



TENDER ANNOUNCEMENT

1. General Information

Title of the tender: Physical workshops across Denmark. Starting a Business in Denmark: From Choosing a Company Type to Registration (Step-by-Step Registration Process), and Tax Compliance for Ukrainian Entrepreneurs in Denmark.

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: 03.04.2025 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 European-Ukrainian Hub invites suppliers to submit tender proposal for **conducting 8 offline workshops in eight different cities in Denmark:**

- København
- Rønne
- Hillerød
- Maribo
- Hjørring
- Herning
- Esbjerg
- Svendborg

The listed cities may be subject to change based on project requirements and logistical considerations.

Workshop requirements:

Topic:

Starting a Business in Denmark: From Choosing a Company Type to Registration (Step-by-Step Registration Process), and Tax Compliance

Format:

Interactive workshops with practical exercises and the opportunity to receive individual consultations.

- Each workshop should last 4 hours.
- Workshops must be conducted offline with the involvement of highly qualified experts.
- Workshops should be conducted once per two weeks or as mutually agreed between the supplier and the project.
- The workshops must be conducted in Ukrainian.
- The supplier must prepare and deliver a presentation as part of each event.

The supplier must ensure:

- High-quality training content based on market standards
- Involve tools and concrete examples in the training materials.
- Provide consultation support to participants during the workshops.
- 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

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 event.

Three social media posts

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

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

Post 3 (reminder/update) – one day before the event 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:

- Have experience conducting business and tax-related training sessions.
- Understand Denmark's tax laws and company registration process.
- Have practical experience working with entrepreneurs.
- Be able to provide expert consultation during events
- Be available to work in the specified cities.

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 of the training must be well-defined, incorporating interactive learning methods, case studies, and practical applications relevant to in-person workshops.

Experience and qualifications of the supplier as a trainer (40%) Suppliers with demonstrated expertise in business training, particularly within Denmark, will be prioritized. Trainers must have industry knowledge, strong facilitation skills, and experience delivering in-person sessions.

Financial conditions

The service fee is maximum 10,000 DKK per workshop session. This amount includes all costs related to preparation, delivery, materials, travel, accommodation, and any other expenses required for the implementation of the workshop.

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: 03.04.2025

