

## Terms of Reference for Procurement of Stationery for Vocational Training Centres (VTC)

### I. PARTIES

|                 |   |
|-----------------|---|
| Administration: | Expertise France  |
| Project:        | Improving The Employment Prospects for The Refugees and Host Communities by High-Quality VET and Apprenticeship in Türkiye (VET4JOB II) |
| Contractor:     | Real and/or legal person who will fulfil the required services as described in the tender document.                                     |

### II. SUBJECT OF WORK

Within the scope of the “Improving the Employment Prospects for The Refugees and Host Communities by High-Quality VET and Apprenticeship in Türkiye” (VET4JOB-II) Programme”, a tender is planned for “Procurement of Stationery to Vocational Training” for Vocational Education Centres, as specified in Annex 5 – Distribution List.

The purpose of these terms of reference is to provide the companies from which financial proposals will be requested with essential information and technical details about the products to be procured.

### III. ABOUT EXPERTISE FRANCE

Expertise France is the French public international cooperation agency. It designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France’s external action. Expertise France’s mission is to meet the demand of partner countries seeking to enhance the quality of their public policies in order to address the environmental, social, economic and security challenges they are facing. The agency achieves this goal by implementing projects in the main areas of public action:



- Democratic, economic and financial governance;
- Stability, international security and peace
- Sustainable development, climate and agriculture
- Health and human development

The VET4JOB II programme, funded by the Delegation of the European Union to Türkiye is supporting the development of skills for refugees and host communities in 14 provinces of Türkiye ((Adana, Ankara, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kocaeli, Konya, Mersin, Osmaniye, Şanlıurfa) for both adults and adolescents, through high-quality vocational training and apprenticeship training, in line with the needs of the labour market.

VET4JOB II has started in March 2024 for a duration of 57 months. Phase II is carried out jointly by the Peace, Stability, Security department (P2S) and the Human Capital and Social Development department (CHDS) of Expertise France.

#### IV. TECHNICAL SPECIFICATIONS


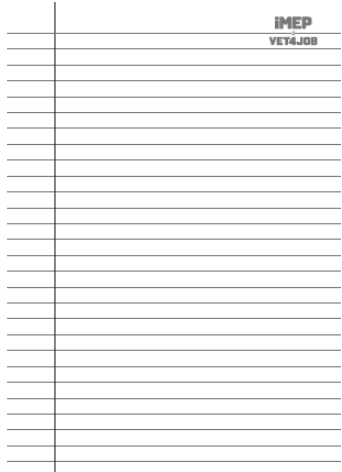
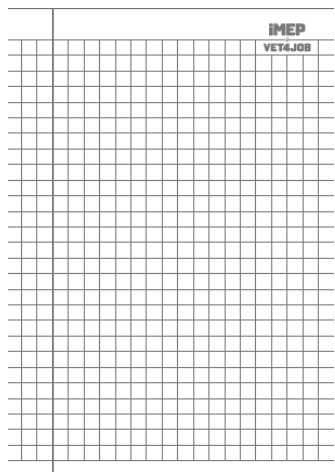
##### Stationery

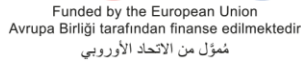
| Product              | Technical Specifications  | Number of Items | Unit   |
|----------------------|---|-----------------|--------|
| 1. Pencil (HB or 2B) | <p>1.1. Must be black.<br/>1.2. Must have HB or 2B hardness grade.<br/>1.3. Should not leave marks when erased.<br/>1.4. The tip should not break easily under normal writing pressure.<br/>1.5. Should be naturel colour (unpainted).<br/>1.6. Visibility of the Programme should be printed on the pen.</p>   | 16.552          | pieces |
| 2. Eraser (Soft)     | <p>2.1. Should be pencil erasable and dust-free.<br/>2.2. Should not contain PVC and toxic elements.<br/>2.3. It should be medium size with dimensions of min <u>4cm-1,8cm-1,3cm</u>.<br/>2.4. It should not leave residue or smudge on paper.<br/>2.5. White or light-coloured (no strong dyes that may stain paper)<br/>2.6. Visibility of the Programme will be on the eraser.</p>                | 16.552          | pieces |
| 3. Pencil Sharpener  | <p>3.1. It should not damage the pen being sharpened.<br/>3.2. The sharpener should have a durable compartment that stores the pencil's particles.<br/>3.3. The compartment should be transparent and easily removable.<br/>3.4. It should have double metal blades.<br/>3.5. It should be capable of sharpening both jumbo and normal pencils.<br/>3.6. It should have stainless, durable, and sharp blades.<br/>3.7. Visibility of the Programme will be on the pencil sharpener.</p> | 16.552          | pieces |



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**VET4JOB<sup>2</sup>**  
Vocational Education and Training Programme for Employment

|                              |  |               |               |
|------------------------------|--|---------------|---------------|
|                              |   |               |               |
| <b>4. Spiral A4 Notebook</b> | <p>4.1. <b>Paper Size:</b> A4 (210 mm x 297 mm)</p> <p>4.2. Total of min 125 inner pages</p> <p>4.3. <b>There should be min 5 sections</b> divided by 4 full-page separators. Each section will consist of 25 pages. The order will be like</p> <ul style="list-style-type: none"><li>- <i>Front Cover</i></li><li>- <i>1<sup>st</sup> section with 25 pages</i></li><li>- <i>Separator 1</i></li><li>- <i>2<sup>nd</sup> section with 25 pages</i></li><li>- <i>Separator 2</i></li><li>- <i>3<sup>rd</sup> section with 25 pages</i></li><li>- <i>Separator 3</i></li><li>- <i>4<sup>th</sup> section with 25 pages</i></li><li>- <i>Separator 4</i></li><li>- <i>5<sup>th</sup> section with 25 pages</i></li><li>- <i>Back cover</i></li></ul> <p>4.4. <b>Separators should be min. 170gr/m2 coloured hard paper.</b></p> <p>4.5. Inner pages should be single colour white</p> <p>4.6. Inner pages should be partially striped, partially blank and partially squared. Exact page preferences will be shared with the contractor before the production of samples.</p> <div><div></div><div></div></div> | <b>16.552</b> | <b>pieces</b> |



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Vocational Education and Training Programme for Employment

**IMEP**  
—2—  
**VET4JOB**

- 4.7. Visibility of the Programme will be applied to the inner pages.
- 4.8. Inner pages should be printed with single-color lines or grids
- 4.9. Inner pages should be min 70 gr/m2 or higher quality and should be first-grade uncoated paper.
- 4.10. Cover (both front and back) should be min. 300gr/m2 matte coated hard paper (same for inside cover)
- 4.11. There should be durable double wire spiral (twin-loop) or metal spiral binding on the long edge. Must allow the notebook to lie flat and fold over completely
- 4.12. Visibility of the Programme should be printed on the notebook.



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**VET4JOB<sup>2</sup>**  
Vocational Education and Training Programme for Employment




Front cover alternative 1



Front cover alternative 2



Back cover alternative 1

|                    |  |             |              |
|--------------------|--|-------------|--------------|
|                    |  <p>Back cover alternative 1</p>  |             |              |
| <b>5. A4 Paper</b> | <p>5.1. 80 gr/m<sup>2</sup></p> <p>5.2. Should be white colour.</p> <p>5.3. Should be suitable for photocopy and printer use</p> <p>5.4. Each pack should have 500 sheets.</p> | <b>4654</b> | <b>packs</b> |

### IMPORTANT NOTES

The bidder shall respond all the technical specifications in the “Annex I – Technical Evaluation Form”. The bidder is requested to fill in the template on the following pages:

- Columns A., B. and C. are filled in by the Administration and indicate the required specifications (cannot be changed by the bidder).
- Column D shall be filled in by the bidder, with detailed technical specifications of the proposed item.
- Column E shall be filled in by the bidder to indicate the Brand-Model/Manufacturer.
- Column F. shall be filled in by the bidder and detail the delivery date/time which will be valid after the purchase order.
- Column G is reserved for the evaluation committee (not to be filled in by the bidder).

The technical specifications of the proposed equipment shall be marked on the supporting documents provided by the bidder, to enable verification of evaluators. Offers with technical specifications that were not fully defined or could not be verified may be rejected by the evaluation committee.

The proposal shall be structured in a way that allows evaluators to easily compare the requested specifications with the proposed specifications.

Copying the requested specifications from Column C into the proposed specifications in Column D should be avoided. Column D shall be filled with the actual and complete technical specifications of the equipment proposed by the bidder (not in the form of a specified range, minimum-maximum values, or threshold limits as stated in the specification). For example, if the requested specification is "length between 100 and 120 cm," the proposed specification should be "110 cm" or "110 cm ± 2."

Unless otherwise specified, the requirements in this Technical Specification represent the minimum standards that the proposed equipment shall meet.

Each proposed equipment shall be clearly identified with a distinctive brand/model name, version, and, if applicable, number to avoid any ambiguity.

The Technical Proposal Form shall be submitted both in a completed, signed, and stamped PDF format and a completed Excel format.

The bidder shall provide necessary supporting documents (catalogue, data sheet, brochure, etc.) related to the proposed equipment.

### **GENERAL CONDITIONS**

- a) All stationery items shall be delivered complete, in their original packaging, and with all standard components or accessories, as specified by the manufacturers or as commonly included for standard use.
- b) All stationery products listed in the technical specifications shall be free from defects in materials and workmanship. Items must be new, unused, clean, and undamaged, with no visible scratches, deformations, tears, stains, or any other signs of poor quality or handling.
- c) Delivery of all stationery items to the locations listed in “Annex III – Distribution List” shall be carried out by the Contractor, ensuring safe and undamaged arrival of all goods.
- d) The Contractor's offer shall include delivery, packaging, handling, and all other related costs. Any additional items or tools required to ensure the full functionality and usability of the supplied products, even if not explicitly mentioned in the technical specifications, shall be provided by the Contractor at no extra cost.

## **V. DELIVERY**

### **Delivery Process**

Following the signing of the contract, the contractor will prepare samples for each product and submit them for approval. **Following the sample approval**, the products will be packaged in a safe and reliable manner and delivered in accordance with “Annex 5 - Distribution List” **within 40 days at the latest**. The delivery schedule (date and time which should be within working days and hours) will be communicated in writing to the EF Turkey Programme Office at least one week prior to delivery. The schedule will then be shared with the relevant VTCs and EF provincial staff to ensure their presence during the specified date and time interval.

### **Distribution and Logistics Services**

The supplier shall be responsible for the following distribution and logistics tasks:

- Determining the most suitable method of distribution (e.g., courier, shipping, on-site delivery).
- Packages/parcels will be delivered to the room/warehouse in the VTC indicated by the person who will receive the items. Deliveries that are not made to the room/warehouse indicated for delivery, where the person to receive the items is not present, will not be accepted.
- Preparing and sharing a **final distribution list**.
- Ensuring **timely and secure delivery** of all items.
- Verifying the **accuracy of delivery addresses and recipient details**.
- The items must be packed and parcelled in such a way that it cannot be easily opened to prevent damage during transport. There must be a list of products and quantities on the packages/parcels prepared for delivery.

- Partial deliveries will not be accepted. The items and quantities specified for each address shared in the distribution list must be delivered to the relevant addresses at one time.

### Support and Reporting Obligations

Throughout the supply and distribution process, the supplier shall provide the following services to Expertise France:

- Providing **regular updates and operational support** throughout the process.
- The contractor must ensure that the items are delivered in full and complete. Items found to be missing must be provided by the contractor free of charge and as quickly as possible.
- Submitting **delivery reports** detailing quantities, delivery dates, and address accuracy.
- Ensuring a **signed copy of the delivery note** is handed over to EF personnel at the time of delivery.
- Attaching delivery receipts to the invoices.

## VI. VISIBILITY

1. For the products to be purchased within the scope of the project, logo placements specified in the Technical Specifications shall be made to ensure project visibility".
2. The contractor shall be in contact with the Project Communication Officer and the Administration concerning the application of the logos.
3. The contractor shall be responsible for contacting the EF Ankara Communication and Visibility Officer following the signing of the contract and ensuring that the labels/visuals to be used are prepared correctly."
4. Design details will be found in Annex VI document. All final designs will be shared with the contractor and shall be approved by EF before mass production.

## VII. PAYMENT TERMS

Payment shall be made within 30 days, following the complete delivery of all products and the approval of the invoice, by the EF.

## VIII. CONFIDENTIALITY

The entire evaluation procedure is confidential and subject to Expertise France's legislation for access to documents.

Evaluation reports and records of evaluation are for official use only and may not be communicated either to tenderers or to any party outside Expertise France.

## IX. CODE OF ETHICS

EF shall provide contribution and approval to the tasks to be performed under the contract. Expertise France undertakes to deliver its requests to the contractor in the most reasonable time technically possible to comply with the work schedule of the contractor from which it receives service and to comply with the common work schedule.

Expertise France reserves the right to be informed about the existence of subcontractor companies that act between itself and the main contractor before the contract is signed, and to accept or refuse to work with such company or companies.



The contracted company undertakes to maintain regular communication with the expert assigned by EF during the deliver process of the items, to exchange information and ideas, to keep the expert informed in a timely manner about the current stage of progress in relation to the deliverable deadlines, any delays that may affect the process, and how such delays will be compensated.

|  |  |
|--|--|
| <b>We agree to comply with the provisions of these terms of reference and to provide the services mentioned above.</b> |  |
| <b>Company Name</b>  |  |
| <b>Name of Authorised Person</b>   |  |
| <b>Position of Authorised Person</b>   |  |
| <b>Signature</b>   |  |
| <b>Stamp</b>   |  |
| <b>Date</b>  |  |