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**INVITATION TO TENDER**

**for awarding the contract "Provision of services of an external expert for the participants of the Interreg VI-A Latvia – Lithuania programme 2021-2027 project "Sustainable cross border cooperation for winter tourism development" ("SnowPower"/ No. LL-00123) training "Green and digital skills in tourism supporting winter tourism season""**

**Identification No. DPCP 2024/41**

## **Contracting authority:**

|  |  |  |
| --- | --- | --- |
| **Name of contracting authority** | Daugavpils City Government | |
| Address | **Krišjāņa Valdemāra iela 1,** Daugavpils, LV-5401 | |
| Registration number | **90000077325** | |
| Contact person | International Project Manager at the Office for Investments and International Affairs of the Development Department of Daugavpils City Government Central Administration (hereinafter - DLGCA), tel. 65476801, e-mail: [jolanta.reca@daugavpils.lv](mailto:jolanta.reca@daugavpils.lv) | |
| **Working hours** | Monday | from 08:00 to 12:00 and from 13:00 to 18:00 |
| Tuesday, Wednesday, Thursday | from 08:00 to 12:00 and from 13:00 to 17:00 |
| Friday | from 08:00 to 12:00 and from 13:00 to 16:00 |

## **Date of recognition of the need for below threshold procurement:** May 27, 2024.

## **The purpose of the below threshold procurement:** to provide the external expert services for the participants of the project "Sustainable cross border cooperation for winter tourism development" ("SnowPower"/ No. LL-00123) training "Green and digital skills in tourism supporting winter tourism season".

## **Contract execution term**: training shall be organized until July 31, 2024, upon agreement with the contracting authority.

## **List of construction works, supply of goods or service (amount):** is defined in the technical specification (Appendix 1).

## **Estimated contract price:** 3512.40 EUR without VAT.

1. **Variants of tenders are not allowed.**
2. **Tender selection criterion:** the tender with the lowest price that fully meets the requirements.
3. **Submission of the tender:** until June 7th, 2024 at 10:00 in writing in a sealed envelope at the Development Department of the Daugavpils Local Government Central Administration (hereinafter – DLGCA), 13 Krišjāņa Valdemāra Street, 2nd floor, room 202, Daugavpils, LV-5401, or signed with a secure electronic signature to the e-mail: ilga.leikuma@daugavpils.lv.

## **The tenderer submits a tender:** Technical and Financial tender according to the tender submission form (Appendix 2).

## The tenderer submits a statement that the tender was prepared independently.

## The tenderer submits the Technical and Financial tender in Latvian or English.

## **Information about the results:** will be published on the website of Daugavpils City Government www.daugavpils.lv.

Daugavpils, June 3rd, 2024

Head of the Development Department of DLGCA D. Krīviņa

Deputy Head of the Development Department of DLGCA S. Krapivina

Head of the Office for Investments and International Affairs

of the Development Department of DLGCA O. Tolmačova

Lawyer of the Development Department of DLGCA I. Leikuma

Appendix 1

**TECHNICAL SPECIFICATION OF THE TENDER**

**"Provision of services of an external expert for the participants of the Interreg VI-A Latvia – Lithuania programme 2021-2027 project "Sustainable cross border cooperation for winter tourism development" ("SnowPower"/ No. LL-00123) training "Green and digital skills in tourism supporting winter tourism season""**

**Identification No. DPCP 2024/41**

|  |  |
| --- | --- |
| 1. Commissioned services | **To provide the services of an external expert** for the participants of the Interreg VI-A Latvia – Lithuania programme 2021-2027 project "Sustainable cross border cooperation for winter tourism development" ("SnowPower"/ No. LL-00123) training "Green and digital skills in tourism supporting winter tourism season"". |
| 2. Place and time of service provision, general conditions: | ***External expert services for the participants of the SnowPower project training "Green and digital skills in tourism supporting winter tourism season"***  ***Training shall be provided onsite in Daugavpils, Latvia, until July 31, 2024, after coordinating with the contracting authority the exact time and place of providing the service.***   |  |  | | --- | --- | | **Training title** | «Green and digital skills in tourism supporting winter tourism season» | | **Aim** | To increase capacity of tourism sector professionals and municipality employees that work towards development of the cities from Daugavpils (Latvia) and Visaginas (Lithuania) in the fields of sustainability, green and digital skills in tourism in order to enhance the low tourism season – winter, thus contributing to economic development and sustainability of Daugavpils (Latvia) and Visaginas (Lithuania) cross-border region as a sustainable tourism destination. | | **Duration** | * 1 day (8 hours) onsite training * 1 hour on-line post-training meeting (not later than 2 weeks after training, with the aim to reflect on the training and set further steps – what information learned during the training could be applied in Daugavpils (LV) and Visaginas (LT) in order to enhance the low tourism season – winter). | | **Target group** | At least 30 participants: tourism sector professionals and municipality employees from Daugavpils (LV) and Visaginas (LT). | | **Language** | Training should be conducted in Latvian or Lithuanian or English (translation provided by contracting authority). | | **Venue** | Daugavpils, Latvia | | **Topics to cover during the training** | - Green and digital skills in tourism  - Overcoming the challenge of sustainability: Sustainable Development Goals as a framework and the 23 skills of the Inner Development Goals for driving real change  - How to avoid the Greenwashing trap, communicating sustainability  - How to support visibility and drive bookings  - AI (artificial intelligence) meets tourism - how AI can optimize work processes in tourism  - How digitalization can thrive sustainability  - Twin-transition*(definition -* [*https://unevoc.unesco.org/home/TVETipedia+Glossary/lang=en/show=term/term=Dual+transition*](https://unevoc.unesco.org/home/TVETipedia+Glossary/lang=en/show=term/term=Dual+transition) *)*  - Importance of social media supporting winter tourism | | **Results (knowledge, skills):** | As the result of the training, participants will have increased their capacity and gained the knowledge of green and digital skills and sustainability in tourism, about the Sustainable Development Goals as a framework and the 23 skills of the Inner Development Goals, about AI (artificial intelligence) in tourism and twin-transition (a combination of green and digital).  Participants of the training will have gained green and digital skills in tourism, as well as skills to communicate sustainability, use social media for visibility and enhancing tourism, and use AI (artificial intelligence) to optimize work processes in tourism.  Tourism sector professionals and municipality employees from Daugavpils (LV) and Visaginas (LT) will have expanded cross-border cooperation in tourism sector. | | **Qualification for the expert:** | At least 1 specialist who has:   * qualification in tourism management and/or sustainable development; * experience during last 3 years (in 2023, 2022, 2021 and in 2024 until the submission of tenders) conducting at least 3 seminars/ trainings/ workshops internationally in the field of sustainable tourism and digitalization in tourism.   To certify the expert`s professional qualification, copies of documents certifying the expert`s education must be submitted in accordance with the proposed qualification, and to certify the expert`s experience, a list of experience in free form, a CV or another document certifying experience must be submitted.  A written confirmation of each specialist's agreement to participate in the execution of the contract must be attached to the offer. | | **Description of services:** | - At least one expert onsite  - All preparations of the training (previous meetings (online or offline) with the contracting authority in order to learn about main challenges in Daugavpils (LV) and Visaginas (LT) cross-border region in the field of tourism, and address them during the training)  - Adaptation of training material to local context  - Documentation (training participants should receive all presentations and materials used during training day)  - Travel expenses (travel time, travel costs, accommodation)  - Follow-Up Support in an Online Call (1 hour) after the training in order to more successfully integrate the knowledge gained in training at work. | |
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Prepared by:

International Project Manager

Office for Investments and International Affairs

Development Department

Daugavpils City Government Central Administration Jolanta Reča

# Appendix 2

**TECHNICAL – FINANCIAL TENDER**

**"Provision of services of an external expert for the participants of the Interreg VI-A Latvia – Lithuania programme 2021-2027 project "Sustainable cross border cooperation for winter tourism development" ("SnowPower"/ No. LL-00123) training "Green and digital skills in tourism supporting winter tourism season""**

**Identification No. DPCP 2024/41**

\_\_\_\_\_\_\_\_\_\_\_\_\_ (*date, place*)

After getting acquainted with the tender "Provision of services of an external expert for the participants of the Interreg VI-A Latvia – Lithuania programme 2021-2027 project "Sustainable cross border cooperation for winter tourism development" ("SnowPower"/ No. LL-00123) training "Green and digital skills in tourism supportingwinter tourism season"", identification No. DPCP 2024/41, and the technical specification of the tender, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*company name*) offers to provide the service of an external expert in accordance with the technical specification at the following price:

**The tenderer`s Financial tender according to the Contracting authority's Technical Specification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name of the service** | **Costs,**  **EUR without VAT** | |
| **1.** | **Services of an external expert for the participants of the SnowPower project training "Green and digital skills in tourism supporting winter tourism season"** |  | |
|  | | |  |
| VAT\_\_\_\_% , EUR: | | |  |
| Tender sum including VAT, EUR: | | |  |

**The tenderer`s Technical tender according to the Contracting authority's Technical Specification:**

|  |  |
| --- | --- |
| *Requirements according to the conditions of the technical specification* | *Tenderer`s proposal*  *(description so that it can be compared with the requirements of the technical specification)* |
| **Expert qualification requirements:**  At least 1 specialist who has:  - qualification in tourism management and/or sustainable development;  - experience during last 3 years (in 2023, 2022, 2021 and in 2024 until the submission of offers) conducting at least 3 seminars/ trainings/ workshops internationally in the field of sustainable tourism and digitalization in tourism.  To certify the expert`s professional qualification, copies of documents certifying the expert`s education must be submitted in accordance with the proposed qualification, and to certify the expert`s experience, a list of experience in free form, a CV or another document certifying experience must be submitted.  A written confirmation of each specialist's agreement to participate in the execution of the contract must be attached to the offer.  **Service description:**  - At least one expert onsite  - All preparations of the training (previous meetings (online or offline) with the contracting authority in order to learn about main challenges in Daugavpils (LV) and Visaginas (LT) cross-border region in the field of tourism, and address them during the training)  - Adaptation of training material to local context  - Documentation (training participants should receive all presentations and materials used during training day)  - Travel expenses (travel time, travel costs, accommodation)  - Follow-Up Support in an Online Call (1 hour) after the training in order to more successfully integrate the knowledge gained in training at work.  Training topics:  - Green and digital skills in tourism  - Overcoming the challenge of sustainability: Sustainable Development Goals as a framework and the 23 skills of the Inner Development Goals for driving real change  - How to avoid the Greenwashing trap, communicating sustainability  - How to support visibility and drive bookings  - AI (artificial intelligence) meets tourism - how AI can optimize work processes in tourism  - How digitalization can thrive sustainability  - Twin-transition*(definition -* [*https://unevoc.unesco.org/home/TVETipedia+Glossary/lang=en/show=term/term=Dual+transition*](https://unevoc.unesco.org/home/TVETipedia+Glossary/lang=en/show=term/term=Dual+transition) *)*  - Importance of social media supporting winter tourism |  |

**Attached:** documents proving the expert's education, CV or an equivalent document proving the expert's experience.

We certify that:

– we are able to ensure order fulfilment and have experience in providing similar services,

– there are no circumstances that would prevent us from participating in the tender and fulfilling the requirements specified in the technical specifications;

– the tender was prepared independently and we are not interested in any other submitted tender.

|  |  |
| --- | --- |
| **Name, surname\*** |  |
| **Position** |  |
| **Signature** |  |

\* *Name, surname of the tenderer`s signatory or authorized person*

**TENDERER`S INFORMATION**

Name of tenderer:

Registration number:

Taxpayer registration no.:

Legal address:

Bank requisites:

Contact person`s name, surname:

Tel: Fax:

E-mail: Web:

Position, name, surname of the person who, in case the tenderer is awarded a service contract, is entitled to sign the service contract: