



**KMOP-POLICY CENTER ASBL (KMOP-PC)**  
Square Charles Maurice Wiser 131040,  
Etterbeek, Belgium Region  
email: [procurement@kmop.org](mailto:procurement@kmop.org)

Date: 27-02-2026

**SUBJECT:**

**Request for Quotation No.3/2026 - Provision of Dissemination and Communication Services for the Project “Improving policies for attracting and retaining skilled workforce in regions in industrial growth” (03C0887)**

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 “Improving policies for attracting and retaining skilled workforce in regions in industrial growth” (MOTORS OF GROWTH), Project No. 03C0887.

**BRIEF DESCRIPTION OF THE PROJECT**

MOTORS OF GROWTH addresses the challenge of attracting and retaining skilled workforce in EU regions with industrial growth potential that are facing workforce shortages. The project brings together 7 organisations from 6 regions, including governmental bodies, regional administrations, industrial alliances, municipalities, SMEs’ confederations, and NGOs, key actors in the local workforce ecosystem.

By fostering collaboration across these actors, MOTORS OF GROWTH aims to improve policies and programmes that enhance the regions’ ability to nurture innovation-led growth, support digital and green transitions, and create favourable conditions—economic, social, academic, and urban—for skilled workers to settle and thrive.

**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 2 (M7–M12)**

- Maintenance of Social Media & Website



- Publish press releases/web articles/social media content
- Support in the dissemination of the 3rd Interregional Event (Mannheim - Germany) on "Improving access to capacity".
- Promote all regional stakeholders' events on the project website before and after the events.
- Supporting partners in promoting the GPs collected.
- Create short video Interregional event Germany

### **Semester 3 (M13–M18)**

- Maintenance of Social Media & Website
- Publish press releases/web articles/social media content
- Support in the dissemination of the 4th Interregional Event #4 (Normandie - France) regarding "Harnessing and nurturing talent"
- Promote all regional stakeholders' events on the project website before and after the events.
- Supporting partners in promoting the GPs collected.
- Create short video Interregional event France

### **Semester 4 (M19–M24)**

- Maintenance of Social Media & Website
- Publish press releases/web articles/social media content
- Support in the dissemination of the 5th Interregional Event (Bologna - Italy) regarding "Enhancing existing tools on search and retaining talents"
- Promote all regional stakeholders' events on the project website before and after the events.
- Supporting partners in promoting the GPs collected.
- Create short video Interregional event Italy

### **Semester 5 (M25–M30)**

- Maintenance of Social Media & Website
- Publish press releases/web articles/social media content
- Support in the dissemination of the 6th Interregional Event (Sofia - Bulgaria) regarding "Shaping up approaches for stimulation of reverse migration"
- Promote all regional stakeholders' events on the project website before and after the events.
- Supporting partners in promoting the GPs collected.
- Create short video Interregional event Bulgaria

### **Semester 6 (M31–M36)**

- Maintenance of Social Media & Website
- Publish press releases/web articles/social media content
- Support in the dissemination of the 7th Interregional Event in Ajuntament de Sant Quirze del Vallès - Spain
- Promote all regional stakeholders' events on the project website before and after the events.
- Supporting partners in promoting the GPs collected.
- Create short video Interregional event Spain

### **Semester 7 (M37–M42)**

- Maintenance of Social Media & Website
- Publish press releases/web articles/social media content on weekly basis (project achievements, Blueprint, etc.)
- Support in the dissemination of the 8th Interregional closing event in Stockholm - Sweden
- Promote all regional stakeholders' events on the project website before and after the events.



- Supporting partners in promoting their policy improvements.
- Design and implement a promotional plan for the project final conference
- Create short video Interregional event Sweden

**Semester 8 (M43–M48)**

- Maintenance of Social Media & Website
- Publish press releases/web articles/social media content on monthly basis.
- Support in the dissemination of the last online partnership meeting
- Promote all regional stakeholders' events on the project website before and after the events.
- Supporting partners in promoting their policy improvements or Action plans.
- Produce the 2nd project video

The contractor shall ensure continuous implementation of communication activities throughout each semester, regardless of the number of working days allocated in the financial table.

**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.

**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 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](mailto:procurement@kmop.org)

**Deadline for clarification requests:** 5<sup>th</sup> of March 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](mailto:procurement@kmop.org)
- **Or by post:** on the above postal address.

The **subject line / envelope** must clearly state: **03C0887– Dissemination and Communication Services “MOTORS OF GROWTH”**

**Deadline for submission: 11<sup>th</sup> March 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 “Improving policies for attracting and retaining skilled  
workforce in regions in industrial growth” (03C0887)**

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 “Improving policies for attracting and retaining skilled workforce in regions in industrial growth” (03C0887)**

**Financial Offer (Lump Sum in EUR, excluding VAT)**

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, 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 “Improving policies for attracting and retaining skilled workforce in regions in industrial growth” (03C0887)**

**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 and web articles
- Social media content
- Video production

The provider must complete the attached Excel file titled **“MoG\_Procurement\_Dissemination\_ANNEX\_III.xlsx”** with:

- Unit prices per task/activity
- Quantity (days) 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