Request for Proposals (RFP):

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

General

1. **Subject**:- Project on creating business matching opportunities for Japanese exhibitors at CEBIT 2018
2. **Expected number of contractors-**1 person (or 1 company)
3. **Term of contract**- the contract signing day to June 22nd, 2018
4. **Closing date for Applications**- 12:00 pm (CEST) on April 19th, 2018
5. **Content of Contract**- As indicated in Specifications (Attachment 2)
6. **Project budget**: 12,000 EUR

Instruction to Applicants

1. **Qualification requirements**
* Prospective candidate(s) engaged in the project must satisfy conditions stated in Specifications (Attachment 2)
* NOT in the position of being denied participation due to unethical and/or unlawful activities by either JETRO or Ministry of Economy, Trade, and Industry (METI) from previous procurement offerings
1. **Preparation of Application**

Applications shall be prepared on the Application Form included in this RFP. Applicants shall enter all requested information in the appropriate spaces on the Application Form. No oral, telephone, facsimile will be accepted. All costs of preparation shall be borne by the Applicants.

1. **Delivery of Application**

All Application forms (see below) shall be sent to the following contact address by 12:00 pm (CEST) on April 19th, 2018

1. **Language of Application**- English and/or Japanese
2. **Evaluation of Application**

Evaluation: Screening of Application documents by JETRO Düsseldorf

1. **Result of Tender**

Result of tender will be announced to bidders by email. Given the nature of the bidding process, JETRO will refrain from providing feedback on the results.

1. **Contact**

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1. Application Form
2. Specifications