



TENDER ANNOUNCEMENT

1. General Information

Title of the tender: Physical workshops across Denmark: How to start a business in Denmark, types of companies, understanding the tax system, analyzing the tax card and annual reporting for ukrainians entrepreneurs in Denmark.

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: 10.03.2025 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 suppliers to submit tender proposal for **conducting 5 offline workshops in five different cities in Denmark:**

- Copenhagen
- Odense
- Aalborg

- Aarhus
- Esbjerg

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

Workshop requirements:

- Topic:

How to start a business in Denmark, types of companies, understanding the tax system, analyzing the tax card and annual reporting.

- Format:

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

- Each workshop should last 3-4 hours.
- Workshops must be conducted offline with the involvement of highly qualified experts.
- Workshops should be conducted once per month or as mutually agreed between the supplier and the project.
- The workshops must be conducted in Ukrainian or English.
- The supplier must prepare and deliver a presentation as part of each workshop.

The supplier must ensure:

- High-quality training content based on at least 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 10 days before the event.

Three social media posts

Post 1 (event announcement) – at least 10 days before the event.

Post 2 (during the event) – 5 days before the event.

Post 3 (during the event) – on 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 workshops
- 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.

- Experience and qualifications of the supplier as a trainer (20%)

Suppliers with demonstrated expertise in business training, particularly based in Denmark, will be prioritized. Trainers must have industry knowledge and strong facilitation skills.

- Financial proposal (20%)

The price must be clearly outlined with detailed cost allocations, including trainer fees, preparation, materials and all other expenses related to planning, training, implementation and travel for delivering the workshops. Proposals with competitive and transparent pricing will be preferred.

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

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: 10.03.2025



Danish Board of
Business Development

