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[RFP] Events & Coaching Support for Japan Innovation Campus Program 2024

Feb 26, 2024

GENERAL INFORMATION

1. Subject: **Japan Innovation Campus Program**
*About JIC: <https://jp-innovation-campus.org>
2. Term of contract: the contract start date to March 18th, 2025
3. Closing date for Application: **15:00 (PST) on March 8th, 2024**
4. Content of Contract: As indicated in **Application Guidelines (Attachment 1)**

INSTRUCTIONS TO APPLICANTS

Qualification Requirement

Prospective candidate(s) engaged in the project must satisfy the conditions stated in **the Application Guidelines (Attachment 1)**.

- 1) 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.
- 2) Has an established organizational structure and capabilities to manage and complete the project properly. Has a solid and credible network, and knowledge necessary for the implementation of the project.
- 3) Has broad and effective experience of implementation of similar programs in the U.S. especially in Silicon Valley.
- 4) Has close connections with top tier venture investors in the U.S. Having investment function for startups is preferable, while not necessary.
- 5) Can adhere to JETRO's requests, as well as report to, communicate with, and consult with JETRO in an adequate manner. Can present efficient data for the program evaluation.
- 6) Has knowledge and systems/tools for handling confidential and/or personal information accordingly.
- 7) Can comply with applicable laws and regulations, especially the Foreign Corrupt Practices Act and state unfair competition laws.

Delivery of Application

All Application and proposal document (see below) shall be sent to the following E-mail address by **15:00 (PST) on March 8th, 2024**

Required to submit:

Application Form

Proposal document or PowerPoint presentation.

Attn: Mr. Will Ferguson, Mr. Ken Yoshida

E-mail: will_ferguson@jetro.go.jp, ken_yoshida@jetro.go.jp

1. Language of Application:

English

2. Evaluation of Application:

1st evaluation

Screening of Application documents by JETRO San Francisco

2nd evaluation

Zoom Presentation

(Please include your scheduled availability at 4:00pm-6:00pm PST on March 14,

call will include staff from JETRO San Francisco as well as JETRO Tokyo organizers. The detailed schedule for the presentation will be notified to the companies who pass the 1st evaluation)

3. 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.

4. Contact:

Attn: Mr. Will Ferguson, Mr. Ken Yoshida

E-mail: will_ferguson@jetro.go.jp, ken_yoshida@jetro.go.jp

APPLICATION ATTACHMENTS:

[Attachment 1: Application Guideline](#) <PDF> (124KB)

[Attachment 2: JIC Office Members \(5 startups\)](#) <PDF> (2129KB)

[Attachment 3: Application Form](#) <Word> (35KB)

 Print

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