

# FAQ

## Global Startup Program 2020 in Tokyo - call for bids -

1) Can you please clarify whether only incubators or accelerators can participate in this call by registering as suppliers or if they can indirectly (not becoming a registered supplier) apply with a partner (e.g. a consulting firm) that is going to register as the only supplier?

Incubators and accelerators are preferable as this is the core service needed for this program. However, provided that the partner has a central role in the program (the role must be clearly specified in the proposal), they can apply for the bid.

2) We found at page 7 of the Call for bids that in the table with the assessment elements of the Technical portion of the bid it is mentioned "Investment for startup realized" which accounts for up to 20 points (up to 25% of the technical portion of the bid). By "Investment for startup realized", do you mean the number of investments made directly by the applicant in startup companies (so, basically, as an accelerator)?

We mean the investment realized by third parties in startups followed by the applicant during the period the applicant incubated them.

3) We found at page 9 of the Call for bids that a guarantee fee equal to 10% of the contract value has to be paid within 15 days from the "protocol date", and the initial 30% of the contract value will be paid at the signing of the contract upon receiving the relevant invoice. Will it be possible to compensate these two amounts (that probably should be exchanged between the parties at basically the same time) by allowing the successful applicant to get 20% of the contract amount at the signing, and the outstanding 80% at the end of the program?

No, it is not possible. The two transactions must be carried out separately. However, please note that regarding these percentages an amendment has been made: <http://www.ice-tokyo.or.jp/wp-content/uploads/2020/07/AMENDMENTS-TO-THE-CALL-FOR-BID-GLOBAL-STARTUP-PROGRAM-2020.pdf>

4) How many pitches in total are required? The Call for Bids says "at least 2 pitching events every 4 weeks".

Does this mean at least 4 pitching events are required?

Yes, this is correct.

5) What is included in "the logistic cost" for the pitch event? Is that only for fee related to pitch event, or does the incubator need to pay for accommodation and transportation?

By "logistic cost" we refer to every cost related to the pitch events. In case the pitch event is held outside Tokyo, it would include the cost for accommodation and transportation as well.

6) There is a statement "The incubator must assign at least one full-time tutor." Our understanding is that we do not need to assign 1 full-time tutor for each startup (that means at least 6 full-time tutors in total). Is this understanding right?

Only one tutor for the whole group of startups is required, regardless of the number of startups.

7) Is it correct that the maximum number of startups coming to Tokyo is 6?

Yes, this is correct.

8) Is the grant amount to cover all 6 combined is 10,500,000 JPY (approximately US\$100K)?

The maximum amount for the whole incubation program (including all the startups) is going to be 10,500,000 JPY. Of course, the final amount is going to depend on the economic offers that we receive.

Please notice that the economic bid is having an impact on the final evaluation by the evaluating committee (the details are on the Call for Bids).

9) The amount may be lower if the number is less than 6?

We expect some costs, like the working space, to be reduced in case we have less startups than expected. This is going to be discussed after the startups and the Incubator have been selected.

10) Regarding to the submission deadline referred in Page.4, we understand the deadline is 12:00 p.m (noon). of September 8th. Is it correct?

Yes, 12:00 p.m (noon) is correct.

11) Regarding to [ Envelop No.1 "TENDER DOCUMENTATION" ] in Page.4, following sentences seem not to fit to this program, especially the one related to "the lease". Please confirm that the following sentences are relevant.

2. Letter of intent, with the following statement:

"The undersigned firm agrees to perform the job in compliance with the clauses, charges, conditions and descriptions provided in the letter of invitation from ITA Tokyo Office in the special specifications of the lease, in the copies and technical specifications". In this envelope no economic information must be mentioned.

Yes, the sentence is relevant, and the word "lease" refers to the use of the working spaces.

12) Regarding to "English CVs of expected mentors" in page.5, can biographies of each mentors meet the requirements? Or are CVs which are precise and documented in separated files needed?

Simple biographies shall be sufficient as long they allow the evaluation committee to understand the degree of competence of each mentor.

13) Regarding to "English CVs of expected mentors" in page.5, is "mentors" referred in this section meaning the same with "tutors" in other sentences of this document?

By "mentors" we refer to teaching profiles, able to instruct the startups on relevant matters such as doing business with Japanese investors. By "tutor" we refer to a specific profile that follows the startups during the whole two months program, assisting them in the everyday program-related activities. They are to be considered two different roles. Nevertheless, a tutor can act as a mentor on a specific lecture occasionally.