

**INTERNATIONAL BUSINESS MATCHMAKING BOGOTÁ – CUNDINAMARCA
September 23 and 24, 2026
Bogotá**

QUALIFYING REQUIREMENTS FOR INTERNATIONAL BUYERS

- Be a legally constituted company in your country or region.
- The company must have been legally established for at least two years or, if it has been operating for a shorter period, it must demonstrate active import operations within the last six months.
- The company must demonstrate that it has imported from any market.
- The company must have a catalog of products and/or services and/or website and/or social media.
- The company's delegate to participate in the matchmaking must be a decision-maker with experience and comprehensive knowledge of the company to attend the scheduled meetings with potential customers.
- The company's delegate must be available to attend the meetings before the Business Matchmaking proposed by the Bogotá Chamber of Commerce to validate the type of company, sector, and product and/or service they are interested in.
- The company's delegate must comply with the conditions for lodging, transportation, and airline tickets stipulated by the Bogota Chamber of Commerce.
- The participating company must assume the costs of food, individual domestic transportation, medical insurance, travel expenses, changes in rates, and other expenses for the delegate, which the Bogota Chamber of Commerce does not cover.
- Providing a timely response to the requirements of the Bogotá Chamber of Commerce in terms of periodic follow-up of business, reporting sales, and/or expectations generated during and after the activity.
- The person delegated by the company must comply with the requirements and regulations in force to travel to Colombia. Consultation on compliance with travel requirements must be made directly by the businessperson interested in participating in the activity.

Notes:

1. The Bogota Chamber of Commerce is not responsible for entry into the country or for processing travel documents and/or passports.
2. The Bogotá Chamber of Commerce facilitates connecting entrepreneurs and companies to promote business opportunities, trade, and collaboration. However, the Chamber does not validate, verify, or analyze the legal, financial, reputational, or other background of the parties involved in such interactions. Each company or entrepreneur is responsible for conducting due diligence and risk assessments before establishing any commercial, contractual, or financial relationship. The Bogotá Chamber of Commerce assumes no responsibility for business decisions, agreements, breaches, or disputes arising from interactions facilitated through its spaces or channels.

BENEFITS GRANTED BY THE BOGOTA CHAMBER OF COMMERCE

For one (1) delegate of the international purchasing company:

- Round-trip air tickets in economy class.

- Accommodation for two (2) nights.
- Support and follow-up during the development of the Business Matchmaking Event.
- Transfers from the airport to the hotel.
- The company must assume all other costs.

¿HOW TO PARTICIPATE?

1. Register at the following link: <https://forms.office.com/r/hsUcGiUkaF>
2. The email address you enter will be the main point of contact to inform you about the progress of your process. Registration will be open until **July 17, 2026**
3. Once you have met all the participation requirements, you will be notified of your acceptance, so the scheduling team can contact you and coordinate the profile validation meeting.
4. The scheduling team will generate a long list of potential partners, and once you approve them, the business appointment schedule will be structured on the platform. You will not request appointments directly; the team will manage everything.
5. If no Colombian companies are found that match your interests, you will be notified that you have no confirmed business appointments and will not be able to participate in the matchmaking.
6. The deadline for submitting the required documentation for ticket and accommodation arrangements is **August 26**.
7. Your business agenda will be fully structured by **September 16th**.

If you have any questions, please contact:

Ana María Mejía, al correo ana.mejia@ccb.org.co

Erika Rondón, al correo erika.rondon@ccb.org.co