



Co-Funded by the European Union
بتمويل مشترك من الاتحاد الأوروبي

Invitation to tender



SUBJECT

Call for tender for the provision of expert services in relation to the CREAT4MED project.

Date of publication	01/03/2022
Contracting Entity	Institute of Entrepreneurship Development
Objective	<p><i>Coordination and supervision of the 1st training cycle of the CREAT4MED Training Academy.</i></p> <p>The training academy has the following format: Implementation of Synchronous and Asynchronous training, with a total duration of 66 hours (within 10 weeks). The format of the synchronous and asynchronous sessions are divided as below:</p> <ul style="list-style-type: none">• Synchronous: 20 hours of online sessions with the provision of training from experts/professionals to approximately 100 trainees, divided in 5 groups.• Asynchronous: 46 hours of training through the use of iED's Online Academy
Project Duration	The schedule of implementation of the services initiates by the signing of the relevant contract with IED and may not go beyond 28/02/2023.
Publication of Tender	www.ied.eu
Closing date and time of submission of offers	31/03/2022
Submission of offers	Mail: projects@ied.eu OR post: iED, Valtetsiou & Tripoleos, 41336, Larissa
Format of submission of offers	Language used can be either Greek or English



A profile of the bidder(s) highlighting past references from at least 2 years in providing relevant services.

ARTICLE 1: GENERAL DESCRIPTION & GENERAL PRINCIPLES

The Institute of Entrepreneurship Development (hereinafter the Contracting Body) in the framework of the EU funded project “CREative Entrepreneurs ACTing FOR the future MEDiterranean (CREACT4MED)”, GA No. ENI/2019/412-505, is looking for the most advantageous offer in combination with the relevant experience in the provision of services related to the coordination and supervision of training sessions.

Participation in the announced competition is open, on equal terms, to all natural and legal persons, who meet the financial and technical conditions provided in this announcement and have the required professional competence and experience.

Each candidate Contractor can submit one single bid within the deadline stated in Article 5.

ARTICLE 2: OBJECT OF THE TENDER

The object of the specific tender is the coordination and supervision of the 1st training cycle of the CREAT4MED Training Academy. The training academy has the following format:

Synchronous and Asynchronous training, with a total duration of 66 hours to be completed within 10 weeks. The format of the synchronous and asynchronous sessions is divided as below:

- Synchronous: 20 hours of online sessions with the provision of training from experts/professionals to approximately 100 trainees, divided into 5 groups.
- Asynchronous: 46 hours of training through the use of iED’s Online Academy <https://academy.ied.eu/>



ARTICLE 3: TECHNICAL SPECIFICATIONS

3.1 PROJECT DESCRIPTION

In the context of the project, educational material will be developed, targeting youth and women with the purpose of enhancing their entrepreneurial potential. The material will be available through an online learning platform, the CREAT4MED Training Academy.

3.2. DETAILED SERVICE SPECIFICATIONS

Coordination and supervision of the 1st training cycle of the CREAT4MED Training Academy.

The training academy has the following format:

Implementation of Synchronous and Asynchronous training, with a total duration of 66 hours to be completed within 10 weeks. The format of the synchronous and asynchronous sessions is divided as below:

- Synchronous: 20 hours of online sessions with the provision of training from experts/professionals to approximately 100 trainees, divided in 5 groups.
- Asynchronous: 46 hours of training through the use of iED's Online Academy.

The coordinator of the training cycle will be responsible for the overall supervision of the effective and smoothly implementation and launch of each training session and the support of the experts and trainees when needed, during this 10weeks intensive training cycle. The coordinator must know the English language in order to facilitate the training process.

ARTICLE 4: ELIGIBILITY REQUIREMENTS

The participation in the announced competition is open, on equal terms, to all natural and legal persons who meet the financial and technical conditions provided in this announcement and, at the same time, have the required professional competence and experience.

Requirements that the candidate Contractor must meet:



- ✓ At least 2 years' experience in the provision/supervision of training sessions

ARTICLE 5: AWARD CRITERIA & EVALUATION METHODOLOGY

Interested parties are invited to submit their offers via email at projects@ied.eu or via post: IED, Valtetsiou & Tripoleos, 41336, Larissa up to **31/03/2022**, mentioning as subject “**CREACT4MED coordination service offer_ Name of the bidder/company**”.

The selection of the Contractor will be based on the following criteria, with the mentioned order:

- 1) Proven experience and expertise of the company submitting the offer.
- 2) Lowest price will be preferred and should not exceed the amount of 8.000 € (**expressed in EUR (€), including VAT where applicable**)

Each received bid will be evaluated according to the eligibility requirements, i.e.

- Received by the above deadline
- Drafted in Greek or English
- Referring to the points in Article 4

A template for the submission of the bid, is available as Annex I.

Any complaint will have to be filed until 5 calendar days after the reception of the evaluation results by email sent to projects@ied.eu

ARTICLE 6: CONCLUSION AND SIGNING OF THE CONTRACT

Following the decision of the IED Tender Committee, the Contracting Body will invite the Contractor for the signing of the relevant contract. This contract will include:

- Description of the service undertaken by the Contractor.



- The contractual fee determined in EUR (€) + VAT if and where applicable.

ARTICLE 7: APPLICABLE LAW AND CONTROVERSIES

This tender follows the law of Greece.

Any controversy will be demanded to the jurisdiction of the Court of Larissa.

ARTICLE 8: PRIVACY AND GDPR

IED will handle the personal data gathered during the execution of this procedure in compliance with the GDPR regulations.



ANNEX I: DETAILED FINANCIAL BID FOR SERVICES

Details of the applicant

Full name / Company name:

Address:

Phone:

E-mail:

Place:

Date:

To: Institute of Entrepreneurship Development (Contracting Entity)

Distinguished Ladies/Distinguished Gentlemen,

Following the publication of the relevant Call for Proposals for the provision of services necessary for the implementation of specific actions undertaken by the Contracting Entity in the framework of the “**CReative Entrepreneurs ACTing FOR the future MEDiterranean (CREACT4MED)**”, GA No. ENI/2019/412-505”, project I am sending you the below financial offer:

CHOICE (X)	SPECIFIC OBJECTIVE	AMOUNT OF THE BID (€ (incl. VAT))
	Coordination and supervision of the 1st training cycle of the CREAT4MED Training Academy	

The period of validity of this Agreement is **X** months.

By submitting this financial offer and, as a whole, the Offer Envelope, I expressly declare that I have read and accept fully and unreservedly all the terms of the relevant notice as well as the relevant technical specifications set out and I declare that all the information and documents provided are accurate.

Stamp - Signature



Institute of Entrepreneurship Development



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