



TENDER ANNOUNCEMENT

1. General Information

Title of the tender: Online workshops for Ukrainian entrepreneurs in Denmark: Business start, company registration, accounting, and taxation

Advertiser: TEUH - The European-Ukrainian Hub, Ivaekst ApS, Islands Brygge 39, 4. sal
København S, Denmark

Contact Person:

Veronika Rulli – Program Manager

E-mail: veronika@ivaekst.com

Phone: 5280-8657

Project Duration: February 2026- December 2027

Deadline for submission of proposals: 09.04.2025 at 12.00 noon

Please submit all questions in writing for the sake of documentation.

TEUH - The European Ukrainian Hub is a national entrepreneur project running from February 2026- December 2027. Through this period of time, the goal is to educate and improve the entrepreneurial skills of more than 900 Ukrainians residing in Denmark.

2. Task Description

The objective of this tender is to select a qualified supplier to design and deliver **15 online workshops for Ukrainian entrepreneurs in Denmark.**

The workshops must be practical, easy to understand, and tailored to individuals with limited or no prior business experience.

Workshop requirements:

Topics:

1. How to create a business plan
2. How to plan business finances and budget
3. How to choose the right company type in Denmark
4. How to register a small business (PMV or sole proprietorship)
5. How to open a company (ApS)
6. How to use digital tools (MitID, e-Boks, Virk, SKAT)
7. What to do after opening a business
8. How to hire employees and manage salaries
9. Basics of bookkeeping and invoicing
10. Bookkeeping for construction and cleaning businesses
11. Bookkeeping for service businesses (beauty, food, etc.)
12. How to work with international clients and taxes
13. How VAT (Moms) works in Denmark
14. What taxes businesses pay in Denmark
15. Annual reporting and tax obligations

Format:

- Interactive online workshops with practical exercises;
- Opportunity for participants to ask questions;
- Duration: 2-2.5 hours per workshop;
- Workshops conducted online (e.g. Google Meet or similar);
- Workshops conducted in Ukrainian;
- Workshops delivered once per week or as agreed with the project;
- The supplier must prepare and deliver presentation materials for each workshop.

The supplier must ensure:

- High-quality training content based on market standards;
- Use of practical tools, templates, and real-life examples;

- Clear and structured delivery of content;
- Demonstrate training experience and provide references.

As a part of the promotion of the workshops and attracting participants, the supplier must ensure promotional support for the workshop by providing:

One speaker video (1 per workshop)

Duration: 30 to 90 seconds;

Format: Horizontal or vertical, suitable for social media (MP4, 1080p);

Content: Short introduction to the workshop, objectives and call to action;

Deadline: At least 14 days before the workshop.

Three social media posts (1 per workshop)

Post 1 (event announcement) – at least 14 days before the workshop;

Post 2 (reminder/update) – 7 days before the workshop;

Post 3 (reminder/update) – one day before the workshop day.

Platforms: Facebook, Instagram or relevant social networks.

Posts must include the project name, purpose, DEM funding acknowledgment and visuals.

3. Supplier requirements

Potential suppliers must meet the following criteria:

- Proven experience in delivering business and tax-related training;

- Strong knowledge of Danish business regulations, taxation, and company registration;
- Practical experience working with entrepreneurs;
- Ability to explain complex topics in a simple and structured way;
- Strong presentation and communication skills;
- Ability to deliver workshops in Ukrainian.

4. Evaluation criteria for proposals

Tender proposals will be evaluated based on the following criteria:

Quality and content of the training program (60%)

The structure and content must be clear, practical, and relevant. The use of interactive methods, case studies, and real-life examples will be considered an advantage.

Experience and qualifications of the supplier as a trainer (40%)

Suppliers with demonstrated experience in business training, particularly in accounting, taxation, and entrepreneurship in Denmark, will be prioritized. Trainers must have strong practical knowledge, industry experience, and the ability to deliver clear and structured training.

Financial conditions

The service fee is maximum at 6,000 DKK per workshop session.

This amount must include all costs related to preparation, delivery, materials, and any other related expenses.

5. Submission conditions for the tender proposal

The proposal must include the following elements:

- A description of the training program and approach to its implementation;
- Information about the trainer or trainers, including their experience and qualifications;
- A detailed description of the organizational process for conducting workshops;
- Contact information of the responsible person.

Proposal should be sent to e-mail: veronika@ivaekst.com

6. Payment terms:

-Payment for the workshops will be made within 30 days after the completion of the last workshop.

Deadline for submission: 09.04.2025



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