



[Sworn Translation of a document from the Polish language.]

[Translator's remarks in square brackets.]

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Appendix 1 to the Request for Proposal no. 2/12/2017
Specification for the offer concerning the project called:

“SC Beauty internationalization of the company’s activities to strengthen its position on the eastern markets”

within the project OPERATIONAL PROGRAMME Intelligent Development 2014-2020, as part of sub-measure 3.3.3 Support for SMEs in the promotion of product brands GO TO BRAND.

I. Detailed scope of works concerning the preparation of the consultancy service:

1. 1. The service shall be rendered by the entity having its registered office, agency or branch in one of the following countries:
 - Japan;
 - South Korea;
 - China;
 - United Arab Emirates;
 - Saudi Arabia.
2. The service shall be in the form of the report.
3. The report shall be drawn up in the Polish language.
4. The report shall include information on the markets in the following countries:
 - Japan;
 - South Korea;
 - China;
 - United Arab Emirates;
 - Saudi Arabia.
5. The Minimum scope of the task shall include information on:
 - absorption capacity of the local market;
 - market-entry-barriers;



- cultural barriers;

6. The Report shall also include additional measures proposed by the Contractor, which achieve the objectives of the Contracting Party and are related to the scope of the Measure 3.3:

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“Support to promotion and internationalisation of innovative enterprises”,

sub-measure 3.3.3: “Support for SMEs in the promotion of product brands - GO TO BRAND”.

7. The Report shall include the list of potential contractors.

8. The Report shall be provided in the form of a PDF document.

II. Detailed scope of works concerning the preparation of the training service

1. Training shall be conducted in the Polish or English language;

2. Training shall last minimum 32 hours;

3. The minimum scope of the task shall include such aspects as:

- cultural differences;
- commercial tradition;
- social traditions;

4. Training shall include an additional scope of the programme proposed by the Contractor, which achieves the objectives of the Contracting Party and is related to the scope of the Measure 3.3: “Support to promotion and internationalisation of innovative enterprises”, sub-measure 3.3.3: “Support for SMEs in the promotion of product brands - GO TO BRAND”.

5. Training shall concern the following countries:

- Japan;
- South Korea;
- China;
- United Arab Emirates;
- Saudi Arabia.

6. Training shall be conducted at the Contracting Party’s head office. On-line training by means of such programmes as Skype is allowed.

7. Training shall include workshops in the area of establishing cooperation.

Due to the fact that the contract is implemented within the project OPERATIONAL



PROGRAMME Intelligent Development 2014-2020, as part of sub-measure 3.3.3 Support for SMEs in the promotion of product brands GO TO BRAND, when calculating the price, the Contractor shall take into account expenditure eligibility guidelines published in the procurement documentation available on: [://poir.parp.gov.pl/dokumentacja/dokumentacja-doboru-wnioskow-o-dofinansowanie-w-o-konkursie-do-dzialania-3-3-poddzialanie-3-3-3-w-2016-r](http://poir.parp.gov.pl/dokumentacja/dokumentacja-doboru-wnioskow-o-dofinansowanie-w-o-konkursie-do-dzialania-3-3-poddzialanie-3-3-3-w-2016-r).

*Herewith I, Agnieszka Rychlewska, M. A., Sworn Translator in English, entered into the register of sworn translators, kept by the Minister of Justice (TP/6147/05), attest conformability of this translation with the document in Polish. Bydgoszcz, December 21, 2017, Index No. 189 /2017.
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This document is issued without any alterations.*

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