

Procurement Object Description

Training programs in the field of innovation and digital strategy at technology specialized highest education units

1. Purpose of Procurement:

The procurement is carried out to attract a service provider capable of delivering training programs in the field of innovation and digital strategy at technology specialized highest education units 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. Training programs in technology and digital transformation at foreign universities will be procured on the following topics:
- 4.1.2.1. Real World Impact of AI Applications - program explores the critical dimensions of how artificial intelligence (AI) systems interact with society, the environment, and regulatory frameworks. Participants will gain insights into building, deploying, and governing AI responsibly while maintaining system performance, transparency, and compliance. In-Person format, with a duration of up to 3 days.
 - 4.1.2.2. Future Considerations of AI- advanced-level program explores cutting-edge developments in artificial intelligence, focusing on intelligent agents, interpretability, quantum enhancements, and edge computing. In-Person format, with a duration of up to 3 days.
 - 4.1.2.3. AI for Leaders and Decision Makers - program focuses on the strategic, organizational, and practical aspects of AI implementation, offering a comprehensive framework to lead AI-driven change. In-Person format, with a duration of up to 5 days.
 - 4.1.2.4. Digital Strategy and Data-Driven Business - program empowers business leaders and decision-makers to understand and implement digital strategies that leverage data for competitive advantage. It combines strategic insight with practical tools to help organizations thrive in the data-driven digital economy. In-Person format, with a duration of up to 2 days.
 - 4.1.2.5. Global Strategy - program equips business leaders with the tools and frameworks to develop and execute strategies in an increasingly complex and interconnected global environment. The program emphasizes strategic thinking, international competitiveness, and the ability to navigate geopolitical and economic uncertainties. In-Person format, with a duration of up to 3 days.
 - 4.1.2.6. Strategic Sustainability for Business - program is designed for business leaders seeking to integrate sustainability into their core strategies and operations. It provides tools, frameworks, and real-world examples to help participants develop sustainable business models that drive both environmental and economic value. In-Person format, with a duration of up to 3 days.
 - 4.1.2.7. Power and Influence - program helps current and future leaders increase their personal impact, navigate organizational dynamics, and influence stakeholders effectively. It focuses on developing practical, ethical, and strategic use of power and influence to lead change, foster collaboration, and achieve leadership goals. In-Person format, with a duration of up to 3 days.
 - 4.1.2.8. Leading Transformation with Creativity - program helps leaders drive successful transformation by harnessing creativity and innovation. It emphasizes human-centric change, design thinking, and creative leadership approaches to lead organizations through uncertainty and disruption. In-Person format, with a duration of up to 3 days.
 - 4.1.2.9. The Leading Change and Transformation - program equips leaders with the mindset, tools, and skills needed to successfully lead organizational change in an evolving business landscape. It focuses on practical leadership strategies, emotional intelligence, and communication skills that drive engagement and commitment during times of transformation. In-Person format, with a duration of up to 3 days.
 - 4.1.2.10. Additional training programs tailored to the specific needs of companies.
- 4.1.2. Trainer 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.
- 4.2. Service Provision Period: Programs 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
 Address: Eksporta Street 5,
 Rīga, LV-1010

<Indicate document preparation date, location> No. >

Offer

Training programs in the field of innovation and digital strategy at technology specialized highest education units

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:	Training programs in the field of innovation and digital strategy at foreign universities
4.	Information about the service provider:	Company / university 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 programmes	Offer
Real World Impact of AI Applications	
Future Considerations of AI-	
AI for Leaders and Decision Makers	
Digital Strategy and Data-Driven Business	
Global Strategy	
Strategic Sustainability for Business	

Power and Influence	
Leading Transformation with Creativity	
The Leading Change and Transformation	
Other	

_____ 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/USD
Real World Impact of AI Applications	
Future Considerations of AI-	
AI for Leaders and Decision Makers	
Digital Strategy and Data-Driven Business	
Global Strategy	
Strategic Sustainability for Business	
Power and Influence	
Leading Transformation with Creativity	
The Leading Change and Transformation	
Other	
Total:	
VAT:	
Total amount including VAT:	

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

Authorized representative of the tenderer _____

Position _____

Signature _____