

GENERAL INFORMATION

1. Subject: **J-StarX Bio/Pharmaceutical Technology Accelerator Program**
2. Term of Contract: The contract start date to March 16th, 2026
3. Closing Date for Application: **3:00PM (CDT) on September 24th, 2025**
4. Content of Contract: As indicated in **Specifications (Attachment 1)**

INSTRUCTIONS TO APPLICANTS

1. Qualification Requirement

1. Prospective candidate(s) engaged in the project must satisfy conditions stated in the **Specifications (Attachment 1)**
2. NOT under the circumstances 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.
3. Prospective candidate(s) must meet the following minimum specification:
 1. Accelerator, Venture Capital or any other related organization
 2. Unicorn Alumni in past 5 years (preferable)
 3. Experience working with international startups
 4. Investment team or department
 5. Adaptability and flexibility to various markets
4. In addition, Prospective candidate(s) will be evaluated by the following preferred specifications:
 1. Project implementation skill
 2. Wide, various, open mentor network which matches the selected courses.

2. Preparation of Application

No oral, telephone, or facsimile will be accepted. All costs of preparation shall be borne by the Applicants.

In addition, the proposal document or presentation submitted by the applicant should include the following:

1. Project Implementation (See Attachment 1)
 1. Project details about seminar and interactive coaching session
 2. Project details about mentor assignment process

3. Project details about Demo Days
4. Implementation Structure (arrangement of personnel in charge / each responsibility)
5. Operating Procedure, Method, Proposal on how to complete all the tasks of the project in an effective manner and enhance project outcome.
6. Ability to conduct online *Description of online tools to be used.
7. Frequent communication *Description of digital communication tools with startups and JETRO to be used.

*Note: Startup program groups are based on preparedness, global mindset and market readiness.

2. Experience and Capabilities of the Organization

1. Experience with Similar Projects
2. Networking and information gathering skills to enhance project outcome
3. System to manage personal/confidential information
4. Include 2 or 3 notable recent successful case studies of international alumni going global from their local market

3. Project Implementation Skills of Assigned Personnel

1. Mentor network list with mentor profiles
2. Profiles of each project personnel
3. Sector experience
4. Strong connection to Venture Capital, Accelerators, Corporates, Universities, etc.

*List of the Angels/VC/CVC connections or partners should be included (They should be invited to the pitch/demo day)

3. **Delivery of Application**

All Application and proposal document (see below) shall be sent to the following email address by **3:00PM (CDT) on September 24th, 2025**

Required to submit:

Application form

Proposal document or PowerPoint presentation

Attn: Ms. Saki Sasagawa, Mr. Keith Sanders, Ms. Mayumi Hayashi

E-mail: saki_sasagawa@jetro.go.jp keith_sanders@jetro.go.jp, hut_staff06@jetro.go.jp

4. **Language of Application**

English

5. **Evaluation of Application**

1st evaluation

Screening of Application documents by JETRO Houston

6. **Announcement of Tender**

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

7. **Contact**

Attn: Ms. Saki Sasagawa, Mr. Keith Sanders, Ms. Mayumi Hayashi

E-mail: saki_sasagawa@jetro.go.jp keith_sanders@jetro.go.jp, hut_staff06@jetro.go.jp