



KMOP-POLICY CENTER ASBL (KMOP-PC)

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

Date: 02-02-2026

SUBJECT:

Request for Quotation No.1/2026 - Provision of Research and Expert Support Services for the Project "Procurement for (a) social economy - Implementation of social procurement for a sustainable transition" (03C0982)

To Whom It May Concern,
KMOP – POLICY CENTER (KMOP-PC) intends to award a contract for the provision of Research and Expert Support Services in the context of the Interreg project "Procurement for (a) social economy - Implementation of social procurement for a sustainable transition" (PROSECO), Project No. 03C0982.

BRIEF DESCRIPTION OF THE PROJECT

PROSECO promotes social procurement as a tool for social inclusion and job creation for people with significant distance to the labour market. The project strengthens the capacity of local, regional and provincial authorities, as well as social economy actors and regular enterprises, to integrate social considerations into their procurement practices.

The project focuses on supporting authorities in using social clauses, enabling social economy organisations to access larger contracts, encouraging regular companies to collaborate with the social economy, and exploring innovative mechanisms such as social outcome contracting and community wealth building.

With 11 partners across nine countries, PROSECO aims to foster inclusive labour market participation through smarter, socially responsible procurement.

DESCRIPTION OF WORK / ToRs

The Contractor will provide research and expert support services for the implementation of specific PROSECO project activities, including



ng methodological development, evaluation support, review of project outputs, and contribution to the interregional learning and exchange of experience processes, as detailed below.

Semester 2 (M6–M12)

- Contribute to the preparation of the thematic seminar regarding buying from social economy and reserved contracts
- Review and proofread the shared definition framework about social economy
- Support the review of new Good Practices (GPs) identified by partners and ensure they are integrated into the interregional learning process
- Review inputs from the first Regional Stakeholder Group (RMSG) meetings to refine regional approaches

Semester 7 (M37–M42)

- Develop the methodology, data collection and feedback for the evaluation and impact report
- Support the review of Good Practices (GPs) identified by partners and ensure they are integrated into the interregional learning process

PROPOSED TIMETABLE FOR SERVICE DELIVERY - DELIVERABLES

The deliverables outlined in the Terms of Reference (ToRs) shall be implemented progressively throughout the duration of the project and in alignment with its overall implementation timeline.

A detailed timetable, including the allocation of tasks, milestones, and corresponding deliverables, will be agreed upon following the completion of the procurement procedure and will form an integral part of the contract to be signed with the successful contractor.

DURATION OF SERVICES

The services shall be delivered from the date of contract signature and throughout the project implementation period, in accordance with the timetable and milestones described in the Terms of Reference (ToRs). All services and deliverables must be completed no later than **31 July 2029**, which corresponds to the project completion date.

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 requirements, 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**, following the receipt and formal acceptance of the deliverables corresponding to each project semester, as defined in the Terms of Reference (ToRs).

REQUEST FOR CLARIFICATIONS

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

Deadline for clarification requests: 9th of February 2026, 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: **03C0982– Research and Expert Support Services “PROSECO”**

Deadline for submission: 16th February 2026 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 “Procurement for (a) social economy - Implementation of social procurement for a sustainable transition” (03C0982)

I, the undersigned, (legal representative of the company/organization OR independent professional),

hereby solemnly declare that:

1. The bidder meets all the eligibility criteria for participation in this procedure and is not subject to any grounds for exclusion under 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 in accordance with 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, and no material facts have been omitted that could affect the evaluation of the bid.
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:



Annex II - Financial Offer Form
in the context of the project "Procurement for (a) social economy - Implementation of social procurement for a sustainable transition" (03C0982)

Financial Offer (Lump Sum in EUR, excluding VAT)

Service Description	Total Cost (EUR, excl. VAT)
Lump sum for the provision of Research and Expert Support Services, as requested in this Call for Quotation €

- The above price is final, fixed, and covers all tasks, deliverables, labor hours, production costs, tools, licenses, and any other costs necessary for the full implementation of the services.
- The offer is valid for 60 calendar days from the submission date.
- VAT amount (if applicable): €
- Total cost including VAT: €

Date:

Name of Bidder / Company:

Signature & Company Stamp:



Annex III - Detailed Financial Table
in the context of the project “Procurement for (a) social economy - Implementation of social procurement for a sustainable transition” (03C0982)

DETAILED FINANCIAL ANALYSIS

(Attached as a separate Excel file)

This annex provides a detailed financial breakdown of all tasks and services related to the provision of Research and Expert Support Services for the PROSECO project, including but not limited to:

- Methodological development
- Review and proofreading of project outputs
- Evaluation support and feedback
- Support to interregional learning and exchange of experience processes
- Preparation and review of Good Practices (GPs)
- Contributions to thematic seminars and Regional Stakeholder Group (RMSG) meetings

The provider must complete the attached Excel file titled “_Request for Quotation_PROSECO_ANNEX_III.xlsx” with:

- Unit prices per task/activity
- Quantity or hours allocated per task
- Total cost per task/activity
- Total cost for the full assignment (must match Annex II – Financial Offer Form)

Notes:

- All costs must be final and fixed, covering all work, deliverables, and related expenses.
- VAT, if applicable, should be specified separately.
- Ensure that the total cost in this table exactly matches the Lump Sum submitted in Annex II