

# INSTRUCTIONS TO TENDERERS

Provision of Training Programmes (WP3 & WP4) and a Mentorship Programme (WP3)  
for Female Entrepreneurs and Women-Led Businesses in Alexandria, Egypt

*Project: SheEmpower – Interreg NEXT MED Programme 2021–2027*

*Priority 1 / Specific Objective 1.2 (RSO1.3)*

**Reference: She/03/2026**

Contracting Authority: INNODEV (Project Partner)

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

*This procedure is conducted under the Simplified Procedure in accordance with the Financial Agreement Annex II – Public Procurement (mirroring the EU Financial Regulation 2018/1046) and the PRAG-based rules applicable to the Interreg NEXT MED Programme.*

## 1. Services to be provided

The services required by the Contracting Authority are described in the Terms of Reference (ToR). In summary, the contract comprises: (A) two WP3 training modules for female entrepreneurs; (B) two WP4 digital pathways including a panel-assessed pitch; and (C) a three-month WP3 mentorship programme for 20 female entrepreneurs. All training is delivered in person in Alexandria, Egypt.

## 2. Timetable

	Date	Time
Publication / advertisement of the procedure	22 June 2026	–
Deadline for requesting clarification from the Contracting Authority	26 July 2026 (15 days before deadline)	[insert]
Last date for the Contracting Authority to issue clarifications	2 August 2026 (8 days before deadline)	–
Deadline for submitting tenders	10 August 2026	[insert] (close of business)
Interviews (if any)	Not applicable	–
Completion date for evaluating technical offers	mid-August 2026 (*)	–
Notification of award	by end August 2026 (*) (≤90 days after deadline)	–
Contract signature	end August 2026 (*) (≤150 days after deadline)	–
Start date	last week Aug / first week Sep 2026 (*)	–

(\*) *Provisional date.*

## 3. Participation

- Participation in this tender procedure is open to any economic operator responding to the published advertisement and to the operators invited by the Contracting Authority.

- Natural or legal persons are not entitled to participate or be awarded a contract if they are in any of the exclusion situations of Article 136 of the Financial Regulation. Should they do so, their tender will be considered unsuitable or irregular respectively.
- In the cases listed in Article 136, tenderers may be excluded from EU-financed procedures and be subject to financial penalties up to 10% of the total contract value, in accordance with the Financial Regulation in force.

## 4. Content of tenders

Offers, all correspondence and documents related to the tender exchanged between the tenderer and the Contracting Authority must be written in English. Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into English; for interpretation purposes, the English version has precedence.

**The tender must include a technical offer and a financial offer. Failure to fulfil the requirements in clauses 4.1 and 4.2 and clause 8 will constitute an irregularity and may result in rejection of the tender.**

### 4.1 Technical offer

The technical offer must include the following documents:

- Tender Submission Form (Annex A) duly signed and dated.
- Technical offer included : describing the organization, methodology, the proposed approach, work plan, team composition including indicative CVs (mandatory), Each CV should be no longer than 3 pages, logistics and quality-assurance arrangements.
- Financial offer: all-inclusive price in EUR, firm and non-revisable, (to be submitted by the tenderer as the financial offer using the template provided (Annex B)
- Signed and Stamped this TOR
- Legal Identification Form (Annex C)
- Financial Identification form (Annex D), indicating the bank account into which payments will be made if the tender is successful.
- Declaration on Honour on exclusion and selection criteria (Annex E)
- Extract of register of Commerce
- Tax card

*Documentary evidence of economic/financial and technical/professional capacity (per the Section 7 of the ToR) must be provided at evaluation stage, upon request of the Contracting Authority. The Contracting Authority may accept a declaration on honour at submission and require supporting documents from the successful tenderer before signature (Annex II, point 18.4).*

**Tenderers are reminded that the provision of false information may lead to rejection of their tender and to exclusion from EU-funded procedures and contracts.**

### 4.2 Financial offer

This is a global-price (lump-sum) contract. The financial offer must be presented as a single all-inclusive amount in EUR and submitted using the budget template (Annex B of this dossier). The global price must be broken down by components, namely:

- Component A – WP3 training modules (Module 1 and Module 2);

- Component B – WP4 training pathways , training modules (Module 1 and Module 2); (E-Business and Digital Transformation)
- Component C – WP3 mentorship programme;

The price quoted must be firm and non-revisable. Payments under this contract will be made in EUR.

## 5. Variant solutions

Tenderers are not authorized to submit a variant in addition to this tender.

## 6. Period during which tenders are binding

Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders or until they have been notified of non-award. In exceptional cases, before the validity period expires, the Contracting Authority may ask tenderers to extend the period for a specified number of days not exceeding 40. The selected tenderer must maintain its tender for a further 60 days, added irrespective of the date of notification.

## 7. Additional information before the deadline

Tenderers may submit questions in writing, up to **15 days before the deadline (i.e. by 26 July 2026)**, specifying the publication reference and the contract title, to:

[Contact name / Address / [info@innodevgroup.org](mailto:info@innodevgroup.org)]

The Contracting Authority has no obligation to provide clarification after that date. Any clarification will be communicated simultaneously to all tenderers at the latest 8 calendar days before the deadline (i.e. by 2 August 2026). Any tenderer seeking individual meetings with the Contracting Authority concerning this contract during the tender period may be excluded. No information meeting or site visit is foreseen.

## 8. Submission of tenders

Submission of a tender implies acceptance of the terms and conditions of the procurement documents and binds the successful contractor during performance. Tenders are kept confidential until opening. Tenders must contain all documents required in clause 4 and be sent by one of the following means:

- a) **By e-mail** to [ [info@innodevgroup.org](mailto:info@innodevgroup.org) ], in one e-mail containing all parts of the tender with a clear table of contents. Files should be compressed and may be encrypted with a password requested after the deadline and before opening. The date of receipt of the e-mail is the proof of compliance.
- By post or courier** (evidence: postmark or deposit-slip date) to 19 Aziz Kohel Street, San Stefano, Elramel, Alexandria, Egypt, Opening hours/days ( From Sunday till Thursday from 10 am till 3:00 pm ) ; registered mail is recommended.
- b) **By hand delivery** against a signed and dated receipt (evidence: the acknowledgement of receipt) to 19 Aziz Kohel Street, San Stefano, Elramel, Alexandria, Egypt, Opening hours/days ( From Sunday till Thursday from 10 am till 3:00 pm ).

For paper submission, the technical offer and the financial offer must be enclosed in separate sealed inner envelopes inside one outer parcel/envelope showing: the submission address; the publication reference; the words “Not to be opened before the tender-opening session”; and the name of the tenderer. The pages of the technical and financial offers must be numbered. For e-mail submission, the technical and financial offers must be in separate files so the price is not visible during technical evaluation.

**A tender received after the deadline will be rejected.**

## 9. Amending or withdrawing tenders

Tenderers may amend or withdraw their tenders by written notification prior to the deadline; tenders may not be amended after the deadline. Any such notification must be prepared and submitted in accordance with clause 8, with the outer envelope (and relevant inner envelope) marked “Amendment” or “Withdrawal” as appropriate.

## 10. Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer.

## 11. Ownership of tenders

The Contracting Authority retains ownership of all tenders received under this procedure. Tenderers do not have the right to have their tenders returned.

## 12. Evaluation of tenders

### 12.1 Evaluation of technical offers

The quality of each technical offer will be evaluated in accordance with the award criteria and weighting in the Evaluation Grid (Section 10 of the ToR). No other award criteria will be used. The award criteria will be examined in accordance with the requirements of the ToR. The maximum technical score is 80 points.

### 12.2 Evaluation of financial offers

Upon completion of the technical evaluation, the financial offers of tenders that were not eliminated will be opened — i.e. those reaching the minimum quality threshold of **64 points out of 80 (80% of the technical score)**. Tenders exceeding the maximum budget will not be accepted and will not be further evaluated. Any arithmetical errors will be corrected without penalty to the tenderer.

### 12.3 Choice of selected tenderer

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis. The financial score is calculated as  $20 \times (\text{lowest admissible price} / \text{tender price})$ ; the final score is the sum of the technical and financial scores. The contract is awarded to the highest-scoring admissible tender. If only one administratively and technically valid tender is received, the contract may be awarded provided the award criteria are met (Annex II, point 5.5).

## 12.4 Confidentiality

The entire evaluation procedure is confidential. The evaluation committee's decisions are collective and its deliberations are held in closed session; members are bound to secrecy. Evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the Managing Authority/Joint Secretariat, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

## 13. Ethics clauses / Corrupt practices

- a) **Absence of conflict of interest.** The tenderer must not be affected by any conflict of interest and must have no equivalent relation with other tenderers or parties involved in the project. Any attempt to obtain confidential information, enter into unlawful agreements with competitors or
- b) influence the evaluation committee or the Contracting Authority will lead to rejection and may result in administrative penalties.
- c) **Respect for human rights, environmental legislation and core labour standards.** The tenderer and its personnel must comply with human rights, applicable data-protection rules, environmental legislation and the core labour standards defined in the relevant ILO conventions. A policy of zero tolerance applies to sexual exploitation, abuse and harassment, and to all wrongful conduct affecting the professional credibility of the tenderer.
- d) **Anti-corruption and anti-bribery.** The tenderer shall comply with all applicable anti-bribery and anti-corruption laws, regulations and codes. Financing may be suspended or cancelled if corrupt practices are discovered at any stage.
- e) **Unusual commercial expenses.** Tenders will be rejected or contracts terminated if the award or execution gives rise to unusual commercial expenses, as defined in the Financial Regulation.
- f) **Breach of obligations, irregularities or fraud.** The Contracting Authority reserves the right to suspend or cancel the procedure where it proves to have been subject to breach of obligations, irregularities or fraud, and may refrain from concluding the contract if these are discovered after award.

## 14. Signature of contract(s)

### 14.1 Notification of award

Tenderers will be notified of the outcome of this procedure in writing by e-mail. A standstill period of 10 days (electronic means) applies between notification and signature .

### 14.2 Signature of the contract

Within 30 days of receipt of the contract already signed by the Contracting Authority, the selected tenderer shall sign, date and return it. Failure to comply may constitute grounds for annulling the award decision, in which case the Contracting Authority may award the contract to the next best tenderer or cancel the procedure.

## 15. Cancellation of the tender procedure

In the event of cancellation, the Contracting Authority will notify tenderers. If the procedure is cancelled before any outer envelope has been opened, unopened sealed envelopes will be returned. Cancellation may occur, for example, where: the procedure has been unsuccessful (no suitable, qualitatively or financially acceptable tender, or no valid response); there are fundamental changes to the economic or technical data of the project; exceptional circumstances or force majeure render performance impossible; all technically acceptable tenders exceed the financial resources available; there have been breaches, irregularities or fraud; or award would not respect sound financial management. The Contracting Authority shall not be liable for any damages connected with cancellation.

## 16. Appeals

Tenderers who believe they have been harmed by an error or irregularity during the award process may file a written complaint with the Contracting Authority within the standstill period at [ceo@innodevgroup.org](mailto:ceo@innodevgroup.org). The complaint will be examined and answered before the contract is signed.

## 17. Data protection

Processing of personal data related to this tender procedure by the Contracting Authority takes place in accordance with the national legislation of the State of the Contracting Authority and with the provisions of the applicable financing agreement and EU data-protection rules.

*End of Instructions to Tenderers.*