

Internal Information for Buyer Invitation

Event Information

Date: Wednesday, May 31st, 2017

Time: 9:30 am –17:00 pm

Location: Room 504, 5F, TWTC Nangang Exhibition Hall

Provisional Schedule:

Time	Activity	Note
09:30–10:00	Buyer Registration	Hotel→Venue: Shuttle provided by us.
10:00–12:00	1-on-1 Trade Meetings	3 sessions, 40 minutes each
12:00–13:30	Lunch Break	<ul style="list-style-type: none"> ➤ Light meal served by TAITRA ➤ Please inform buyer to note his/her special dietary requirements.
13:30–16:50	1-on-1 Trade Meetings	5 sessions, 40 minutes each
16:50–17:00	Questionnaire	<ul style="list-style-type: none"> ➤ Buyer has to provide the Estimated Procurement Amount for the coming years. ➤ This evaluation form is for our internal reference ONLY.
17:00	End of Event	Buyers leave the venue by their own means of transportation. (Shuttle, Metro or Taxi)

Note:

We will apply the Computex 2017 visitor badge for all buyers and provide it on the meeting day of May 31st.

Buyer's qualification

- Must be a government procurement tender winner or contractor within the last 3 years and provide any kind of official documents as proof (if the awarded notice or contract is not written in English, please highlight and translate relevant information pertaining to the tender number, tender subject, brief introduction, awarded amount, etc.).
- Didn't receive any subsidies from the GPA program within this year.

Subsidy Package

No	Item	Note
1	Round-trip ticket (Economy Class)	<ul style="list-style-type: none"> ➤ The applicant's company revenue has to be at least US \$10 million, or provide a purchasing plan with at least US \$1 million for the coming year. ➤ Buyer is not allowed to land in a third country except for

		transit purposes.
2	3-Night Accommodations	<ul style="list-style-type: none"> ➤ Arranged by TAITRA's Taipei office. ➤ C/I: May 30th ; C/O: June 2nd ➤ Additional room charges and other expenses will be covered by the buyer.
3	Taiwan Airport / Hotel Pick-up Services	<ul style="list-style-type: none"> ➤ Arranged by TAITRA's Taipei office ➤ Pick-up time is scheduled according to the buyer's flight information.
<p>Please note:</p> <ul style="list-style-type: none"> ➤ This subsidy package is provided for ONE representative per company. ➤ All travel subsidies will not be reimbursed if the buyer doesn't show up on May 31st or submit the questionnaire. ➤ Please discuss with TAITRA's Taipei office in advance about business class tickets for VIPs. 		

Application Process

No	Step	Note
1	Collect Application Form and the proof of tender awarded	All fields should be completed and checked with clear and easy to read information, especially the applicant's contact information and a list of specific products that need to be sourced.
2	Report to TAITRA's Taipei Office	With the following: <ul style="list-style-type: none"> 1. Official letter 2. Application form 3. Tender awarded notice, contract or other related documents as proof.
3	Qualification Review	TAITRA's Taipei office will notify the result with an official document.

Please inform TAITRA's Taipei office prior to the event of the following changes:

- (1) Participant change
- (2) Participant cancels their trip

Planning Schedule for the Event

Date	Activity
March 31	Deadline for the buyer's application
April 7	Deadline for branch to send official letter
April 17	Meeting registration open to Taiwan's suppliers
May 8	Email provisional list of suppliers to the buyers for preview.
May 15	Second phase of the supplier sourcing
May 24	Email itinerary to all buyers.

May 30	Buyers arrive in Taiwan and check in to their hotels.
May 31	Attend event
June 1	Visit Computex 2017 or attend other self-arranged meetings.

Necessary Documents for the Reimbursement of the Buyer's Airfare

1. A copy of their business card
2. A copy of their passport
3. Electronic flight ticket
4. Boarding pass
5. Flight ticket payment receipt
6. Approved official letter from TAITRA's Taipei office (GPA project)

Event Organizer Contact Information

Ms. Jessie Tsai / jessie@taitra.org.tw

Ms. Venus Chen / venuschen@taitra.org.tw