



TENDER ANNOUNCEMENT

1. General Information

Title of the tender: Business Tours for Ukrainian Entrepreneurs

Advertiser: TEUH - The European-Ukrainian Hub, IVÆKST 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: December 2024 – December 2025

Deadline for submission of proposals: 05.09.2025 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 December 2024- December 2025. Through this period of time, the goal is to educate and improve the entrepreneurial skills of more than 700 Ukrainians residing in Denmark.

2. Task Description

The European-Ukrainian Hub invites qualified suppliers to submit proposals for the organization and delivery of five **(5) physical Business Tours** for Ukrainian entrepreneurs to leading Danish companies:

1. Novo Nordisk
2. LEGO
3. Vestas

4. Tuborg
5. Søstrene Grene

The purpose of these business tours is to provide participants with insights into innovative business models, corporate culture, and best practices of Danish companies, while fostering knowledge exchange and networking.

The listed companies are the priority for this program; however, the European-Ukrainian Hub is open to supplier recommendations and the possibility of adjustments or substitutions if deemed necessary to ensure the highest quality and relevance of the tours.

Event Period: All five business tours are to be conducted within **the period 15 September and 5 December 2025.**

Event requirements:

- Each business tour must be a physical on-site visit to the host company.
- Each tour must include a guided company presentation and a Q&A session with company representatives.
- Each tour must combine practical knowledge-sharing with opportunities for interactive discussion.
- The working language of the business tours is English.

The supplier must ensure:

- Direct communication with company representatives, securing agreements for guided presentations, Q&A sessions, and on-site visits.
- Presence of at least one dedicated coordinator from the supplier's team at each tour to oversee logistics and participant support.
- Preparation and timely distribution of a clear agenda/program for each tour.
- Provision of light hospitality (coffee, tea, water, snacks) for participants during each tour.
- Full coverage of all supplier-related costs (including travel, coordination, and operational expenses) within the proposed budget.

-Compliance with TEUH's visibility requirements (logos, acknowledgments, etc.) in all materials.

As a part of the promotion of each business tour and to ensure participant engagement, the supplier must provide:

Record a short speaker video:

Duration: 30 to 90 seconds.

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

Content: Speaker introduction, purpose of the business tours, and call to action.

Deadline: At least 14 days before the tour.

Provide 3 social media post drafts (announcements/reminders) in text format:

Post 1 (announcement) – at least 14 days before the tour.

Post 2 (reminder/update) – 7 days before the tour.

Post 3 (reminder/update) – 2 days before the tour.

Platforms: Facebook, Instagram or relevant social networks.

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

3. Supplier requirements

Proven experience in organizing business visits, tours, or professional events.

- Strong communication and coordination skills with corporate stakeholders.
- Ability to provide professional on-site coordination and support.
- Experience in working with multicultural groups is considered an advantage.

Ownership of materials and recordings:

All intellectual property (presentations, recordings, handouts, and additional materials) developed within this project remains the sole property of TEUH. These materials may not be repurposed, shared, or distributed outside of the project scope without prior written consent from TEUH.

4. Evaluation criteria for proposals

All submitted proposals will be evaluated based on the following criteria:

- Quality and content of the proposed program (60%)

Includes relevance of the agendas, feasibility of company engagement, and the supplier's ability to ensure smooth delivery.

- Experience and qualifications of the supplier (20%)

Based on prior experience in delivering similar events and demonstrated ability to work with entrepreneurs.

- Financial proposal (20%)

Pricing must be transparent, well-justified, and competitive. It should cover all supplier costs, including travel and organizational expenses.

This tender does not specify a fixed service price. Suppliers must independently propose a market-based cost for their services.

5. Submission conditions for the tender proposal

To participate in the tender, suppliers must submit a complete proposal that includes:

- A detailed description of the proposed concept and methodology for organizing the business tours.

- Implementation plan (coordination, communication, and facilitation).
- References and evidence of previous experience in organizing similar events.
- A budget breakdown, including all expected costs (organization, travel, materials, etc.).
- Contact information of the responsible person for coordination and further communication with TEUH.

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

6. Payment terms:

- Payment will be processed within 30 days following the completion of all four events and submission of the required reports and materials.

Deadline for submission: 05.09.2025