

Guideline for Bid

1. Scope

- 1) Venue: Japan Pavilion at Speciality & Fine Food Fair 2014, London Olympia
- 2) Exhibition period: Sunday 7th – Tuesday 9th September 2014
- 3) Total area of Japan Pavilion: 111.48m²

2. Works

Please see “1_Booth Specifications” (Only in Japanese) for more details.

3. Requirements

Applicant is required to be experienced in the work and able to communicate in English and Japanese.

4. Required documents

Documents below need to be submitted by 12:00pm, Thursday 17th of July 2014 (GMT)

1) Bid Form

- Please fill in the form “2_Bid Form” with the total bid amount including required VAT.
- The proposal must be based on “1_Booth Specifications” and it needs to be signed by the bidder.

2) Quotation

- Please see “3_Quotation” as an example. You can use your own format but should specify the name, quantity, unit, unit cost, amount of each item. The currency should be in GBP.

3) Company profile

- Please provide information including your company profile, name and contact details of the supervisor on this project.

4) Time schedule

- Please submit your detailed schedule on this project including build up and dismantling the pavilion.

6. Schedule

| Day & Time | Action |
|-------------------------------------|--------------------------------------|
| Thu. 3 rd July | Bid opens on Website |
| Thu. 17 th July, 12:00pm | Deadline of submitting application |
| After Fri. 18 th July | Notifying a result / Make a contract |

7. Discrepancies

- Bidder must notify JETRO London promptly if there are any discrepancies between drawings specifications and existing conditions.
- Without an agreement with JETRO London, any changes on the bid form, the drawings, and specifications are not permitted.

8. Acceptance proposals

All proposals will be considered by JETRO London.

[Appendix]

- 1_Booth Specifications
- 2_Bid Form
- 3_Quotation

*Notes

- 1) If there are any queries regarding the drawings, please contact JETRO London by e-mail.
To: agra_london@jetro.go.jp
between 3rd July and 17th July
- 2) The drawings and specifications may change with mutual agreement between JETRO London and the applicant after the contract is concluded.
- 3) More information about SFFF2014, please refer to the website below.
<http://www.specialityandfinefoodfairs.co.uk/>

The organizer of Japan Pavilion
Japan External Trade Organization (JETRO)