

## Simplified tender dossiers for service – SINGLE TENDER

**Name and address of the Contracting Authority:** Association National Centre for Development of Innovation and Entrepreneurial Learning Skopje Bul. 8<sup>mi</sup> Septemvri 2-9, Karpos, 1000 Skopje, North Macedonia

**Title of the tender:** iCBA project - Digital promotion of the trainings

**Reference number (if applicable):** F1 – S.O. 1.1 – SC 038

### PART A: INFORMATION FOR THE TENDERER

#### 1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- Implementation of **services** as indicated in the technical information in the point 2 of these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **29th, March, at 16:00h**. Any tender received after this deadline will be automatically rejected.

Address and methods for submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in the Part B of the tender dossier**. The tender will be submitted in 1 original. In case of e-mail submission, the tenderer may provide a scanned original of the tender (if required). Any tenders not using the prescribed form might be rejected by the Contracting Authority.

In addition to the offer the tenderer is required to provide the following supporting documentation (in copies or scanned versions in case of e-mail submission):

- Copy of legal registration (if applicable)
- Curriculum vitae

If delivery by post:

The tenders will be submitted via post/currier, containing the following information:

- Name and address of the tenderer
- Title of the tender: Digital promotion of the trainings
- Reference number (*if applicable*): F1 – S.O. 1.1 – SC 038

The tenders **can be submitted in person, by post or courier service** to the following address:

Association National Centre for  
Development of Innovation and  
Entrepreneurial Learning Skopje  
Bul. 8mi Septemvri 2-9, Karpos, 1000  
Skopje, North Macedonia

To: Nastasija Shterjova

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

The tenders **can also be submitted by e-mail**. In this case the base e-mail message will clearly indicate:

- Title of the tender (in the subject of e-mail): iCBA project - Digital promotion of the trainings
- Reference number (if applicable, in the subject of e-mail): F1 – S.O. 1.1 – SC 038
- Name and address of the tenderer (in the e-mail text)

The tender submission form and any supporting documentation will be provided as attachment to the e-mail.

The tenderers will be submitted by e-mail to the following address:

[icba@ncdiel.mk](mailto:icba@ncdiel.mk)

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

## 2. TECHNICAL INFORMATION

The tenderers are required to provide services / supplies / works as indicated below. In the tenderer's technical offer, the tenderers will indicated more details on the deliveries, referring back to the below table.

No.	Title of item	Description	Required time frame	Required inputs, if applicable
1.1.	- Digital Promotion of the trainings, technical assistance (use of digital tools for implementing all events) for the smooth implementation of the training sessions	<p>- This Activity includes the first stage training process in order to recruit serious and ambitious startups teams in the CB area, ready to work on their ideas. Furthermore, this 1st stage training process will explore the maturity of the startup environment in the project area. The main target groups are aspiring entrepreneurs, with priority given to young people, and women in particular as a group that is underrepresented. Potential entrepreneurs will come from all over the CB area, as promotional and motivational events will be held in every region.</p> <p><b>D.5.5.1 - 1st series of one-day training:</b> training workshops in various CB cities (Bitola, Ohrid and Prilep) in which local trainees will be trained on the business canvas concept including relevant issues related to business model development. By the end of the training day, trainees will be asked to organize business teams and prepare a business canvas for their business idea. The idea is to collect serious-ambitious teams ready to work on their business ideas. The aim is, after all the one-day trainings to have a selection of 30 teams (2-3 members each).</p> <p><b>D.5.5.1 - 2nd series of one-day trainings:</b> after some weeks a second series of one-day of trainings will be organized in the same cities, targeted to the selected working teams from the 1st trainings workshops. These 2nd series of one-day trainings will include: (a) a Q/A session on issues raised by the teams (b) training sessions for the financial and market aspects regarding creation of a company.</p> <p><b>Requested services:</b></p> <ul style="list-style-type: none"> <li>- <b>Digital Promotion</b> of the trainings</li> <li>- <b>Technical assistance</b> (use of digital tools for implementing all events) for the smooth implementation of the training sessions</li> </ul>	15 days from the written order by the Contractor	-

### 3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 3.889,00 EUR.

### 4. ADDITIONAL INFORMATION

**The selection criteria is:**

- Previous experience in digital promotion of events
- Technical offer of candidate

**The award criteria is:**

- Best value for money, weighting 80% technical quality, 20% price.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 7 days from the deadline for submission of tenders.