

FY2022 Promotional Activities for Japanese Liquor in Australia

Application Guideline

The Japan External Trade Organisation's (JETRO) Sydney office is currently looking for an organisation in Australia to support JETRO's promotional activities for Japanese liquor in Australia. The following is a guideline for applications if you are interested in providing support:

Deadline for applications: 7th November 2022

Expected term of contract: date of contract to 28th February 2023

1. Purpose and Responsibility:

See specification

2. Location:

Australia

3. Language:

English

4. Eligibility:

- a. Having an established entity in Australia, and the representative employee must be located within Australia.
- b. Basic skills and expertise needed for completion of tasks and to meet targets.
- c. Relevant business experience in the field for a minimum of three years.
- d. The applicant must have approval from their employer to work with JETRO.
- e. If the applicant is successful, they must fulfil their responsibilities of this contract with JETRO alongside any other arrangements and obligations, business or otherwise.

5. Service Fees:

- a. JETRO will make a payment after the end of the contract. The contractor must submit a report once all the activities are conducted. The service fee will be paid based on the invoice issued by the contractor once check and confirmation for the report are done by JETRO (at sole discretion). In case applicants want other payment terms, including payment in advance, they must notify JETRO (can be negotiable).
- b. JETRO will make a payment by bank transfer within 40 days after receiving an invoice.

6. Application Process:

Please fill in an application form, signed and saved as a PDF to be sent to JETRO Sydney via email. Additional relevant or supporting documents are recommended, and should be attached in the same email.

Applications should be sent as follows:

To: syd-bd@jetro.go.jp

Subject: Application for J-bridge and Invest Japan Promotion Coordinator

7. Screening Process:

- a. All applications and supporting documents will be reviewed.
- b. JETRO Sydney will notify applicants who have passed for an interview. Successful applicants should demonstrate:
 - An understanding of the scope and objectives of the project.

- A willingness to participate and provide support for the project.
- Have experience, connections, and demonstrated success in business or related activities.

JETRO reserves the right to not provide reasons of decisions regardless of success or failure throughout the application and screening process,

8. Application Deadline:

7th November 2022

9. Privacy Policy:

All data collected through this application will only be used for the purpose of selecting a contractor for this project. Data will not be used for any other purpose or shared to any third-parties.

10. Contact:

syd-bd@jetro.go.jp

Keiko Miyamoto (Ms.)