

Guideline for Bid

1. Scope

- 1) Venue: Japan Pavilion at Speciality & Fine Food Fair 2015, London Olympia
- 2) Exhibition period: Sunday 6th - Tuesday 8th September 2015
- 3) Total area of Japan Pavilion: 110.76sqm

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 17:00, Friday 15th May 2015 (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) Schedule of work

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

5. Schedule

Day & Time	Action
Friday 1 st May	Bid opens on Website
Friday 15 th May, 17:00	Deadline of submitting application
After Monday 18 th May	Notifying a result / Make a contract

6. 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.

7. 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 (agra_london@jetro.go.jp) between 1st May and 15th May 2015.
- 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 SFFF2015, please refer to the website below.
<http://www.specialityandfinefoodfairs.co.uk/>

The organiser of Japan Pavilion
JETRO (Japan External Trade Organisation)