

Riga, 17th of October

Procurement Object Description

Lecturer Services for the program “Personal Digital Footprint”

1. Purpose of Procurement:

The procurement is carried out to attract a service provider capable of delivering lecture “Personal Digital Footprint” under the project "Development of digital skills for new products and technologies in Latvian companies" Project No. 2.3.1.2.i.0/1/24/I/CFLA/002 (hereinafter - the Project).

The project "Development of digital skills for new products and technologies in Latvian companies" Project No. 2.3.1.2.i.0/1/24/I/CFLA/002, submitted on January 17, 2024, in accordance with the Cabinet of Ministers Regulations No. 529 of September 12, 2023, "Implementation Rules for Investment 2.3.1.2.i 'Development of Digital Skills for Enterprises' of the Recovery and Resilience Facility Plan Component 2 'Digital Transformation'," (hereinafter - Regulations), on the Central Finance and Contracting Agency's (CFLA) electronic platform, is planned for implementation until June 30, 2026, using support from the Recovery and Resilience Facility (RRF).

The procurement is organized according to Cabinet of Ministers Regulation No. 104 of February 28, 2017, "Regulations on the Procurement Procedure and Its Application for Projects Financed by the Contracting Authority".

2. Customer (Funding Recipient):

Organization Name: Association "Latvian Digital Accelerator"

Registration Number: 40008301168

Legal / Actual Address: Eksporta Street 5, Riga, LV-1010

Contact Person: Maris Krastins

Phone: +371 2910 5415

Email: maris.krastins@digitallatvia.lv

3. Selection Criteria for Potential Service Providers:

The service provider must be a person or an association of persons capable of providing the services as per the procurement object description and who meets the following requirements:

The tenderer must ensure service provision according to the minimum requirements defined in the table below. Information about the trainer's experience must be indicated in the submitted application.

Selection Requirements	Documents and Information
1. The tenderer is registered according to the legal requirements of the relevant country.	For foreign tenderers, a copy of the registration certificate or an equivalent document from the relevant institution confirming registration in accordance with the legislation of the relevant country is required.

4. Technical Specification of the Procurement Object:

4.1. General service requirements:

4.1.1. The service provider's specialists must comply with the Cabinet of Ministers regulations and regularly cooperate with the project specialists.

4.1.2. The service provider shall deliver lecturer services within the framework of a conference event on the topic “Personal Digital Footprint”. The lecture aims to raise awareness among participants

about the visibility, impact, and risks associated with digital footprints, as well as provide practical guidance on how to consciously manage one's digital presence.

4.1.3. Lecture content:

- An eye-opening perspective on how much information our digital identity reveals.
- Real-world examples of digital exposure and misuse.
- Practical tips on how to take control of your digital footprint.
- Guidance on how to leverage a well-managed digital presence for personal and professional benefit.

4.1.4. Lecture format: In-person, 1 hour.

4.1.5. Group size: up to 200 participants.

4.1.6. Lecturer qualification requirements: The trainer must have at least three years of industry experience in the field where the employees will be trained or at least three years of experience providing training in the respective field.

4.1.7. The lecturer's proposal must include all costs related to the delivery of the lecture, including travel expenses and accommodation, if applicable.

4.1.8. Service Provision Period: Training program must be provided from the contract signing date (as soon as possible) until June 30, 2026.

5. Price:

5.1. The offer must be expressed in EUR, indicating the price excluding VAT, VAT separately, and the total price including VAT, covering all costs associated with the service provision.

5.2. Payment will be made based on invoices.

6. Validity of the Offer:

6.1. The offer must be valid for at least 90 (ninety) days from the date of submission.

7. Offer Submission Deadline, Place, and Procedure:

7.1. The offer must be prepared and submitted according to the requirements of this procurement description.

7.2. The offer must indicate compliance with all the requirements of the Procurement Object Description and the Procurement Notice.

7.3. The tenderer may submit an offer for the entire procurement object.

7.4. Offers must be submitted by mail or in person to: Association "Latvian Digital Accelerator," Eksporta Street 5, Riga, LV-1010, Latvia, or electronically, signed with a secure electronic signature, and sent to: maris.krastins@digitallatvia.lv.

7.5. Received offers will be registered according to the time of receipt. Offers received after the deadline will not be evaluated.

8. Offer Formatting Requirements:

8.1. The offer must be submitted for the entire scope of the procurement object.

8.2. The offer must be prepared in English, typed, using the template in Annex 1 of the Procurement Object Description or in any other convenient format, including all necessary evaluation information.

8.3. The offer must indicate the preparation date, location, number, and the person responsible for its preparation (position, signature, clarification).

8.4. If the offer is signed by an authorized person, the original or certified copy of the authorization must be attached.

8.5. The offer must indicate the compliance of the proposed service with all the requirements of the Procurement Object Description and the notice of the funding recipient's procurement procedure

8.6. The tenderer submits the offer in one of the following ways:

8.6.1. In printed form: 1 (one) original marked ORIGINAL and 2 (two) copies marked COPY. If the copies differ from the original, the original will prevail.

8.6.2. 1 (one) electronic copy signed with an electronic signature.

8.6. After the submission deadline, the tenderer cannot unilaterally change their offer.

9. The tenderer must submit the following documents:

9.1. Completed Annex No. 1 "Offer Form," including all necessary evaluation information.

- 9.2. Confirmation of the qualification of the specialist involved in the service provision through the submitted offer.
- 9.3. Other documents at the tenderer's discretion.

10. Evaluation of Offers and Decision Making:

- 10.1. After opening the received offers, the Customer will choose the appropriate actions according to the situation:
 - 10.1.1. Offers that do not comply with the mandatory requirements will not be considered further.
 - 10.1.2. If necessary, the Customer will initiate negotiations with selected tenderers and request final offers.
 - 10.1.3. The Customer will choose the offer that is the most economically advantageous and best meets its needs, ensuring the efficient use of the allocated funds.
11. The Customer will inform all tenderers about the decision no later than 5 (five) working days after the decision is made via the Procurement Monitoring website.

Association "Latvian Digital Accelerator"

Executive Director Maris Krastins

Annex 1

< <Indicate company name or individual's name and surname>
 <Indicate company registration number or individual's registration number>
 <Indicate company's legal address (if applicable)>

Association "Latvian Digital Accelerator"
 Reg. No. 40008301168
 Adress: Eksporta Street 5,
 Rīga, LV-1010

<Indicate document preparation date, location> No. >

Offer

Lecturer Services for the program "Personal Digital Footprint"

1.	Funding Recipient:	Association "Latvian Digital Accelerator," Reg. No. 40008301168
2.	Funding Recipient's legal / office address:	Eksporta Street 5, Rīga, LV-1010
3.	Procurement object:	Lecturer Services for the program "Personal Digital Footprint"
4.	Information about the service provider:	Company name: Registration number: Legal address: Office address: Phone: Email:
5.	Contract completion deadline:	June 30, 2026
6.	Offer validity term:	90 days from the date of submission

Technical Offer

Requirements for training program	Offer
Lecturer Services for the program "Personal Digital Footprint"	

_____ confirms that during the service provision, all necessary technical resources will be provided, including but not limited to necessary computer equipment, licensed software, office supplies, consumables, communication services, transport services, etc.

Financial Offer

Service	Total Amount, EUR
Lecturer Services for the program "Personal Digital Footprint"	

Total:	
VAT:	
Total amount including VAT:	

By signing the offer, I confirm the compliance of the program with the requirements specified in the procurement object.

Authorized representative of the tenderer _____

Position _____

Signature _____