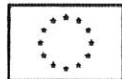




**Fundusze
Europejskie**
Inteligentny Rozwój



Unia Europejska
Europejski Fundusz
Rozwoju Regionalnego

Project: "Internationalization of business activities of the BEST-Life Biotechnology Sp. z o.o. on new prospective foreign markets"
co-financed by the European Union - the European Regional Development Fund

Gdynia, 20th April 2017

**Concerns the implementation of the project under the Measure 3.3 Support for promotion
and internationalization of innovative companies**

Sub-measure 3.3.3. Support for SMES in the promotion of product brands - Go to Brand

Priority axis 3 Support for innovations in enterprises

Title of the project: "Internationalization of business activities of the BEST-Life Biotechnology
Sp. z o.o. on new prospective foreign markets"

Project No: POIR.03.03.03-22-0007/16

REQUEST FOR PROPOSAL No. 1/04/2017

for delivery of services

for the needs of the implementation of the aforementioned project of the Best-Life
Biotechnology Sp. z o.o. company



I. CONTRACTING ENTITY

Best-Life Biotechnology Spółka z ograniczoną odpowiedzialnością
ul. Krasickiego 2A/46
81-385 Gdynia, POLAND
NIP 5862226420
E-mail: rfirgon@balticcollagen.pl
Phone: +48 604 677 007

II. ORDER PROCEDURE

The contract shall be awarded under the tender procedure
(The principle of competitiveness)

III. SUBJECT OF THE ORDER AND ITS DESCRIPTION

Consulting services in the field of internationalization of business activities of the contracting entity as well as training services in the field of internationalization of business activities of the contracting entity for the contracting entity are the subject of the order within the following scope:

1. Consulting services in the field of internationalization of business activities of the contracting entity

- Consulting services concerning internationalization of business activities of the contracting entity on the prospective markets included in the Cosmetic Industry Promotion Program (strategy of entering into one of the largest target markets - CHINA) in order to introduce the product covered by the project (the product line based on the natural collagen).

The scope of the services covers the development of a business model to enter the Chinese market, including such elements like:

- Long-term strategy of entering the Chinese market,
- Schedule for implementation of the business model,
- Export risk management strategy,
- The concept of effective tools and methods of marketing and promotion.
- The executor shall provide the contracting entity with the documentation of the results of the consultancy work carried out (on the form received from the contracting entity) in its full scope as specified in the description of the order subject,
- The services shall be provided from 12.05.2017 to 28.05.2017. The documentation of the results shall be transferred to the contracting entity during the training referred to below.

2. Training services in the field of internationalization of business activities of the contracting entity

- Training services concerning internationalization of business activities of the contracting entity on the prospective markets included in the Cosmetic Industry Promotion Program (services concerning expansion in one of the largest target markets - CHINA) in order to introduce the product covered by the project (the product line based on the natural collagen).

The scope of the training shall cover the following issues (concerning the entry into the new market - CHINA):

- Methods of the effective search for suppliers/customers,
- Effective negotiations,

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- The most common mistakes made in dealing with Chinese partners,
- Avoiding mistakes in negotiations with Chinese customers,
- Tightening trade ties,
- Legal regulations in trade.

- the services shall be provided in Shanghai at the place and time indicated by the Ordering Party from 12.05.2017 to 28.05.2017.

The subject of the order is specified by the codes:

CPV – 73220000-0 Consultancy services in the field of development

CPV – 80000000-4 Education and training services

IV. EXECUTOR OF THE ORDER SUBJECT

The request for proposal is addressed to entities actively engaged in business activities i.e. individuals, organizational units having legal capacity or legal persons conducting economic activity (verified by an entry in the register of companies). We invite only those who have the potential to provide the services mentioned above (in the form of a branch of a company, its subsidiaries or associates in the market - the CHINESE market) and the entities being active in this market to participate in the tender procedure.

The contracting entity reserves the right to inspect tenderers' documents showing the fulfillment of the requirements mentioned above on the closing date for submission of tenders and on the next day.

V CONDITIONS FOR THE PARTICIPATION IN THE PROCEEDING

The entities associated with the contracting party personally or capitally are excluded from the proceedings. The contracting entity requires submission of a statement being the Annex No. 2 to the request for proposal in order to confirm fulfillment of the requirement mentioned above.

VI. PROCEDURE FOR THE OFFER SUBMISSION:

1. The offer shall be drawn up on the attached form "OFFER FORM" (Annex No. 1 to the request for proposal) in Polish or English.
2. The offer should include, in particular:
 - The total net price and detailed prices. In the case of any amounts in foreign currencies, the ordering party will convert these amounts to PLN according to the average exchange rate of the National Bank of Poland in force at the date of issue of the request for proposal.
 - The due date of the accounting document.
 - Information on the experience that is part of the evaluation criterion.
 - The date of preparation and the expiry date of the offer.
 - The tenderer's declaration on the lack of connections with the ordering party (Annex No. 2 to the request for proposal).
 - The tenderer's declaration on the ability to complete the order and the experience in providing similar services (Attachment 3 to the request for proposal). The relevant services are the analogous services for the Chinese market.
3. The ordering party reserves the right to reject an offer, which is not consistent with the expected content and form layout.
4. The information contained in this request for a proposal may be used by tenderers only in accordance with its intended purpose, i.e. in order to prepare an offer.
5. The selected tenderer will be notified individually in the case of its qualification for further proceedings.

6. The validity of the offer - not less than 2 months.
7. In the event of exceptional circumstances which could not be foreseen at the time of preparation of this request for proposals, the ordering party reserves the right to withdraw from the services covered by this request for proposals, which does not constitute grounds for any claims by the tenderer.
8. The ordering party does not allow partial or variant offers to be submitted.
9. The contracting entity reserves the right to withdraw from the ongoing contract, if the contracting entity is not able to fulfill the contract. In such a case, the executor shall not be entitled to any financial claims against the contracting entity.
10. The ordering party reserves the right to make changes in the conditions of the request for proposal in justified cases as well as to cancel or terminate the proceeding without a selection of an offer, in particular if the value of offers exceeds the amount of funds intended by the ordering party to finance the contract.

VII. CRITERIA FOR OFFER EVALUATION

The executor will be selected based on the criteria.

The points will be calculated using the following formulas:

CRITERION	WEIGHT (%)
Price	65
Tenderer's experience in provision of analogous services	35

The score for the price will be calculated based on the formula:

$$P_C = \frac{C_N \times \text{weight}}{C_R}$$

P_C – points received
 C_N – total net price of the best offer (the lowest one)
 C_R – the total net price of the considered offer

Verification of the offered price:

On the basis of the data from the Annex No. 1 to the request for proposal, i.e. the Tender Form.

The score for tenderer's experience will be calculated based on the following grading scale:

- lack of experience – 0 pts.
- Experience: minimum two years - 10 pts
- Experience: minimum three years - 20 pts
- Experience: minimum 5 years: 35 pts

Verification of the declared experience:

On the basis of the data from the Annex No. 1 to the request for proposal, i.e. the Tender Form as well as of the declaration from the Annex no. 3 to the request for proposal.

The contracting entity reserves the right to inspect the tenderer's documents certifying the relevant experience.

The ordering party shall evaluate offers on the basis of the number of points calculated using the criteria mentioned above and the achieved scores to 100 points (100%=100 point). The amount of points for each criterion will be summed and will constitute the final assessment of the offer.

VIII. THE WAY OF OFFER EVALUATION

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1. Verifying if the offer meets the requirements (including formal criteria) set out in the request for proposal. The offers meeting the requirements will be further evaluated. The offers not meeting any of the requirements (or formal criteria) will be rejected.
2. The ordering party shall consider the most advantageous offer, the offer which obtains the largest number of points for the criteria accepted for this proceeding. In the case of the same number of points, the lowest price is decisive.

IX. GENERAL PROVISIONS

1. The ordering party reserves the right to change the content of the request for proposal. If the changes may influence the content of the submitted offers, the ordering party shall extend the deadline for submission of offers. All tenderers, which received the request for proposal and for which it is binding, shall be notified immediately about changes.
2. The selection of a tenderer is not tantamount to incurring an obligation in the meaning of civil law.
3. The request for proposal and all three annexes to the request for proposal form an integral whole.
4. The contractual penalty for improper execution of the order subject by the executer is the lack of payment and 25% of the total price of the entire order.

X. PLACE AND DEADLINE FOR SUBMISSION OF OFFERS:

until 28.04.2017, until 12:00

The date of the receipt of the offer by the contracting entity is binding

The offer and annexes shall be sent as a scan to the email address or in the original by mail/courier or submitted personally:

- a) E-mail:
Address: biuro@balticcollagen.pl
- b) Traditional mail/courier/in person:
Address: Best-Life Technology Sp. z o.o.,
ul. Krasickiego 2A/46, 81-385 Gdynia, POLSKA

The offers submitted after the deadline will be returned to tenderers without opening. The ordering party reserves the right to request for additional information concerning the content of the submitted offer from the tenderer.

XI. THE PERSONS ENTITLED TO COMMUNICATE WITH TENDERERS

The person authorized by the ordering party to contact and give explanations on this request for proposal is Renata Firgon, phone: +48 604 677 007, e-mail: rfirgon@balticcollagen.pl.

XII. ANNEXES

1. Offer form
2. Declaration on lack of ties
3. The tenderer's declaration on the ability to complete the order and the experience in providing similar services.

TENDER FORM

I. CONTRACTING ENTITY

Best-Life Biotechnology Spółka z ograniczoną odpowiedzialnością

ul. Krasickiego 2A/46, 81-385 Gdynia, POLSKA

NIP 5862226420

E-mail: rfirgon@balticcollagen.pl

Phone: +48 604 677 007

II. TENDERER / EXECUTOR

The name and address of the
tenderer;

The name of a person competent
to represent the tenderer:

Contact person

On behalf of the tenderer:

Tenderer's phone:

Tenderer's e-mail:

III. PRICE

The total net price offered for the execution of the entire subject of the order described in the
request

for proposal no. 1/04/2017:
zł

in words: ,
of which:

1. Consulting services in the field of internationalization of business activities of the
contracting entity

net price: zł

2. Training services in the field of internationalization of business activities of the
contracting entity

net price: zł

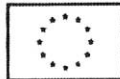
IV. EXPERIENCE in provision of analogous services (please tick the appropriate):

- ☐ none
- ☐ minimum of two years
- ☐ minimum of three years
- ☐ minimum of five years





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Furthermore, I declare that:

- I have read the contract and do not raise any objections.
- I have read the conditions of the request for proposal, accept them and undertake to conclude a contract in the case of selection of our offer under the specified conditions in time and place specified by the ordering party.
- There are no capital or personal connections between my company and the Best-Life Biotechnology Sp. z o.o.
- The invoice for the execution of the subject of the order will be issued after its completion.

Offer valid till: 2 months from the date of signing

.....
Place and date

.....
Tenderer's readable signature

.....
Tenderer's company stamp

DECLARATION ON LACK OF TIES

I. CONTRACTING ENTITY

Best-Life Biotechnology Spółka z ograniczoną odpowiedzialnością
ul. Krasickiego 2A/46, 81-385 Gdynia, POLSKA

NIP 5862226420

E-mail: rfirgon@balticcollagen.pl

Phone: +48 604 677 007

II. TENDERER / EXECUTOR

The name and address of the
tenderer;

The name of a person competent
to represent the tenderer:

I declare that between the Best-Life Biotechnology Spółka z ograniczoną odpowiedzialnością
(the ordering party),

and

(The name of the tenderer)

there are neither capital nor personal ties.

Capital or personal connections are understood as mutual connections between the Ordering Entity or persons authorized to enter obligations on behalf of the Ordering Entity or persons performing on behalf of the Ordering Entity tasks associated with preparation and implementation of a procedure of choosing a tenderer, and the tenderer, in particular:

- a) participation in the company as a partner of a civil or other partnership;
- b) possession of at least 10% of capital or shares;
- 3. acting as a member of the supervisory or management board, or a proxy or a representative,
- 4) remaining in a marriage relationship, in a family relationship or affinity in a straight line, relationship or affinity in the collateral line to the second degree, or in a relationship of adoption, guardianship or custody.

.....
Place and date

.....
Tenderer's readable signature



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Appendix no. 3

**THE STATEMENT ON THE TENDERER'S ABILITY TO EXECUTE THE ORDER
AND ON THE EXPERIENCE IN PROVISION OF SIMILAR SERVICES**

I. CONTRACTING ENTITY

Best-Life Biotechnology Spółka z ograniczoną odpowiedzialnością
ul. Krasickiego 2A/46, 81-385 Gdynia, POLSKA
NIP 5862226420
E-mail: rfirgon@balticcollagen.pl
Phone: +48 604 677 007

II. TENDERER / EXECUTOR

The name and address of the
tenderer;

The name of a person competent
to represent the tenderer:

I hereby declare that:

- 1) I have the right to perform the specified activity or activities referred to in the request for proposal.
- 2) I have the necessary knowledge and experience as well as technical potential and personnel capable of performing the contract;
- 3) I am in the economic and financial situation which ensures the execution of the contract;
- 4) I have read the provisions included in documents of the request for proposal and fully accept them.
- 5) The declared experience in the provision of similar services is truthful. At the request of the contracting entity, I undertake to present documentation demonstrating this experience within 3 days after receipt of the request, on pain of rejection of the submitted offer.
- 6) I am an active business entity registered in the register:

..... (name of the register) under the
number:

.....
Place and date

.....
Tenderer's readable signature