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.5/2025 - Provision of Dissemination and Communication Services for the Project "Skills development to support SMEs during succession and transfer processes" (03C0897)

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 "Skills development to support SMEs during succession and transfer processes" (SUCCESS SKILLS), Project No. 03C0897.

BRIEF DESCRIPTION OF THE PROJECT

The SUCCESS SKILLS project focuses on supporting businesses — including SMEs and micro-enterprises — in matters related to **business succession and transfer**. Succession represents a critical point in a company's lifecycle, influencing both its long-term survival and its ability to maintain jobs and economic activity.

The project aims to create a **structured support pillar for existing businesses**, complementing existing start-up support schemes and integrating innovation. More specifically, SUCCESS SKILLS seeks to strengthen the skills and capacities of:

- business successors,
- professionals supporting succession processes (e.g. mediators, consultants, mentors),
- stakeholders and professional bodies involved in succession/transfer issues.

The project will promote soft and digital skills development, targeted training actions, and institutional recommendations for incorporating succession-related competencies into formal and non-formal learning systems.

The Communication and Dissemination Expert will support the visibility and outreach of these activities throughout the project lifecycle.

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 6 to Month 48 of the project's duration.

Semester 1 (M6–M12)

- Drafting and publication of the 2nd Press Release
- Preparation and promotion of the 2nd Project Newsletter
- Updating social media accounts (Posts, Content, Network etc.)
- Preparation of the 1st Project video and subtitles in partners' languages

Semester 2 (M13–M18)

- Drafting and publication of the 3rd Press Release
- Preparation and promotion of the 3rd Project Newsletter
- Updating social media accounts (Posts, Content, Network etc.)

Semester 3 (M19–M24)

- -Drafting and publication of the 4th Press Release
- Preparation and promotion of the 4th Project Newsletter
- Updating social media accounts (Posts, Content, Network etc.)

Semester 4 (M25–M30)

- Drafting and publication of the 5th Press Release
- Preparation and promotion of the 5th Project Newsletter
- Updating social media accounts (Posts, Content, Network etc.)

Semester 5 (M31–M36)

- Drafting and publication of the 6th Press Release
- Preparation and promotion of the 6th Project Newsletter
- Updating social media accounts (Posts, Content, Network etc.)

Semester 6 (M37–M42)

- Drafting and publication of the 7th Press Release
- Preparation and promotion of the 7th Project Newsletter
- Updating social media accounts (Posts, Content, Network etc.)

Semester 7 (M43–M48)

- Drafting and publication of the 8th Press Release
- Preparation and promotion of the 8th Project Newsletter
- Updating social media accounts (Posts, Content, Network etc.)
- Project 2nd video and subtitles in partners' languages

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: **03C0897– Dissemination and Communication Services "SUCCESS SKILLS"**

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, based on price, 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 "Skills development to support SMEs during succession and transfer processes" (03C0897)

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 "Skills development to support SMEs during succession and transfer processes" (03C0897)

Financial Offer (Lump Sum)

Service Description	Total Cost (EUR, excl. VAT)
Lump sum for the provision of communication, dissemination, and deliverables production services (M6–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 "Skills development to support SMEs during succession and transfer processes" (03C0897)

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 "Request for Quotation_SuccessSkills.xlsx" with unit prices, quantities, and total costs for each activity.