6th, April 2018

JETRO Düsseldorf

**Specifications for Project on creating business matching opportunities for Japanese exhibitors at CEBIT 2018**

1. **Project Purpose:**

For the CeBIT 2018 the Japan External Trade Organization (JETRO) will be organising a Japan Pavilion, which will house various exhibiting companies from Japan. To foster even better cooperation between German and Japanese companies, JETRO is seeking to implement a business matching scheme parallel to the CeBIT. As such JETRO is looking to identify German companies particularly suitable to the visiting Japanese companies, which can become customers or partners in their respective fields.

1. **Target industries of the project:**

* IoT/Industry 4.0 or,
* Digital Business solutions or,
* Business Electronics and Equipment/Research & Innovation

1. **Region:**

All regions of Germany

1. **Description of the project:**

Applicants are expected to provide 8 Japanese companies with services specified with (i)-(ii) as follows. It is highly appreciated if applicants can provide service in Japanese, but applicants are required to provide specified services in English at the minimum.

i. Listing up potential partners and customers

Based on request from JETRO and specification on Japanese exhibitors provided by JETRO after making the contract, the contractor makes a list of at least 15 German companies suitable as business partners or customers for every specified Japanese company, including reasons for selection and priority ranking. Multiple inclusions of companies are permissible but altogether not less than 60 companies.

Reporting items

* Company profile (name, URL, HQ address, industry, main products, profits, sales, total assets, market capitalisation, number of employees)
* Key person’s data (name, position, contact information including phone number and email address, etc.)
* Experience with foreign/Asian/Japanese companies as far as desktop research

ii. Arranging business meetings at CEBIT 2018

The contractor inquires to companies listed by means of (i) about their interest in a specified Japanese company. In case the listed company has an interest, the contractor is required to try to arrange a business meeting between the specified Japanese company and the listed company during the CEBIT 2018, inside of exhibition grounds.

Target number of business meetings: 2 for each Japanese company

When the business meeting the contractor arranged is not conducted due to rational reasons beyond the contractor’s control, such as e.g. natural disasters during CEBIT 2018, JETRO can deem the business meeting successfully conducted, at its discretion.

**5. Term of contract**

The term of contract is from the contract signing day to June 22nd, 2018.

**6. Conditions for the Contractor engaged in the project**

(1) Has an established organizational structure and capabilities to manage and complete the project properly

(2) Is able to adhere to JETRO’s directions, as well as report to, communicate with, and consult with JETRO in an adequate manner

1. Has knowledge on handling confidential and/or personal information accordingly
2. Has broad and effective experience, the network, and the knowledge necessary for the implementation of the project
3. Is able to give appropriate advice and communicate smoothly with global companies of specified industries
4. Is prohibited to receive monetary or non-monetary rewards from the specified targets or other companies in relation to this project
5. Is able to comply with applicable laws and regulations, especially the Foreign Corrupt Practices Act and Unfair competition prevention law

(8) Must inform JETRO if the Contractor is involved in a similar project funded by the Japanese government

(9) Is prohibited to conduct personal business while performing the tasks of this project.

**7. Deliverables and Deadlines**

|  |  |  |
| --- | --- | --- |
| Activity | Completion Deadline | Submission Items |
| i. Listing up potential partners/customers | By May 25, 2018 | Specified targets list (See 4 (i)) |
| ii. Arranging business meetings at CEBIT 2018 | By June 7, 2018 | Final schedule of arranged meetings |

In each case a meeting is newly arranged and the schedule of an arranged meeting is changed, Contractors shall report to JETRO immediately for the convenience of the Japanese company.

**8. Payment Amount**

The amount for the project is 12,000 EUR (twelve thousand EURO) (tax inclusive if applied). All costs and fees related to the project are included in the contract amount.

**9. Payment**

Upon the completion of each reporting and approval of all tasks described in Section 4 (Description of the Project) by the respective due dates, payment may be requested by submitting a billing statement to JETRO. JETRO will then pay the requested payment amount within 40 days after receiving the billing statement.