



FAMILY AND CHILDCARE CENTRE

Postal Address: 75 Skoufa Str.,
10680, Athens

Tel: +30 210 36 37 547

Fax: +30 210 36 39 758

email: procurement@kmop.org

Date: 05-12-2022

SUBJECT:

Request for Quotation No.6/2022 - Provision of Web Design and Maintenance Services for the Project "Preventing Extremism and radicalisation in YOUTH through Sports (PRECIOUS)", Project No. IPA/2022/434-393

To Whom It May Concern,

Family and Childcare Centre "KMOP" intends to award a contract for the provision of web design and maintenance services in the context of the European project *PRECIOUS* (Project No. IPA/2022/434-393). The services will support the visibility, communication, and accessibility of project outputs, ensuring compliance with EU standards for web accessibility and usability.

BRIEF DESCRIPTION OF THE PROJECT

The project "Preventing Extremism and Radicalisation in Youth through Sports (PRECIOUS)" (Project No. IPA/2022/434-393) aims to strengthen the capacity of municipalities and local civil society organisations (CSOs) in North Macedonia, with a particular focus on youth and sports organisations, to prevent and counter violent extremism. The project builds on KMOP's extensive experience in youth empowerment, social inclusion, and preventing radicalisation, as well as the expertise of the co-applicant, the Center for Intercultural Dialogue (CID), in promoting intercultural acceptance, active citizenship, and youth engagement.

The action focuses on municipalities with high social vulnerability, such as Kumanovo and Lipkovo, offering young people with reduced opportunities (especially young women) pathways to become proactive participants in society. Activities include the establishment of Social Action Youth/Sports Hubs (SAYSHs), capacity-building and training for CSOs, collaboration with local authorities, and advocacy initiatives aimed at enhancing social cohesion, youth participation, and policy dialogue. The project also integrates cross-cutting principles, including human rights, gender equality, inclusivity, and environmental responsibility, across all phases of implementation.



DESCRIPTION OF SERVICES / ToRs

The selected provider will deliver the following services:

1. Website Design and Development

- Creation of a professional, user-friendly website to host project information, news, resources, and outputs.
- Ensure compliance with accessibility standards (WCAG 2.1), mobile responsiveness, and multilingual content support (English + local languages).
- Integration of project branding, logos, and EU requirements.

2. Website Maintenance and Updates

- Regular updates to content, resources, and news sections.
- Technical support to ensure uptime, security updates, and performance optimization.
- Backups and troubleshooting as required.

Duration of Services

The provision of the above-mentioned services shall take place during the period **30th December 2022 – 31st August 2025**.

Validity of Offers

Submitted offers must remain valid for a minimum period of **60 calendar days** from the submission deadline.

MINIMUM TECHNICAL REQUIREMENTS

The selected provider must be able to:

- Design and develop a functional, responsive, and multilingual website.
- Ensure proper maintenance, updates, and technical support during the contract period.
- Deliver all required services in line with the project's timeline and specifications.

Offers will be evaluated based on:

- A brief description of the provider and offered services.
- Confirmation of eligibility to participate.
- Compliance with the technical requirements.

If multiple providers meet the technical standards, the contract will be awarded to the most economically advantageous offer.



FINANCIAL REQUIREMENTS

Interested providers are requested to submit a financial offer in EUR (excluding VAT) using Annex II – Financial Offer Form, including:

- Total cost for the full assignment (30/12/2022 – 31/08/2025)
- Any additional charges, if applicable

Notes:

- All prices must be final and fixed, covering all activities, deliverables, and related expenses.
- Costs of preparing or submitting offers, including travel or communication, are not reimbursable.
- Standard KMOP payment terms: net 30 days from receipt and acceptance of deliverables, upon submission of a proper invoice.

REQUEST FOR CLARIFICATIONS

Clarification requests should be sent by email to: procurement@kmop.org

Deadline: 13 December 2022, 23:59 (local time).

SUBMISSION OF OFFERS

Offers should be submitted:

- By email: procurement@kmop.org
- Or by post to KMOP's postal address.

Subject line / envelope: "PRECYOUS – Web Design & Maintenance Services"

Deadline: 19 December 2022, 23:59 (local time).

Late submissions will not be considered.

Evaluation of offers: The award criterion will be the most economically advantageous offer, provided the minimum technical requirements are met.



Authorized Representative

"ΚΕΝΤΡΟ ΜΕΡΙΜΝΑΣ
ΟΙΚΟΓΕΝΕΙΑΣ & ΠΑΙΔΙΟΥ"
ΣΩΜΑΤΕΙΟ Μ.Κ.Υ.
ΣΚΟΠ. 15 ΑΘΗΝΑ 12680
ΔΕΛΤΑ ΟΙΚΟΓΕΝΕΙΑΣ ΑΘΗΝΩΝ
ΠΗΛΑΖΙΟ 3637547

Dimitrios Nikitas,
Legal Representative

Annexes:

- Annex I: Declaration of Honor
- Annex II: Financial Offer Form
- Annex III: Detailed Financial Breakdown Form



Annex I – Declaration of Honor

in the context of the project "Preventing Extremism and radiCalisation in YOUth through Sports (PRECIOUS)", under project No. IPA/2022/434-393).

I, the undersigned,
representing the company/organisation:
registered address:
VAT / Registration number:
acting as: Legal representative/Authorised person

hereby declare on my honour that:

1. The company/organisation I represent is eligible to participate in the present procurement procedure for the provision of *Website Design, Development, Management and Maintenance Services* under the project PRECIOUS.
2. The company/organisation is not in any situation which might exclude it from participation, including but not limited to:
 - bankruptcy or insolvency,
 - conviction for an offence concerning professional conduct,
 - grave professional misconduct,
 - failure to fulfil obligations relating to the payment of social security contributions or taxes.
3. The company/organisation complies with all obligations under national legislation and labour law.
4. All information submitted in this tender is true, accurate, and complete to the best of my knowledge.
5. The company/organisation undertakes to inform KMOP without delay if any situation arises that would render this declaration invalid.

Done at:

Date: / / 2022

Name and Title:

Signature & Stamp:



Annex II – Financial Offer Form

in the context of the project "Preventing Extremism and radiCalisation in YOUTH through Sports (PRECIOUS)", under project No. IPA/2022/434-393).

Description of Services	Unit	Total Cost (EUR, excl. VAT)
Design and Development Services	Lump sum	€.....
Management and Maintenance Services	Lump sum	€.....
Additional Costs (if any)	Lump sum	€.....

- The above prices are **final and fixed**, covering all activities, deliverables, and related expenses for the full duration of the assignment (30/12/2022 – 31/08/2025).
- This offer remains valid for **60 calendar days** from the date of submission.
- VAT (if applicable): €.....
- **Grand Total (incl. VAT): €.....**

Date: ___ / ___ / 2022

Signature & Stamp:



Annex III – Detailed Financial Breakdown Form

Subject: Declaration of Honour – Request for Quotation No. 6/2022

Detailed Cost Analysis

The Bidder shall provide a detailed breakdown of the proposed total cost, including the daily or hourly rates of the personnel involved, and the estimated number of working days/hours required for the implementation of the assignment.

Category of Service	Estimated Working Days	Unit Cost (EUR/day)	Subtotal (EUR, excl. VAT)
Design and Development Services			
Management and Maintenance Services			
Total (excl. VAT)			€.....
VAT (if applicable)			€.....
Grand Total (incl. VAT)			€.....

Notes:

- All costs must be quoted in **EUR** and be **exclusive of VAT**, unless otherwise specified.
- The Bidder may attach a separate sheet if additional space is required.
- The offered rates shall remain valid for **the entire project duration (30/12/2022 – 31/08/2025)**.
- The proposed costs must cover all relevant expenses, including human resources, materials, tools, software, and communication.

Date:...../...../2022

Signature & Stamp: