

Specification for the JETRO Global Acceleration Hub Project “MedTech”

1. The Purpose

The Japan External Trade Organization (hereafter, JETRO) is a government organization that works to promote mutual trade and investment between Japan and the rest of the world. Originally established in 1958 to promote Japanese exports abroad, JETRO's core focus in the 21st century has shifted toward promoting foreign direct investment into Japan and helping small to medium size Japanese firms maximize their global export potential.

The “JETRO Global Acceleration Hub” project aims to support the overseas expansion of Japanese startups, to promote business collaboration between Japanese companies and companies in the region, and to foster the startup ecosystem in Japan. These Global Acceleration Hubs are established in more than 25 world-leading startup ecosystems. They provide the latest information about their regions and support Japanese startups individually to expand on-site.

The following services are outsourced to the local accelerators or incubators that are rooted firmly in the ecosystem on-site so that the project will effectively be conducted.

2. Service Description (Individual support for Japanese startups)

Supporting Japanese companies to enter the local startup ecosystem. The Contractor services will be provided to Japanese Medtech, medical device, digital health, biotech, and other health-innovation startup or scaleup companies suggested by JETRO and approved by Contractor(s) (“**Japanese Startups**”).

The Contractor(s) will assist JETRO and participating companies in developing and delivering a mentoring program, including introductions to mentors for each participating company, as well as introductions to potential partners, customers, or investors.

Contractors need to be able to support start-ups in the Medtech, and technology sectors based on their strengths and expertise, including leveraging the contractor’s network.

- a. “Introductory Meeting Service” – CONTRACTOR(S) shall provide an overview of local ecosystem and industry trends; Briefing Services are limited at one hour per company.
- b. “Subject Matter Expert Meeting” – CONTRACTOR(S) shall provide general business mentoring services specific to the individual company as it relates to US market expansion, regulatory, legal, and business considerations, etc.; Subject Matter Expert Meeting are limited to ten hours per company. CONTRACTOR(S) may engage third-party mentors.
- c. “Business Matching Services” – CONTRACTOR(S) shall provide business matching purposes, where upon finding out what the individual company’s needs are, CONTRACTOR(S) will use reasonable efforts to make an introduction to a relevant business

contact; Business Matching Services are limited to three hours of discovery sessions per company, but not limited to a specific number of business matches. CONTRACTOR(S) may engage third-party mentors (Briefing Services, Subject Matter Expert Meeting, and Business Matching Services also referred to as "Services").

3. Language

All services shall be conducted in English or Japanese

4. Service Performance Reports

Submit a monthly business performance report to the JETRO Office by the 10th of the following month. The format will be provided by JETRO.

5. Compensation

The payment schedule will be set by contracts as coordinating with outsourcing partners. Upon the completion of each task described in section 2 by the respective due dates, payment may be requested by submitting a billing statement to JETRO. Payment is made on a unit-price basis according to actual performance, and the specific unit prices will be determined during the proposal and contracting process. In addition, the Contractor(s) shall be entitled to a monthly administrative fee, payable upon JETRO's receipt of the Contractor's monthly performance report. JETRO will then pay the requested payment amount within 40 days after receiving the billing statement. Furthermore, if CONTRACTOR(S) is required to perform preparatory work in advance of the mentoring services—such as developing a business plan or other related materials for a Japanese Startup—such preparatory activities shall be counted as part of the billable service hours.

6. Contract Term

The term of this service shall commence on the date of execution and expire on March 31, 2027.

7. Conditions for the Contractor(s) 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.

(3) Has knowledge of handling confidential and/or personal information accordingly

(4) Has broad and effective experience, network, and knowledge necessary for the implementation of the project.

(5) Is able to give appropriate advice and communicate smoothly with Japanese startup companies.

(6) Is able to comply with applicable laws and regulations, especially the Foreign Corrupt Practices Act and state unfair competition laws

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

Japanese government.

End