



KMOP-POLICY CENTER ASBL (KMOP-PC)

Square Charles Maurice Wiser 131040,
Etterbeek, Belgium Region
email: procurement@kmop.org

Date: 10-12-2025

SUBJECT:

Request for Quotation No. 3/2025 - Provision of Dissemination and Communication Services for the Project "Strengthening the effectiveness of community sports for health resilience in the frame of regional policies" (03C0993)

To Whom It May Concern,
KMOP – POLICY CENTER (KMOP-PC) intends to award a contract for the provision of Dissemination and Communication Services in the context of the Interreg project "Strengthening the effectiveness of community sports for health resilience in the frame of regional policies" (SPORTSCOM), Project No. 03C0993.

BRIEF DESCRIPTION OF THE PROJECT

The SPORTSCOM project promotes community sports as a key driver for physical, mental, and social resilience. Responding to growing stress levels, declining intergenerational cohesion, and rising chronic and mental health issues, SPORTSCOM supports local and regional policymakers in integrating community sports into their development strategies. By facilitating the exchange of practices across Europe, the project helps regions leverage sports to build healthier, more inclusive, and more resilient communities.

DESCRIPTION OF WORK / ToRs

The Communication and Dissemination Expert will be responsible for the full implementation of the project's communication and dissemination activities, as outlined below. The services cover all required actions from Month 7 to Month 48 of the project's duration.

Semester 1 (M7–M12)

- Maintenance of Social Media & Website (Publish press releases/web articles/social media / Newsletter content)



- Gather dissemination partners' data and produce Semester's Communication Report
- Prepare 1st Newsletter
- Production of 2 videos (1 inception video + 1 short video from semester exchange activities)

Semester 2 (M13–M18)

- Maintenance of Social Media & Website (Publish press releases/web articles/social media / Newsletter content)
- Gather dissemination partners' data and produce Semester's Communication Report
- Prepare 2nd Newsletter
- Creation of the 2nd short project video on semester exchanged activities

Semester 3 (M19–M24)

- Maintenance of Social Media & Website (Publish press releases/web articles/social media / Newsletter content)
- Gather dissemination partners' data and produce Semester's Communication Report
- Prepare the 3rd Newsletter
- Creation of the 3rd short project video on semester exchanged activities

Semester 4 (M25–M30)

- Maintenance of Social Media & Website (Publish press releases/web articles/social media / Newsletter content)
- Gather dissemination partners' data and produce Semester's Communication Report
- Prepare 4th Newsletter
- Creation of the 4th short project video on semester exchanged activities

Semester 5 (M31–M36)

- Maintenance of Social Media & Website (Publish press releases/web articles/social media / Newsletter content)
- Gather dissemination partners' data and produce Semester's Communication Report
- Prepare the 5th Newsletter
- Creation of the 5th short project video on semester exchanged activities

Semester 6 (M37–M42)

- Maintenance of Social Media & Website (Publish press releases/web articles/social media / Newsletter content)
- Gather dissemination partners' data and produce Semester's Communication Report
- Creation of the 6th final short project video on semester exchanged activities
- Prepare the 6th Newsletter



Semester 7 (M43–M48)

- Maintenance of Social Media & Website (Publish press releases/web articles/social media / Newsletter content)
- Gather dissemination partners' data and produce Semester's Communication Report
- Prepare the 7th Newsletter

PROPOSED TIMETABLE FOR SERVICE DELIVERY - DELIVERABLES

The deliverables outlined in the Terms of Reference (ToRs) will be implemented progressively throughout the project duration. A detailed timetable, specifying the breakdown of tasks and milestones, will be finalized upon the completion of the procurement process and will be included in the contract.

DURATION OF SERVICES

The provision of the aforementioned services must be completed by the final delivery of the required services, in accordance with the proposed timelines outlined in the Terms of Reference (ToRs), and before the project's completion deadline on 31/7/2029.

Validity Period of Offers: Submitted offers must remain valid for a total period of at least 60 calendar days from the date of submission.

MINIMUM TECHNICAL REQUIREMENTS

Participation in this Request for Quotation requires the submission of the completed annexes listed below:

- **Annex I – Declaration of Honor**
- **Annex II – Financial Offer Form**
- **Annex III – Detailed Financial Table**



Only offers accompanied by all completed annexes will be considered for evaluation.

If more than one provider meets the above technical standards, the contract will be awarded to the provider offering the most economically advantageous offer.

FINANCIAL REQUIREMENTS

Interested providers are requested to submit a financial offer in EUR by completing the attached Annex II – Financial Offer Form, which should include:

- Total cost for the full assignment
- Any additional charges, if applicable (please specify clearly)

Please note:

- All prices must be final and fixed, covering all activities, deliverables, and overheads related to the assignment.
- Costs related to bid preparation, submission, or negotiations, including travel or communication expenses, will not be reimbursed and must not be included in the financial offer.
- KMOP's standard payment terms are net 30 days from the receipt and acceptance of the deliverables corresponding to each project semester (as defined in the Terms of Reference).

REQUEST FOR CLARIFICATIONS

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

Deadline for clarification requests: 17th of December 2025, 23:59 (local time).

Bidders are requested to keep all questions concise.

SUBMISSION OF OFFERS

Offers should be submitted:

- **By email:** procurement@kmop.org
- **Or by post:** on the above postal address.

The **subject line / envelope** must clearly state: **03C0993 – Dissemination and Communication Services "SPORTSCOM"**

Deadline for submission: 23rd of December 2025 at 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

KMOP
POLICY CENTER ASBL
Square Charles Maurice
Wiser 131040 Etterbeek
TVA: BE0757535356

Christina Papapostolou,
Managing Director

Annexes:

- Annex I – Declaration of Honor
- Annex II – Financial Offer Form
- Annex III – Detailed Financial Table (the relevant Excel file is attached)



Annex I – Declaration of Honor

in the context of the project “Strengthening the effectiveness of community sports for health resilience in the frame of regional policies” (03C0993)

I, the undersigned, legal representative of the company/organization
(or acting as an independent professional),

hereby declare responsibly that:

1. The bidder meets all eligibility criteria to participate in this procedure and there is no reason for exclusion from this call for quotation.
2. The bidder has not been convicted of any professional misconduct and is up to date with all tax and social security obligations according to applicable law.
3. The bidder is not in a situation of conflict of interest with respect to the subject of this contract.
4. All information and statements included in the submitted offer are true, complete, and accurate.
5. The bidder fully and unconditionally accepts the terms and specifications of this Call for Quotation and undertakes to provide the requested services accordingly.

Date:

Name of Bidder / Company:

Legal Representative:

Signature & Company Stamp:

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Annex II - Financial Offer Form

in the context of the project "Strengthening the effectiveness of community sports for health resilience in the frame of regional policies" (03C0993)

Financial Offer (Lump Sum)

Service Description	Total Cost (EUR, excl. VAT)
Lump sum for the provision of communication, dissemination, and deliverables production services (M7–M48), as defined in this Call for Quotation €

- The above price is final and fixed (lump sum) and covers all tasks, deliverables, labor hours, production costs, tools, licenses, and any other related expenses for the entire implementation period.
- The offer is valid for 60 calendar days from the submission date.
- VAT: €
- Grand Total (including VAT): €
- Date:
- Signature & Company Stamp:

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Annex III - Detailed Financial Table

in the context of the project "Strengthening the effectiveness of community sports for health resilience in the frame of regional policies" (03C0993)

DETAILED FINANCIAL ANALYSIS

(Attached as a separate Excel file)

This annex includes the detailed financial breakdown of all tasks and services related to:

- Website maintenance
- Press releases
- Newsletters
- Social media content
- Video production and subtitles

The provider must complete the attached Excel file titled "SportsCom_procurement_discreption activities.xlsx" with unit prices, quantities, and total costs for each activity.