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| **BOSNIA AND HERZEGOVINA****Federation of Bosnia and Herzegovina**  |

**BUSINESS OFFER/REQUEST**

*Obrazac je potrebno ispuniti elektronski na engleskom jeziku*

**Company Profile - Description of the company**

(All fields are mandatory - The fields in grey are confidential and for internal use only)

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| **Company:** |  | **City:** |  | **Country:** |
|  |  |  |  |  |
| **Street:** |  | **Postal Code:** |
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| **www-Address:** |  | **Contact person:** |
|  |  |  |
| **Position in the company:** |  | **Telephone:** |  | **Fax** |
|  |  |  |  |  |
| **General e-mail address:** |  | **E-mail contact person:** |
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1. **DETAILS (about client and it desired cooperation)**
* **TITLE:**

The title should highlight the product/service on offer/requested and the key cooperation type desired. Your company might be open to several types of partnerships. In this case, at least the main ('key') type of partnership should be mentioned.

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* **SUMMARY**

** About the client**:

Please indicated the sector of the activity?

** About the products:**

What products/services are you offering/requesting?

What will the products/services be used for?

** About the cooperation types:**

What types of partnership are considered? All the selected types of partnership should be mentioned in the summary. Therefore it is strongly recommended to focus on 1-3 cooperation types as a maximum.

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* **DESCRIPTION:**

 The client and its background:

* The field of activity (be coherent with the selected NACE codes)
* The particular expertise or know-how of the client
* Any additional information you deem relevant, such as a short company history, its position in the market, its previous experience with international cooperation, etc.

 The product or service on offer/requested: Indicate clearly what the product or service on offer/requested is; give a clear description including the main features and application fields. You may provide quantitative data and an illustration (picture/drawing…)

 The desired partnerships:

All selected types of cooperation (selected in the field 'Types of Partnership Considered', see below) should be explained, not simply stated. Try to explain for each requested cooperation type:

**Why** was this cooperation type selected? What would be the desired outcome of the international partnership?

**How** is the international cooperation envisaged? Explain how you see the long term commitment and the practical organisation of the cooperation. This can typically include information on the sectors or industries targeted, or other relevant details of the cooperation.

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* **ADVANTAGES AND INNOVATIONS:**

Only for **Business Offers (If you are offering products/services):**

 When offering services, mention elements such as experience in the sector, knowledge of the market, long lasting existence, innovative distribution services, reliability, information about the sales force, commercial networks….

 Benchmark the services in comparison to the competition  If the products’ price is lower in comparison to existing products in the market, then an explanation needs to be given (e.g. wood construction is 20% cheaper than steel construction)

 For products: consider mentioning elements such as: performance, ease of use. Indicate if there is a potential for the product to cross-over into other industry sectors/markets.

 Back up the information with quantitative data if possible (e.g. thirty years’ experience in the market).

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* **TECHNICAL SPECIFICATION OR EXPERTISE SOUGHT:**

Only for **Business Requests (If you are requesting products/services):**

The required product and/or service should be described in more detail.

* What are the products/services you believe could be suitable? And what are the products/services that are not suitable?
* Are there some specific requirements to take into consideration (temperature, pressure, size, etc.)?
* Clearly indicate any technical requirements of the products/services requested and/or the technical competencies of the partner sought

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1. **DISSEMINATION (where profile is to go)**
* **TARGET COUNTRIES:**

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|  In this field you should enter the countries where you wish to disseminate the profile.

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1. **CLIENT**
* **TYPE AND SIZE OF CLIENT:**

Select the type and size of your company/ organisation.

If the option ‘other’ is selected then the type of organisation behind the profile should be mentioned in the summary and explained in the description.

 **>500**

 **>500 MNE**

 **251-500**

 **Inventor**

 **R&D Institution**

 **SME < 10**

 **SME 11-50**

 **SME 51-250**

 **University**

 **Other**

* **DATE**

Please **i**ndicate the year the company was established:

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* **NACE CODE:**

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* **INTERNATIONALLY ACTIVE: yes  no **
* **ADDITIONAL COMMENTS:**

If necessary, add any supporting material relating to the experience of the client and their activities. Useful information to add here includes the number of years of existence, position in market, level of transnational activity, knowledge of market/product, other activities of the client. Please do not just repeat details already given. Make sure that useful new information is added: do not simply repeat information already given elsewhere.

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* **CERTIFICATION:**

If applicable, indicate all internationally recognised standards (e.g. ISO9001):

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* **LANGUAGES SPOKEN:**

Indicate all languages that you speak to a professional, business level:

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1. **PARTNER SOUGHT:**
* **TYPE AND ROLE OF PARTNER:**

For each of the selected cooperation type, please try to indicate the following information in relation to the desired partner:

* Type: describe the type of organisation sought (e.g. industry/academia).
* Activity: describe the field of activity of the desired partner (e.g. pharmaceuticals, agrofood, etc.) and/or the qualities/expertise it should have.
* Role: describe what the partner will be expected to do (e.g. co-development of new drug).

Make sure this field is coherent with the selected cooperation types under 'Type of Partnership Considered' (see below).

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* **TYPE AND SIZE OF PARTNER SOUGTH:**

 >500

 >500 MNE

 251-500

 Inventor

 R&D Institution

 SME < 10

 SME 11-50

 SME 51-250

 University

* **TURNOVER IN EURO**

Please indicated approximate annual turnover in euro (€) of your organisation/company.

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* **TYPE OF PARTNERSHIP CONSIDERED:**

It is possible to select more than one cooperation type. However, it is strongly recommended not to choose more than 3 to render focus to the profile.

All the selected partnership types in this field have to be mentioned in the summary and described/clarified in the description field.

* + Acquisition agreement
	+ Commercial agency agreement
	+ Distribution services agreement
	+ Financial agreement
	+ Franchise agency agreement
	+ Joint venture agreement
	+ License agreement
	+ Manufacturing agreement
	+ Outsourcing agreement
	+ Reciprocal production
	+ Services agreement
	+ Subcontracting
1. **ATTACHMENT**

It is possible to add attachments to support a profile. This can be useful to describe complex products/services/technologies in order to allow non-specialists to understand a concept.

Keep in mind that the images uploaded should not reveal company/product names or brand names. The file name of the attachment should not reveal any company/product or brand name because the file name is displayed as title of the image on the published profile. There is no limit to the number of files that can be uploaded in POD. However, each file cannot exceed 4Mb. The following formats can be used: .jpg, .jpeg and .gif. Other file types are not compatible.

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