



Athens, 8 April 2026

REQUEST-CALL FOR OFFERS No 4 - 2026/MIO-ECSDE

FOR SERVICES FOR THE DEVELOPMENT OF AN ONLINE COURSE

IN THE FRAMEWORK OF THE [YOU\(TH\)CARE4PLANET](#)

Within the framework of the Project YOUthCARE4planet (ref. number: Y_2.2_0621_INTERREG NEXT MED PROGRAMME 2021-2027), the Mediterranean Information Office for Environment, Culture and Sustainable Development as the Contracting Authority, announces this Request-Call for Offers for services related to the development, technical support and monitoring of an asynchronous distance learning course (“e-course”).

SUBMISSION OF OFFERS BY: 22 April 2026 at at 17:00h CET

MAX AVAILABLE BUDGET: EURO 7.800,00 including VAT (or 26 days * EURO 300/day)

The amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the service.

AWARDING CRITERION: The most economically advantageous tender on the basis of best price / quality ratio for the offers satisfying the technical requirements as described in the ToR given in ANNEX II.

CONTRACT DURATION: The overall duration of the contract will be from May 2026 to September 2027.

DELIVERABLES AND SCHEDULE OF PAYMENT: The maximum fee for this assignment is 7.800,00 EURO including VAT. This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service.

For a detailed description of services and deliverables, please refer to the ToR given as ANNEXII.

Deliverable	Deadline	Payment (%)
Graphic design/templates proposals	10 May 2026	15%
e-course completion and establishment on https://envirolearning.net platform	30 May 2026	50%
Technical support and monitoring	from 1 June 2026 to 10 September 2027	35% in two instalments (Sept 2026 and May 2027)



QUALIFICATIONS AND ELIGIBILITY CRITERIA

Participation in the present Request for offers is open, on equal terms, to any natural or legal person or entity who meet the legal, financial and technical conditions laid down in this Request where they possess adequate professional experience and capacity.

A. MINIMUM ELIGIBILITY CRITERIA (PASS / FAIL): Vendors **must meet all** the following minimum criteria to be considered eligible:

A.1 LMS Platform Experience

Evidence of having implemented (at least 10) **complete e-learning projects inside TalentLMS**, including: TalentLMS portal creation, configuration and support, Branch creation & management, Course and module setup, Native assessments, Learner/user management. *Failure to demonstrate direct TalentLMS experience will result in exclusion.*

A.2 E-Learning Project Delivery Capacity

Delivery of at least 7 **e-learning projects in the last year**, including: Content structuring and instructional design, Visual/template design

A.3 Organisational & Operational Capacity

- More than 15 years of business establishment
- Must be enrolled in one of the official professional or trade registries kept in their country of registration
- Must be compliant with their tax and social security obligations

B. QUALIFICATIONS (Technical Merit)

Eligible vendors will be FURTHER evaluated based on the following qualifications:

B.1 Advanced TalentLMS Expertise

- In-depth operational knowledge of TalentLMS, including: Branch creation and configuration, Course structuring and content deployment, Native test creation (multiple choice, drag-and-drop, ordering), Learner onboarding and user flows
- Ability to ensure **smooth, reliable operation** within an existing TalentLMS platform.

In order for a candidate to take maximum points in this, they'll need to be an authorized TalentLMS partner, reseller

B.2 E-Learning Content & Instructional Design

- Developed at least 7 **modular, multimedia-based e-learning programmes in the last year.**
- Ability to convert **thematic, educational, and policy-related content** into **engaging, learner-centred digital units.**
- Familiarity with best practices in online assessment and learner engagement.
- Proven experience in using Articulate 360 in e-learning content creation (Max points can only be obtained if they have official Training (certified) from Articulate or are authorized resellers/ partners.)

B.3 Visual Design & Template Development

- Having designed at least 7 **custom unit templates** in the last year aligned with a project's visual identity.



B.4 Project Support & Continuity

- Experience supporting **7 live Talent LMS portals in the last year**, including troubleshooting and updates.
- Ability to provide **ongoing technical maintenance and support** throughout the project's lifetime.
- Experience in at least **3 environmental, sustainability, youth, or EU-funded projects** is considered an asset.

C. FINANCIAL OFFER

Submission Requirements

The financial offer shall:

- Be submitted as a **lump-sum price** covering the full scope of services
- Include all costs related to: Content development, Visual and template design

LMS setup and configuration, Assessments, Maintenance and technical support

EVALUATION & SCORING CRITERIA

Only vendors meeting **all minimum eligibility criteria (PASS / FAIL)** will be scored.

Scoring Matrix

Criterion	Description	Weight
B1: TalentLMS Experience & Technical Competence	Depth of demonstrated experience with TalentLMS, including Branches, assessments, learner management, and platform support	30%
B2: E-Learning Content & Instructional Design	Quality, relevance, and complexity of previous e-learning content and modular course development	30%
B3: Visual Design & Template Quality	Ability to design and implement custom templates aligned with project identity	15%
B4: Project Management Support Capacity & Relevant Sector Experience	Maintenance, technical support approach, responsiveness, and continuity. Experience in sustainability, environmental education, youth, or EU-funded projects	25%
Total		100%

Scoring Methodology

Section B (Technical Merit): score starts at 100 points (when minimum requirements are met) and can reach 150 points depending on the description of the participant and the number of projects implemented in excess of those required as a minimum. (100p Base +10p for extra criteria over base up to 50 additional points)

Each Section/evaluation criterion is evaluated autonomously. The final scoring of each evaluation criterion is the outcome of its scoring multiplied by the corresponding weighting factor. The overall score of the technical offer is the sum of the final scoring of all the Sections/evaluation criteria.

The overall score of the technical offer is calculated on the basis of the following formula:

$$B_i = w_1 \times c_1 + w_2 \times c_2 + \dots$$



Section C (Financial offer) will be evaluated using the lowest-price proportional method, as follows: Score = (Lowest Financial Offer / Financial Offer under Evaluation)

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 80%, and the financial offer with 20%.

The final listing of the most advantageous offers will be made on the basis of the following formula:

$$\Lambda_i = 0.8 * (B_i/B_{max}) + 0.2 * (K_{min}/K_i).$$

Where:

- Bmax: the max score received by the best of the technical offers received
- Bi: the score of the technical offer
- Kmin: The cost of the financial offer with the minimum price offered.
- Ki: The cost of the financial offer

The most advantageous offers is the one with the greater value of Λ .

In case of equality of overall scores, the winning proposal is the one whose corresponding technical proposal received the highest rating.

LOCATION AND LANGUAGE OF THE ASSIGNMENT

The vendors shall perform services from a location of their choosing.

All documents, deliverables, and communications shall be conducted in English. The quality of written English must meet professional standards; failure to do so may constitute grounds for withholding the final payment.

PLACE & TIME OF OFFERS SUBMISSION: Offers should be submitted electronically by email sent to procurement@mio-ecsde.org by **22 April 2026 at 17:00 CET** writing in the email subject line: **Call for offers 4-2026/MIO-ECSDE YOUTH CARE4planet**

The email must contain the following folders:

FOLDER A including:

- 1) The **submission letter provided in ANNEX I** duly signed and stamped.
- 2) Evidence for the On/Off qualification Criteria:

A.1 LMS Platform Experience: Evidence of having implemented (at least 10) complete e-learning projects inside TalentLMS

A.2 E-Learning Project Delivery Capacity: Delivery of at least 7 e-learning projects in the last year including Content structuring and instructional design, Visual/template design

A.3 Organisational & Operational Capacity: More than 15 years of business establishment, enrolled in one of the official professional or trade registries, compliant with their tax and social security obligations

- 3) Evidence of the Technical Merit Qualifications criteria:

B1: TalentLMS Experience & Technical Competence

B2: E-Learning Content & Instructional Design

B3: Visual Design & Template Quality

B4: Project Management Support Capacity & Relevant Sector Experience



FOLDER B A PASSWORD PROTECTED FOLDER including

The **FINANCIAL OFFER** – **template provided in ANNEX III**, which must include all costs and applicable taxes, and the total amount should not exceed the max available budget of **7.800 euro**.

ATTENTION: The password for opening the password protected FOLDER B must be sent to the same email address procurement@mio-ecsde.org **ONLY AFTER** the request of MIO-ECSDE upon the completion of the verification of the ON/OFF Criteria and completion of Evaluation of FOLDER A.

In case the password is sent with the submission of the offer or prior to the MIO-ECSDE's request **the offer will be rejected.**

Offers submitted after the specified date and time shall not be taken into consideration and shall be returned as inadmissible. MIO-ECSDE bears no liability whatsoever for any late delivery of the offers or for the contents of its accompanying folders.

The submitted offer should be valid for at least 1 month.

In your offer please include also the following company details:

Company Name: (If Applicable)	
Address:	
Tel/ e-mail address:	
VAT or Registration No: (If Applicable)	
Establishment date: (If Applicable)	
Name of Legal Representative: (If Applicable)	

The selected supplier will be informed within 5 days and will be invited to sign a contract and implement the service as applicable.

CLARIFICATIONS OR FURTHER INFORMATION: For further information and/or clarifications please contact Ms. Vicky Malotidi sending an email to roniotes@mio-ecsde.org

The Chairman of MIO-ECSDE

Prof. Michael J. Scoullos



ANNEX I: SUBMISSION LETTER

To be put in the Supplier's Letterhead paper

[insert: Location], [insert: Date]

To: MIO-ECSDE, 12 Kyrristou str. 105 56 Athens, Greece

Dear Sir/Madam:

We/I, the undersigned, hereby submit our offer for the services in the framework of the YOUthCARE4planet in accordance with your Request for Offers No 4/2026 dated 8 April 2026.

We hereby confirm that:

- a) All the information included in our offer is true;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of the EU, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council; In addition to that we confirm that our organisation/company is fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in point 18 of Annex I of the Regulation 2018/1046;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern;
- d) We have no pending obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which we are established, and
- e) We do not employ, nor anticipate employing, any person who is or was recently employed by MIO-ECSDE.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this Request for Offers and declare that our scope of activities are fully in line the subject of present tender procedure.

We also declare that related to present tender procedure we are not in the situation, whereas attempting to unduly influence the award procedure or obtain confidential information as it should be treated as grave professional misconduct which can lead to the rejection from the award procedure.

We confirm that our offer is bidding for a period of 1 month.

We confirm that if our offer is accepted, we will provide the services in the requested timeframe.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____



Mediterranean Information Office

for Environment, Culture & Sustainable Development

The Mediterranean NGO Federation for Environment and development

12, Kyrristou str. 105 56, Athens, Greece

T: +30210-3247490 | 0030-210-3247267

F: 0030-210-3317127

E: info@mio-ecsde.org

W: www.mio-ecsde.org

ANNEX II: Terms of Reference

See separate file/document



ANNEX III: FINANCIAL OFFER - Template

Ref: 4/2026-MIO-ECSDE

The Supplier is required to submit the Financial Offer in a separate password protected file.

The Financial Offer is inclusive of VAT and all taxes, bank costs and any other expenses. The Financial Offer must cover all Suppliers' obligations under the contract.

*Prices shall be necessarily indicated in **EURO, for comparison reasons**, and any quoted rates are to take into consideration all double handling of material as well as compliance with relevant standards, legal notices and health and safety procedures.*

Offers that do not indicate their prices in EURO or offers that indicate an equivalency between EURO and foreign currencies shall be rejected as inadmissible.

If the offered price is not clearly and expressly mentioned, the offer shall be rejected as inadmissible.

Any costs, expenses or services not expressly mentioned in the offer is regarded as being offered for free.

Offer prices shall remain unchanged throughout the offer validity period. In case an extension of offer validity period is requested, Participants shall not be entitled, when giving their consent for such an extension, to submit new or amended price lists.

The Contracting Authority shall reserve the right to request that Participants submit any information required for the documentation of the prices offered.

Supplier's Details:

Company Name:	
Address:	
Tel/ e-mail address:	
VAT or Registration No: (If Applicable)	
Establishment date: (If Applicable)	
Name of Legal Representative: (If Applicable)	

Offer:

Prices are to be quoted in **EURO Including VAT and any other Tax or Fee** that should apply for any reason.

	Deliverable	Total Amount in EURO for all deliverables
1	Graphic design/templates proposals	
2	e-course completion and establishment on https://envirolearning.net platform	
3	Technical support and monitoring	
	Total in EURO EURO

The Supplier I am representing (We/I) has examined, and accept in full and in its entirety, the content of this quotation document. We/I hereby accept the contents thereto in their entirety, without reservation or restriction. We/I also understand that any disagreement, contradiction, alteration, deviation or omission shall lead to our/my offer not being considered any further. We/I offer to provide, in accordance with the terms of the tender document and the conditions and time limits laid down, without reservation or restriction, the requirements of this Call for Offers.



Mediterranean Information Office
for Environment, Culture & Sustainable Development
The Mediterranean NGO Federation for Environment and development

12, Kyrristou str. 105 56, Athens, Greece
T: +30210-3247490 | 0030-210-3247267
F: 0030-210-3317127
E: info@mio-ecsde.org
W: www.mio-ecsde.org

The validity of the offer is for 1 month.

Signature

Date