the “Student Recruitment and Related Plans”.

- 12.2. The evaluation shall be conducted using a 5-Level review scale under which each evaluation shall be rated based on the following range of points.

Table 4. Range of Points for Each Grading Scale					
Grade	Excellent	Good	Fair	Poor	Bad
Points (%)	100	90	80	70	60

- 12.3. The same procedures and standards under this Article 12, Paragraph 1 and Paragraph 2 shall still apply even if there is only one Applicant to the RFP.
- 12.4. The total score shall be the average points as calculated by dividing all combined points earned for each subject matter area item by the number of the members on the Evaluation Committee (to be rounded-up to 2 decimal points).

Table 5. Scores for Each Evaluation Factor *			
Category	Evaluation factors	Sub Scores	Max Marks
Foreign Educational Foundation (45%)	Competencies for the Main Campus	450	450
Establishment and Operational Plan for the Branch Campus (55%)	Financial Plan for the Branch Campus	250	550
	Academic Plan for the Branch Campus	150	
	Student Recruitment and Other Plans	150	
Total		1,000	

Article 13. Specific Criteria for Evaluations of Applications, Project Proposals and any Supplemental Application Materials

Table 6. Evaluation Criteria								
Category	Evaluation Factors	Evaluation Items	Score	Scale				
				Excellent	Good	Fair	Poor	Bad
Foreign Educational Foundation (450 points)	Competencies of the Main Campus (450)	School Reputation	200	200	180	160	140	120
		Operational Capacity	100	100	90	80	70	60
		Financial Soundness and Public Interest of the Main Campus	50	50	45	40	35	30
		Teacher Management Plan	100	100	90	80	70	60
Establishment and Operational Plan for the Branch Campus (550 points)	Financing Plan for the Branch Campus (250)	Initial Capital and Funding Sources	50	50	45	40	35	30
		Financing Plan for Establishment of the Branch Campus	100	100	90	80	70	60
		Financing Plan for Operation of the Branch Campus	100	100	90	80	70	60
	Academic Plan for the Branch Campus (150)	Academic Management Plan	80	80	72	64	56	48
		School Management System	40	40	36	32	28	24
		Facility Operational Plan	30	30	27	24	21	18
	Student Recruitment and Other Plans (150)	Educational Demand Assurance Plan	50	50	45	40	35	30
		PR and Marketing Activity Plan	50	50	45	40	35	30
		Regional Coexistence Plan	50	50	45	40	35	30

Table 6. Evaluation Criteria								
Category	Evaluation Factors	Evaluation Items	Score	Scale				
				Excellent	Good	Fair	Poor	Bad
* Reference is made to the "Manual on Review of the Establishment of Foreign Elementary and Secondary Educational Institutions" as published by the Ministry of Education and National Research Foundation ("NRF").								

Article 14. Evaluation by Subject Matter Area

14.1. Evaluation topic items and the contents for the evaluation by topic item with respect to the Foreign Educational Foundation (450 points) category are broken down as follows:

14.1.1. Competencies of the Main Campus or Headquarters (450 points)

Table 7. Evaluation of Subject Matter Areas		
Evaluation Item	Content of Evaluation	Score
Reputation	Domestic and International Reputation of the Main Institution <ul style="list-style-type: none"> • Any document from a government organization evaluating the operating performance of the institution • Any evaluation record from the Department of Education from the respective country • Submit the official document (including the issuance date) in addition to contact person at the Institution (name, email, phone) • Academic performance or test results (A-level, SAT, etc) • History and prestigiousness of the institution and alumni recognition • Admission rate of graduates into World Top 100 universities for the recent 3 years and placement record <ul style="list-style-type: none"> ○ For example: QS (QS World University Rankings) and other global rankings of Top universities 	200
Operational Capacity	<ul style="list-style-type: none"> - Operational Performance of the Main Campus <ul style="list-style-type: none"> • The capability to operate an educational institution of similar quality to the similar extent to school's operational achievements, both domestically and internationally. <ul style="list-style-type: none"> ○ Required documents: table that shows school history, students, facilities, and teachers' status - Biography of a person in charge of school operation (chairman of the foundation or school principal) <ul style="list-style-type: none"> • Required documents: Record of awards, certifications, press release, etc. - Major decision-making system <ul style="list-style-type: none"> • Required documents: Foundation's articles of incorporation and operational regulation of the board of directors (BOD), members of the BOD and their biographies 	100
Financial Soundness and Public Interest of the Main Campus	Basic property (financial operation) status of main campus <ul style="list-style-type: none"> • Required documents: Financial statement/financial status data (For the recent 3 years. a letter of confirmation by an attorney or an accountant to be provided) 	50
Teacher Management	<ul style="list-style-type: none"> - Plan for Dispatching Main Campus Staff to the Branch Campus <ul style="list-style-type: none"> • Strategy for securing outstanding faculty and the plan for dispatching 	100

Plan	Main Campus Faculty to the Branch Campus (including the experience, degrees, and certifications of the main campus staff) - Training Plan for Branch Campus Teacher	
------	--	--

14.2. Evaluation of subject matter areas and the contents for evaluation by subject matter area for the Branch Campus in accordance with the Plans for Establishment and Operation (550 points) are broken down as follows.

14.2.1. Financial Plan for the Branch Campus (250 points)

Table 8. Financial Plan Evaluation		
Evaluation Item	Content of Evaluation	Score
Initial Capital and Funding Sources	Amount of equity capital of a subject that establishes Branch Campus <ul style="list-style-type: none"> Required documents: Financial plans for 5 years 	50
Financing Plan for Establishment of the Branch Campus	<ul style="list-style-type: none"> A comprehensive funding plan detailing how the necessary capital for the branch campus will be raised, focusing on donations, grants, endowments, and other non-profit funding sources. If applicable, a detailed plan for the use of any surplus funds or retained earnings, including reinvestment in educational programs or infrastructure. 	100
Financial Plan for Operation of the Branch Campus	<ul style="list-style-type: none"> A projected financial statement for the branch campus over a 5-year period, including income, expenses, and sustainability metrics. A detailed plan outlining the management of assets, including financial operation plans and the basis for all financial projections, tailored to a non-profit model. 	100

14.2.2. Academic Plan for the Branch Campus (150 points)

Table 9. Academic Plan Evaluation		
Evaluation Item	Content of Evaluation	Score
Academic Operational Plan	<ul style="list-style-type: none"> Admissions and recruitment plan A plan to achieve a certification from an international credential evaluation institution A planned curriculum by grade (Preschool to 12th Grade) A school health and safety plan A plan for recognizing the education received from the Branch Campus as the same one received from the Main Campus A plan to have the education of Branch Campus recognized in Korea A plan to obtain educational credentials (WASC, CIS, A-level) A plan to operate Advanced Placement (AP) and International Baccalaureate (IB) courses Adequacy in teacher to student ratio A plan for scholarship and support of the disadvantaged 	80

School Management System	<ul style="list-style-type: none"> - Professional experience of a potential person responsible for school operations - Decision making and operation plan of the Branch Campus organization - Branch Campus executive committee (highest decision-making body) composition (plan) <ul style="list-style-type: none"> • Including a person recommended by the Incheon Free Economic Zone Authority and the Incheon Metropolitan City Office of Education to be included - Suitability of the Audit Organization <ul style="list-style-type: none"> • Including a person recommended by the Incheon Free Economic Zone Authority 	40
Facility Management Plan	<ul style="list-style-type: none"> - School facility diversity that aligns with the purpose of the Project - Adequacy and relevance in size by facility such as a school building, auxiliary facilities, dormitories, etc. - Plan for the efficient use and arrangement of school facilities in relation to the land area. <ul style="list-style-type: none"> • A plan to use each facility by floor area and deployment map to be submitted 	30

14.3. Student Recruitment and Other Plans (150 points)

Table 10. Student Recruitment and other Plans Evaluation		
Evaluation Item	Content of Evaluation	Score
Plan for Ensuring Educational Demand	<ul style="list-style-type: none"> - Domestic international student recruitment plan (Plan to forecast demand and secure students) - Plan to conduct a study to identify student demand in area expected to establish the branch campus 	50
Marketing Plan	<ul style="list-style-type: none"> - Plan to promote foreign educational institutions in Midan City - Plan to attract international students - Student exchange plan between the main campus and branch campus 	50
Plan for coexistence with region	<ul style="list-style-type: none"> - Plan to recruit regional talents <ul style="list-style-type: none"> • Rate of students in Incheon area distributed in domestic quota in admission - Plan for community exchange, etc. 	50

Article 15. Methods of Evaluation

The grading scale shall be divided into Excellent, Good, Fair, Poor, and Bad. The Applicant with the highest points shall be scored as excellent followed by Good, Fair, Poor and Bad. In a case where there is only one applicant and no competition is held, the evaluation will be conducted on an absolute basis according to the scoring criteria for each evaluation item, regardless of the distribution by grade.

Grade (Scoring Criteria)	Table 11. Evaluation Methodology (Number of Applicants)																			
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Excellent (100%)	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	
Good (90%)	x	x	1	1	1	1	2	2	2	2	3	3	3	3	3	3	4	4	4	
Fair (80%)	1	1	1	1	2	3	3	3	4	5	5	5	6	6	6	7	7	7	8	
Poor (70%)	x	x	1	1	1	1	1	2	2	2	2	3	3	3	3	3	3	4	4	
Bad (60%)	x	1	x	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	

※ If there are more than 20 applicants, the detailed grading distribution and evaluation criteria will be finalized by the proposal evaluation committee.

Article 16. Announcement of Evaluation Outcome

Evaluation results shall be notified individually via email to the Successful Applicants for the Foreign Educational Foundation, and the IFEZ Authority shall disclose the results on the official website when the Evaluation Committee has completed its evaluation of all Applications, Project Proposals, and any Supplemental Application Materials.

Section 2. Selection and Disqualification of Qualified Applicant

Article 17. Selection of Qualified Applicant

- 17.1. The IFEZ Authority shall select the Qualified Applicant based on the results of the review and evaluation of the relevant Application, Project Proposal and any Supplemental Application Materials under Article 12 and Article 13 of this RFP.
- 17.2. The Applicant who receives the overall highest score will be selected as the Qualified Applicant. However, if two or more Applicants receive the same highest score, the selection will be determined based on the following criteria:
 - 17.2.1. The Applicant who scores the highest score in “Competencies of the Main Campus.”
 - 17.2.2. The Applicant who receives the highest score in the evaluation criteria with the highest weight.
- 17.3. An Applicant who receives less than 70% of the total score by subject matter areas in any one evaluation item shall not be selected as a Qualified Applicant.
- 17.4. If there is only one Applicant and no competition is held, a Qualified Applicant shall be selected by applying this Article, Paragraph 3 and will be evaluated accordingly. However, if the Applicant’s total score is less than 80% (800 points) of the full marks, he or she shall not be selected as a Qualified Applicant.
- 17.5. The Applicant shall bear all the expenses and costs associated with the submission of the Project Proposal. The Applicant shall not make any claims for the expenses or reimbursement or raise any objections to the IFEZ Authority if the selection of the Applicant is rendered void.
- 17.6. After the submission of a Project Proposal, the IFEZ Authority may visit the main campus and conduct a due diligence review of the Qualified Applicant.

Article 18. Disqualification of the Selection of a Qualified Applicant

- 18.1. Even if a foreign educational foundation which underwent an evaluation of the evaluation committee is recommended as a Qualified Applicant, the applicant may not be selected as a Qualified Applicant if deemed not adequate by the IFEZ Authority.
- 18.2. The IFEZ Authority may nullify the application if an applicant is found to fall into any of the following and provision of Article 10 of this guideline and disqualify the Qualified Applicant.

When it is found that a Qualified Applicant has included false information in project proposal and supplementary documents or committed other act that has disrupted fair selection.

18.2.1 When a Qualified Applicant withdraws

18.2.2 When there is an objective ground to suspect the project implementation

capability of an applicant who has been selected as a Qualified Applicant.

- 18.3. Other cases where the IFEZ Authority deems inappropriate to proceed the consultation with the Qualified Applicant.
- 18.4. When the selection is renounced under paragraph 2 of this Article leading to the disqualification as a Qualified Applicant, the IFEZ Authority may select another applicant with the 2nd highest score who meets the requirement of receiving at least 70% of total score by item as a Qualified Applicant.
- 18.5. If any misconduct related to the competition (breaching the pledge of integrity, contacting evaluators and related officials before evaluation) committed by a Qualified Applicant is found, Qualified Applicant will be disqualified from the selection.

Article 19. Signing of Project Agreement

- 19.1. An Applicant selected as a Qualified Applicant shall engage in discussions with the IFEZ Authority regarding the Project Plan, any adjustments to the land area, total floor area of the buildings, and other usage plans, and engage in future consultations to ensure the smooth implementation of the Project.
- 19.2. A Qualified Applicant shall sign a “**Project Agreement**” with the IFEZ Authority within one (1) year from the official announcement of the selection of the Qualified Applicant based on this RFP and its guideline and the contents of the Project Proposal and the period to sign the Project Agreement may be extended upon consultation with the IFEZ Authority within the sole discretion of the IFEZ Authority.
- 19.3. A Qualified Applicant shall obtain the status of a Successful Applicant upon the execution of a Project Agreement.
- 19.4. If an event that falls under reasons that trigger the Termination or Cancellation of an Application and/or the Project Proposal or disqualification of an Applicant or Qualified Applicant during the selection process pursuant to Article 18, Paragraph 2 occurs or the Project Agreement is not executed by either the IFEZ Authority and the Qualified Applicant within the period assigned for execution of same due to a reason for which a Qualified Applicant is responsible for, then the selection of the Qualified Applicant shall be nullified and have no effect.
- 19.5. If the project implementation is impossible pursuant to the Project Plan as agreed to by the IFEZ Authority and the Qualified Applicant fails to obtain any necessary approvals from related agencies including the Ministry of Industry, Trade, and Energy and the 5-year Mayor of Incheon Metropolitan City and/or the Commissioner of the IFEZ Authority, etc.), such occurrence shall not constitute a reason for which the IFEZ Authority or a Qualified Applicant is responsible and therefore shall not be subject to paragraph 4 of this Article.
- 19.6. A Qualified Applicant shall finalize the Project Plan before the execution of the Project Agreement which shall include updates and/or revisions or improvements based on the consultation with the IFEZ Authority (which shall be attached to the Project Agreement).

Article 20. Termination or Cancellation of Bid

The IFEZ Authority may terminate or cancel a Project Agreement executed with the

Successful Applicant in the event that any the following conditions arise:

- 20.1. When the Successful Applicant has materially breached any provision of the Project Agreement in implementing the Project.
- 20.2. When the Successful Applicant has disposed of its rights arising from or in connection with the Project in breach of this RFP and guidelines.
- 20.3. When a Successful Applicant has received a correction request from the IFEZ Authority as the Successful Applicant failed to comply with the project timeline, etc. set forth in the Project Agreement but has not remedied within 30 days.
- 20.4. When the purpose of this Project is materially changed, damaged or the Project is delayed or suspended due to willful conduct or gross negligence
- 20.5. Other detailed matters shall be determined and set out in in a Project Agreement.

Chapter V. Miscellaneous

Article 21. Governing Law and Dispute Resolution Procedure

21.1 This RFP and the Competitive Bidding Process to select a Foreign Educational Foundation in Midan City shall be governed and interpreted in accordance with the laws of the Republic of Korea.

21.2 Any disputes arising from or related to this RFP shall be resolved by the Incheon District Court with jurisdiction.

Article 22. Cost of Bidding

An Applicant shall be responsible and bear all costs and/or expenses in relation to the preparation of the Application and the Project Proposal.

An Applicant shall not make any claims against the IFEZ Authority for any costs, expenses, and/or fees to the IFEZ Authority or any relevant government authority irrespective of the results and outcome of the RFP and the Competitive Bidding Process to select a Foreign Educational Foundation in Midan City of the Preliminary Review or the Qualification Selection Process of a Qualified Applicant.

Article 23. Force Majeure

In the event that a Qualified Applicant or an Applicant becomes incapable of performing the obligations under this RFP and the Competitive Bidding Process to select a Foreign Educational Foundation in Midan City due to an act of God, actions of a government or a local municipal government (including a change in laws and regulations), riot, war, embargo, strike, terror or other uncontrollable events (hereinafter a “**force majeure event**”), then such incapability to perform such obligations pursuant to a force majeure event shall be notified to the IFEZ Authority in a written form immediately in which case the incapability shall not be considered as a breach of this RFP and the Competitive Bidding Process to select a Foreign Educational Foundation in Midan City as well as the right to engage in the Qualification Selection Process of a Qualified Applicant for the Project.

Article 24. No Assignment

An Applicant, Qualified Applicant or a Successful Applicant may not assign nor transfer his/her/its status as such in this RFP and the Competitive Bidding Process to select a Foreign Educational Foundation in Midan City including any rights and obligations hereunder to a third-party.

Article 25. Acknowledge and Understanding

An Applicant, Qualified Applicant or a Successful Applicant hereby acknowledges that he/she/it has read, understood, and agrees that all of the terms and conditions of this RFP and the Competitive Bidding Process to select a Foreign Educational Foundation in Midan City as well as to have had the opportunity to seek competent legal counsel or consultants as part of the review and submission of the Application, the Project Proposal, any Supplemental Application Materials the Project Agreement, the contemplated Land Lease and any and all requirements,

qualifications, procedures in relation to same which shall also be administered in accordance with local customs and practices.

Article 26. Inquiries

- 26.1. An Applicant, Qualified Applicant or Successful Applicant may make inquiries regarding this RFP and the Competitive Bidding Process to select a Foreign Educational Foundation in Midan City by completing and submitting Form 8 for all written inquiries thereto. The Applicant, Qualified Applicant or the Successful Applicant as the case may be shall be responsible for confirming receipt of the inquiries set out in Form 9 with the competitive authority.
- 26.2. Inquiries and responses shall be made in accordance with the relevant methods and procedures set out in Attachment 1.
- 26.3. The IFEZ Authority may post a notice as needed to correct typos and errors of this guideline, provide additional information and give a further update through its homepage during the competition period. An applicant is obliged to frequently check online notices posted by the IFEZ Authority and shall not raise any objection to the IFEZ Authority for any loss and damage caused as a consequence of not checking the notice.

Article 27. Miscellaneous

- 27.1. The IFEZ Authority shall not return any information and documents including the Project Proposal and any other Supplemental Application Materials submitted by an Applicant (the “**RFP Materials**”) and the Applicant shall not claim any rights against the IFEZ Authority such as ownership rights in the RFP Materials submitted to participate in the bidding.
- 27.2. The IFEZ Authority shall retain and will ONLY use the RFP Materials internally as reference documents which shall not be disclosed to any third parties.
- 27.3. If there is any disagreement or difference in interpretation of this RFP and the guidelines hereto, the interpretation by the IFEZ Authority shall prevail and the Applicant shall follow the interpretation and opinion of the IFEZ Authority. Also, an Applicant shall not raise any objections regarding the decisions made by the IFEZ Authority.
- 27.4. An Applicant shall not claim that the IFEZ Authority is liable for any loss and damage suffered due to any reason for which the IFEZ Authority is not responsible in relation to the RFP and the Competitive Bidding Process for Foreign Educational Institutions in Midan City.

Attachment 1
Schedule of the Competitive Bidding Process

1. Bidding Schedule

Category	Dates	Details
Announcement of the RFP and Competitive Bidding Process	Oct 14, 2024 (Monday)	<ul style="list-style-type: none"> - The announcement shall be posted on the official websites of the Incheon Metropolitan City (http://www.incheon.go.kr) and the Incheon Free Economic Zone Authority (http://www.ifez.go.kr) - Announcement Period: Oct 14, 2024 ~ Jan 10, 2025
Submission and Receipt of inquiries	Oct 14, 2024 (Monday) ~ Oct 25, 2024 (Friday)	<ul style="list-style-type: none"> - Submission method: to be sent to the email (isere@korea.kr) <ul style="list-style-type: none"> • Please provide written inquiries including a cover page of official document (to the Attn: Service Industry Division, Incheon Free Economic Zone Authority) - Responses to all inquiries duly receive shall be posted on the website of the Incheon Metropolitan City and the Incheon Free Economic Zone Authority.
Proposal Briefing Session	Oct 28, 2024 (Monday)	<ul style="list-style-type: none"> - Briefing for proposal will be held on Oct 28, 10:00 Venue : Auditorium, 3F Public Service Annex, G-Tower
Application and Project Proposal Due Date	Jan. 10, 2025 (Friday)	<ul style="list-style-type: none"> - Submission Hours: 09:00 - 18:00 - Method of Submission: In person delivery at the Incheon Economic Authority (Location designated by Service Industry Division, IFEZA)
Evaluation of Applications and Selection of a Qualified Applicant	1 st quarter, 2025 expected	<ul style="list-style-type: none"> - Date of the main evaluation will be individually notified to those selected for evaluation. - A result of selection of a Qualified Applicant will be individually notified to the Successful Applicant.
<ul style="list-style-type: none"> • The competition schedule may be subject to changes or modifications during the RFP and Competitive Process for an Foreign Educational Foundation in Midan City 		

2. Schedule for Additional Procedures and Notifications

- 2.1. The IFEZ Authority may hold an on-site briefing, etc., if necessary and any relevant information shall be posted on the official websites of the Incheon Metropolitan City and the Incheon Free Economic Zone Authority.
- 2.2. The period of inquiries responses shall be within two weeks from the closing date of inquiry submission but may be postponed to another date.
- 2.3. Please contact the Services Industry Division of the Incheon Free Economic Zone Authority (+82-32-453-7395, isere@korea.kr) for further inquiries.

Specific Instructions for the Bidding Process and Submission

1. General Rules

- 1.1. These instructions must be followed and complied with by each Applicant when preparing the Project Proposal; however, any additional submissions including diagrams, images, charts, tables, etc. for the Project Proposal shall be made in accordance with the Applicant's discretion ("**Supplemental Application Materials**").
- 1.2. The Project Proposal and any Foundation Supplemental Application Materials may bear a mark, logo and/or other indicators to identify the Applicant.
- 1.3. All information and documents submitted for the Application and the Project Proposal including any Supplemental Application materials should be written in the Korean language (i.e., a Korean translation of the Application and Project Proposal along with any Supplemental Application Materials shall be provided if same are to be submitted to the IFEZ Authority which translation costs shall be the responsibility of the Applicant. In the event of a conflict or difference in the interpretation of the foreign language documents versus the Korean translation documents, then the Korean language version shall prevail over the foreign language version for purposes of the review and evaluation of the Application, Project Proposals and Supplementary Application Materials and the Competitive Bidding Process for a Foreign Educational Foundation in Midan City.
- 1.4. Documents required to be verified or certified by a related or competent authority or an association must be submitted only after the verification or certification is secured by the Applicant.
- 1.5. The Application, Project Proposal with any Supplemental Application Materials shall serve as the primary data for review and the selection of a Qualified Applicant which shall be prepared based on accurate information and facts.
- 1.6. If it is found that an Applicant has prepared an Application, Project Proposal, Project Plan or any Supplemental Application Materials in violation of the RFP, the instructions or has intentionally been prepared to include false information in any of the foregoing, the IFEZ Authority may exclude such Applicant from the evaluation or disqualify the Applicant from the RFP and the Competitive Bidding Process.
- 1.7. The date of announcement of the Competitive Bidding Process shall be announced and notified by the IFEZ Authority and serve the commencement date for the review and evaluation period unless otherwise specified by the IFEZ Authority.
- 1.8. The calculation values, figures or amounts presented in the Project Proposal shall be inclusive of any applicable taxes including value-added taxes (VAT).
- 1.9. Sources of data such as statistics, examples, figures and images used in the Project Proposal should be clearly and accurately cited.
- 1.10. The Project Proposal should be written logically and use clear terms and the Applicant

shall not use any vague expressions such as "could be~" "will be able to" to convey its objectives, plans, etc.

2. General Details for the Project Proposal

- 2.1. The Project Proposal under Article 9 of this RFP shall consist of the following.
 - 2.1.1. Volume 1. The Foreign Educational Foundation
 - 2.1.2. Volume 2. The establishment, development and operation of a Branch Campus of the Applicant in the IFEZ
 - 2.1.3. Volume 3. A Summary of Project Proposal
- 2.2. The Project Proposal should be prepared in the order of information and documents stated in Sub-Paragraph 2.1 above but the Applicant may organize and modify in part or in full any information and documents to be included and described in the Project Proposal. The Project Proposal shall be prepared with specificity to the fullest extent possible in order to describe the information and documents set out therein for a detailed review and evaluation thereof and to apply the scoring criteria under Article 12 through Article 15 of this RFP.
- 2.3. For any requirement or detailed description to be added regarding the evaluation items and content of evaluation which are not mentioned in the guideline, an applicant may determine the adequacy and include in the proposal in a way that aligns with the detailed evaluation items.
- 2.4. Volume 1 and volume 2 should be less than 200 pages in total and prepared in A4 size papers, and volume 3 should be prepared in less than 30 pages in A4 size papers. Project proposal that does not comply may be at a disadvantage in the evaluation.

3. Project Proposal Formatting and Editing

- 3.1. A cover page to the Project Proposal shall be prepared using Form 1 of this RFP and guidelines in line with the paper size and binding method.
- 3.2. The Project Proposal should be double-sided, landscape format, with binding on the left side without using any coils or wire and submitted with a total of originals and copies as described in Article 4 below. However, a cover page, a table of contents page and inserted leaves shall not be calculated for purposes of the total the number of pages for the Project Proposal.
- 3.3. Any maps, diagrams and drawings may be presented in any scale and while maps, diagrams and drawings should be prepared on A4 sized paper, such materials may be presented on a half-folded A3 sized paper but the A3 paper will be counted as two (2) pages of the final Project Proposal.
- 3.4. The font size for main text excluding tables and figures should be prepared with 14 pt with line spacing at 180 pts. Text should be in black font and use the "Human Myeonjo" font, and page numbers shall be placed on each page at the bottom and aligned in the center excluding the cover page, table of contents, and leaf inserts.
- 3.5. All drawings and specifications as well as drawing panels (including illustration collections) can be prepared in color and the drawing panels can be included in all Project Proposals in a reduced scale and shall not be included in the total page count for the Project Proposal.

- 3.6. The Application, Project Proposal and any Supplemental Application Materials should be prepared in Hangul (.hwp) or Word (.docx) format (version published in 2018 or earlier).
- 3.7. Three-dimensional (3D) expressions using a computer or manual work including configurations per AutoCAD, AI, etc. are acceptable.
- 3.8. Tables and figures may be prepared in an image format (*.jpg, etc.) cut and paste into the Project Proposal in which case the font and size parameters are not applicable to same.
- 3.9. Other format and editing parameters:
- 3.9.1. Major Categories: font size 18 point / Subcategories: 15 point / Sub-subcategories and main text: 14 points
-Major Categories: I / Subcategories: chapter 1..... / Sub-subcategories and main text: 1, A, 1), A),
- 3.9.2. The default font size is 14 points; however, the font size and paragraph numbering format may be adjusted as needed for clarity and effective communication.
- 3.9.3. If the use of a foreign language or Chinese characters is unavoidable for clear communication in the Project Proposal, the Korean equivalent must be provided, with the foreign language or Chinese characters placed in parentheses.

4. Submission of the Project Proposal and Supplemental Application Materials

The Project Proposal and any supplemental information and documents:

Category	Project Proposal	Format and Pages	No. of Original/Copies to be Submitted	
			Original	Copy
Volume 1	Foreign Educational Foundation	A4 sized paper, no more than 200 pages	1	14
Volume 2	Establishment and Operation Plan of a Branch Campus in IFEZ			
Volume 3	Summary of the Project Proposal	A4 sized paper, no more than 30 pages	1	14
Separate volume	Supplemental Application Materials	Primary Information and Documents related to the Project Proposal plus Supplementary Application Materials	1	5
Others	A school introduction in video format (.mpg or mpeg)	Approximately 5 minutes	1	-

※ Original document should be affixed with a seal / Copies should be affixed with a certifying seal.

5. Other Submissions and Supplementary Application Materials

- 5.1. Below are the instructions on preparing a presentation which shall be in Microsoft PowerPoint to be used with the Project Proposal as a visual presentation (the “**Visual Presentation**”).
 - 5.1.1. The file for the Visual Presentation shall be in .pptx format (background to be selected between white or black without images) and should be presented content in the same order as in the Project Proposal.
 - 5.1.2. Any editing, such as color changes, shading, videos, animations, flash, or sound additions, is strictly prohibited. The only permitted modifications are content editing (such as splitting, enlarging, or reducing for improved readability, and using multiple materials on one page) and PowerPoint effects (such as inserting text, lines, and shapes).
 - 5.1.3. The Visual Presentation shall not exceed 30 slides excluding a cover slide and shall not exceed 30 minutes in duration. Presenter shall be limited to executives and employees of a Foreign Educational Foundation who have been employed before the announcement of the RFP (such authority must be verified in writing by the Foreign Educational Foundation). However, if the presenter makes the presentation in a foreign language other than the Korean language, the Applicant shall arrange at its own cost a qualified interpreter unless separately discussed with the IFEZ Authority.
- 5.2. Two storage devices (USB) containing the following data shall be submitted in a labelled envelope.
 - 5.2.1. The Project Proposal (Volume 1~3) and a separate volume for any Supplemental Application Materials;
 - 5.2.2. A school introduction in visual and/or video formats; and
 - 5.2.3. Images shall be saved in .hwp or .jpg formats compatible with Windows format.

Checklist of Forms for the Application

Form No.	Title of Form
Form 1	Cover Sheet for the Project Proposal
Form 2	Application for the Competitive Bidding Process of a Foreign Educational Foundation in Midan City
Form 3	Report of Seal Impression
Form 4	Letter of Pledge
Form 5	Consent Form to the Collection, Use and Provision of Personal Information
Form 6	Confirmation on the Status of a Foreign Educational Foundation
Form 7	Undertaking of Operation of a Foreign Educational Foundation
Form 8	Statement of Prior Project Experience
Form 9	Form for Inquiries

Receipt no.	
Control no.	

Foreign Educational Institution
(Preschool, Elementary, Secondary
Educational Institutions)

Midan City

**Project Application
and Project Proposal**

MM DD 2024

Name of the Foreign Educational Foundation: [Insert Name]
Chairman of the foundation: [Insert Name] (signature or seal)
Contact Person: [Insert Name] (Contact No.)

**to Commissioner
Incheon Free Economic Zone Authority**

Application for the Competitive Bidding Process

Applicant information	Name of a foreign educational foundation			
	Chairman of the Foundation			
	Address			
	Contact no.		Email	

We, the above-mentioned Foreign Educational Foundation, hereby submits this Application in accordance with the RFP and the Guidelines thereto as well as all applicable laws and regulations in order to participate in the **Competitive Bidding Process for the Selection of a Foreign Educational Foundation for Midan City** (a preschool, elementary and/or secondary institutions) as organized and submitted by your organization in cooperation with the Incheon Free Economic Zone Authority.

MM DD 2024

Name of the Foreign Educational Foundation: [Insert Name]

Address: [Insert Address]

Chairman of the foundation: [Insert Name] (signature or seal)

**to Commissioner
Incheon Free Economic Zone Authority**

Report of Seal Impression of the Foreign Educational Foundation

Seal	Address, School name and Chairman of the Foundation	
		

The above seal which is used by the Applicant will be used in all documents submitted to the Incheon Free Economic Zone Authority for the participation in a Competitive Bidding Process for the “**Selection of a Foreign Educational Foundation (Preschool, Elementary and/or Secondary Institutions) for the Midan City**” project and that the Applicant hereby undertakes to take all legal responsibilities and actions arising from the use of the above seal and therefore submits this report of seal impression.

Attachment: Copy of Corporate Seal Certificate

MM DD 2024

Name of the Foreign Educational Foundation: [Insert Name]

Address: [Insert Address]

Chairman of the foundation: [Insert Name] (seal)

**to Commissioner
Incheon Free Economic Zone Authority**

Nota bene:

1. A corporate seal should be affixed to (seal) next to the name of the Applicant.
2. A signature by the Chairman of the Foundation of a Foreign Educational Foundation and it should be written along with a list of authorized signatories if the Applicant is a foreigner.
3. This report is provided as a sample; a similar report containing the above content should be prepared and submitted with the signature of the school's board of directors.

Project Name: **Competitive Bidding Process for the Selection of a Foreign Educational Foundation in Midan City**

We, the Foreign Educational Foundation has prepared and submits this Application and Project Proposal with any supporting documents in good faith and hereby pledges that the Foreign Education Foundation will acknowledge and accepts that there may be consequences such as the nullification of the selection of a Qualified Applicant, any negative legal consequences, etc. if it is determined and confirmed that the Application and the Project Proposal along with any Supplemental Application Materials as submitted are and have not been intentionally incorrect, unfair or false.

MM DD 2024

Name of the Foreign Educational Foundation: [Insert Name]

Address: [Insert Address]

Chairman of the foundation: [Insert Name] (signature or seal)

**to Commissioner
Incheon Free Economic Zone Authority**

Nota bene:

This form is a sample template. Please provide a confirmation that the form includes the above information with a signature of the board of directors of the main campus.

Consent Form for the Collection, Use and Provision of Personal Information

**Project Name: Competitive Bidding Process for the Selection of
a Foreign Educational Foundation in Midan City**

I hereby consent to collection and use of personal information of an applicant (and its members) by the IFEZ Authority to identify accuracy and truth of the project proposal, to manage procedures, to resolve disputes, to perform obligations under laws, etc. regarding the applicant's participation in the competition bidding process for the RFP as administered by the Incheon Free Economic Zone Authority.

MM DD 2024

Name of the Foreign Educational Foundation: [Insert Name]

Address: [Insert Address]

Chairman of the foundation: [Insert Name] (signature or seal)

**to Commissioner
Incheon Economic Free Zone Authority**

Nota bene:

This form is a sample template. Please provide a confirmation that the form includes the above information with a signature of the board of directors of the main campus.

**Confirmation
as a Foreign Educational Foundation**

Project Name: Competitive Bidding Process for the Selection of a Foreign Educational Foundation in Midan City

This is to certify that the foreign educational foundation which is participating in this competition is a non-profit school that meets qualifications stated under Special Act on Designation and Management of Free Economic Zones (Act on Free Economic Zones). And as a non-profit school approved by the main campus to be established in “Midan City” of Incheon of Republic of Korea, the principal school shall bear the ultimate responsibility for the academic, administrative and financial matters when the financial condition of branch school deteriorates.

MM DD 2024

Name of the Foreign Educational Foundation: [Insert Name]

Address: [Insert Address]

Chairman of the foundation: [Insert Name] (signature or seal)

**to Commissioner
Incheon Economic Free Zone Authority**

Nota bene:

This form is a sample template. Please provide a confirmation that the form includes the above information with a signature of the board of directors of the main campus.

Please refer to the explanation for Examination Criteria for ‘Applicants for Establishment’ on page 18 of the “Examination Manual for Establishment of Primary, Middle and High School Foreign Educational Foundation Institutions” published by the Ministry of Education and the NRF (National Research Foundation of Korea).

Undertaking of Operations by a Foreign Educational Foundation

Project Name: Competitive Bidding Process for the Selection of a Foreign Educational Foundation in Midan City

We, the Foreign Educational Foundation, hereby undertakes that upon selection as a Qualified Applicant of the above Project, we will faithfully perform obligations regarding the operation of Foreign Educational Institutions in accordance with Application and the Project Proposal and matters agreed with the Incheon Free Economic Zone Authority for the successful implementation of the Project.

MM DD 2024

Name of the Foreign Educational Foundation: [Insert Name]

Address: [Insert Address]

Chairman of the foundation: [Insert Name] (signature or seal)

**to Commissioner
Incheon Economic Free Zone Authority**

Nota bene:

This form is a sample template. Please provide a confirmation that the form includes the above information with a signature of the board of directors of the main campus.

Inquiry Form			
Name of Foreign Educational Foundation			
Chairman of the foundation		Contact Person	
E-Mail, Telephone and Facsimile	E: T: F:		
Address			
RFP and Guidelines Reference (Page Number)	Inquiries		

Nota bene:

1. During the inquiry period provided in Attachment 1, an official document that states the Services Industry Division of the Incheon Free Economic Zone Authority as a recipient and written inquiries should be submitted via email.
2. Response date: Please refer to the date when responses to all received inquiries will be posted on the homepage of the Incheon Free Economic Zone Authority stated in Attachment 1.

Required Documents in Support of the Application

No.	Category of Proof of Documents	Required Documents	Submission Status
1	Legal and Good Standing of the Foreign Educational Foundation	A document issued by an administrative or legal institution with jurisdiction that verifies a legal standing of a foreign educational foundation which is applying for establishment.	
		Board of directors' articles of incorporation and operation regulations of a foreign educational foundation	
		Composition and names of the board of directors of a foreign educational foundation	
		Resolution of the board of directors of a foreign educational foundation regarding the establishment of a foreign educational institution	
		Regulations regarding decision making and operation of the branch campus	
2	Educational Reputation	Record of admissions into prestige universities	
3	Foreign Educational Foundation's Operational Capabilities	Articles of incorporation and operational regulations of the board of directors of foreign educational foundation	
		Composition and names of the board of directors of a foreign educational foundation (if a separate non-profit organization has been established overseas to establish and operate a branch campus, please include the composition information and list of the board of directors of such organization)	
		Regulations related to decision making and operations of branch campus(es)	
		Composition and list of members of an executive committee of branch campus and governance plans	
4	Financial Soundness and Public Interest of the Main Campus	Required documents: supporting documents and records including but not limited to financial statement/financial status data (For the recent 3 years. a letter of confirmation by an attorney or an accountant to be provided)	
5	Academic Operation Plan	International credentials of the main campus (WASC, CIS, A-level)	
		Documents related to implementation of Advanced Placement® Program ("AP") and International Baccalaureate ("IB") or other curriculum and/or academic format.	
6	Confirmation of Reputation Excellence and Relevance of Contemplated Facilities	Facilities Plan by total floor area and deployment map	