**Terms of Reference / Technical Specifications**

**Vocational Education and Training Programme for Employment (VET4JOB-II) Project**

**Procurement of Workwear Supplies**

1. **PARTIES**

Administration: Expertise France

Contractor: Real and/or legal person who will fulfil the required supplies and ancillary services as described in the tender document.

1. **BACKGROUND AND CONTEXT**

**About Expertise France**

Expertise France is the French public agency for international cooperation, which implements projects aligned with Sustainable Development Goals (SDGs) and France’s external action priorities. Expertise France’s core mission is to support partner countries in enhancing the quality of their public policies to tackle complex environmental, social, economic, and security challenges. Key areas of Expertise France’s focus include:

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

**About the VET4JOB II Programme**

The VET4JOB II programme, funded by the European Union Delegation to Türkiye, aims to support skills development for refugees and host communities in Türkiye. The programme provides vocational and apprenticeship training to adults and adolescents in 14 target provinces (Adana, Ankara, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kocaeli, Konya, Mersin, Osmaniye, and Şanlıurfa) to improve employment prospects in line with labour market demands.

**Subject of Work**

Within the scope of the “Vocational Education and Training Programme for Employment (VET4JOB-II) in Türkiye” Project, a tender is planned for “Procurement of Workwear Supplies” for the apprentice students, as specified in Annex IV – Distribution List.

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

1. **TECHNICAL SPECIFICATIONS**

| **Product** | **Technical Specifications** |
| --- | --- |
| 1. **Work Vest** | * 1. Shall be made of fabric with minimum 65% cotton exterior, and a three-thread polar fleece interior.   2. The fabric used, shall be allergen free and shall not contain any chemicals harmful to human health.   3. Shall have a heavy-duty front-entry zipper.   4. Shall have two zippered pockets.   5. There shall be four-colour transfer printing on the front left chest and back side of the vest.   6. Colour shall be Burgundy or Blue or Gray.   7. Shall be delivered to Ankara Expertise France office as 140 units for Medium, 180 units for Large and 35 units for X-large sizes. |
| 1. **Sweatshirt** | * 1. Shall be made of a fabric with min 35% cotton, and a three-thread fleeced interior.   2. The fabric used, shall be allergen free and shall not contain any chemicals harmful to human health.   3. Shall have long sleeves.   4. Shall have two side pockets with zippers.   5. Shall have a hood with a hood drawstring.   6. Shall have a front-entry zipper.   7. There shall be four-colour transfer printing on the front left chest and back side of the sweatshirt.   8. Colour shall be Green or Mahagony or Light Brown.   9. Shall be delivered to Ankara Expertise France office as 380 units for Medium, 480 units for Large and 95 units for X-large sizes. |
| 1. **Chef Apron** | * 1. Shall be made of fabric with polyester.   2. The fabric used, shall be waterproof, breathable, wear-resistant and machine-washable.   3. The fabric used, shall be allergen free and shall not contain any chemicals harmful to human health.   4. Shall be suitable both for men and women.   5. Shall have adjustable neck strap.   6. Shall have long waist ties, minimum 75 cm.   7. Shall have two large pockets in front for holding cooking gadgets, mobile phones, pen, notebook, etc.   8. The strap, ties and pockets shall be specially reinforced.   9. There shall be stitched label on the front of the apron. The design of the label will be provided by the EF Ankara Senior Communication Expert.   10. Chef aprons shall be available in navy blue and white colours.   11. Shall be delivered to the following locations in line with the indicated number of items for each colour and each size. |
| 1. **Laboratory Coat** | * 1. Shall be made of fabric with minimum 35% cotton.   2. The fabric shall be high-quality breathable, having high dye retention, providing durability for frequent washing.   3. The fabric used, shall be allergen free and shall not contain any chemicals harmful to human health.   4. Shall be suitable both for men and women.   5. Shall be designed to resist shrinking.   6. Shall have long sleeves with elasticated cuffs.   7. Shall have notched collar.   8. Shall have two waist pockets and a left chest pocket.   9. Shall have minimum four buttons in front.   10. Shall have min 2 cm hem at bottom to be lengthened if needed.   11. The length of the coat shall be minimum 95 cm.   12. There shall be stitched label on the left chest of the coat. The design of the label will be provided by the EF Ankara Senior Communication Expert.   13. Shall be available in navy blue and white colours.   14. Shall be delivered to the following locations in line with the indicated number of items for each colour and each size. |

**IMPORTANT NOTES**

**Instructions for Completing the Annex II - Technical Proposal Form;**

The bidder shall respond all the technical specifications in the “Annex II – Technical Proposal 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 specifying the delivery period (must be specified in "x calendar weeks after sample approval).
* Column G is reserved for the evaluation committee (not to be filled in by the bidder).

In the supporting documents submitted by the bidder, the technical specifications of the proposed workwear shall be marked to allow evaluators to verify the technical specifications. The technical specifications of the proposed items 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 products 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 "minimum 65% cotton" the proposed specification should be "70% cotton, etc."

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

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 products.

1. **GENERAL CONDITIONS**
2. The contractor formally undertakes that all the products delivered under the contract will be new and unused.
3. The contractor guarantee that all products delivered under the contract are free from any defects arising from manufacturing processes or materials used.
4. According to the “Contract Procedures for European Union External Action, a Practical Guide (PRAG 2025)”, for projects financed under NDICI-GE, DOAG or IPA III supplies and materials may originate from any country.[[1]](#footnote-1) Therefore, rule of origin will not be applicable in this tender.
5. **SAMPLE SUBMISSION AND APPROVAL PROCESS**

The Contractor shall submit one (1) sample per size of each product specified in the technical specifications (work vest, sweatshirt, chef apron, lab coat) to the EF Türkiye Programme Office (Aziziye Mahallesi, Pak Sokak Portakal Çiçeği Rezidansı 1/23 06680 Çankaya/Ankara) within ten (10) calendar days following the signing of the contract. The samples will be reviewed and evaluated by the EF Türkiye Programme Office for compliance with the technical specifications.

Samples that are approved in writing by the EF Türkiye Programme Office will serve as the basis for mass production and the final delivered products. The Contractor shall not commence mass production of any products before receiving written approval of the corresponding sample from the EF Türkiye Programme Office.

If any sample is found non-compliant, the Contractor will be notified in writing along with the reasons for rejection. In such cases, the Contractor will be granted five (5) calendar days to submit a new sample. If the new sample is also found non-compliant, the EF Türkiye Programme Office reserves the right to terminate the contract.

1. **VISIBILITY**

* 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”.
* The contractor shall be in contact with the EF Ankara Senior Communication Expert and the Administration concerning the application of the logos.
* The contractor shall be responsible for contacting the EF Ankara Senior Communication Expert following the signing of the contract and ensuring that the labels/visuals to be used are prepared correctly."
* Design details will be found in Annex IX – Design Visuals document. All final designs will be shared with the contractor and shall be approved by EF before mass production.

1. **DELIVERY**

The contractor shall be responsible for delivering all products to the locations specified in “Annex IV – Distribution List”.

**Delivery Process**

Delivery as per the Distribution List is linked to Expertise France prior approval in writing. A quality assessment mission from Expertise France Ankara staffs at the supplier’s warehouse is to take place before this approval is given by Expertise France. Partial delivery of supplies before Expertise France prior approval is not allowed.

Following the sample approval, the products will be packaged in a safe and reliable manner and delivered in accordance with “Annex IV - Distribution List” within the number of calendar weeks committed by the Contractor in Annex II – Technical Proposal Form. The delivery schedule (date and time which should be within working days and hours) will be communicated in writing to the EF Türkiye Programme Office at least 15 calendar days prior to delivery. The schedule will then be shared with the relevant 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 locations specified in “Annex IV – Distribution List” indicated by the person who will receive the products. Deliveries that are not made to the room/warehouse indicated for delivery, where the person to receive the products is not present, will not be accepted.
* The contractor shall complete the distribution of products within the normal working hours of the unit where the distribution is to be made, unless a specific time is indicated by the Authority/User Unit.
* Preparing and sharing a **final distribution list**.
* Ensuring **timely and secure delivery** of all products.
* Verifying the **accuracy of delivery addresses and recipient details**.
* Each product shall be delivered in strong, sealed and individual packaging that is appropriate for its size. Packaging must be clean, undamaged, and suitable for safe transport, storage, and stacking.
* The products must be packed and parcelled in such a way that it cannot be easily opened to prevent damage during transport.
* All products shall be classified and packaged according to product and size information (e.g., Medium, Large, X-Large), and each package shall be clearly labelled with the corresponding product, size and quantity within. Additionally, each package/parcel prepared for delivery must include a list of the enclosed products and their quantities.
* Partial deliveries will not be accepted. The products 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 all products are delivered in full and in complete condition. **Any missing or defective products must be provided by the contractor at no additional cost during the shipping and delivery process**, and as promptly 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.

1. **FINANCIAL PROPOSAL**

The financial proposal shall be submitted in EURO, EXCLUDING VAT, and shall be submitted by completing the Annex III - Financial Proposal Form included in the Tender Dossier. The financial proposal shall include all expenses for the items specified in the technical specifications.

Packaging, shipping and delivery costs must be included in the unit prices offered by the Contractor.

The Programme is exempt from VAT and VAT Exemption Certificate will be provided following approval from the Expertise France at the invoicing stage and a VAT exempt invoice will be requested.

Costs related to the preparation and presentation of the proposal will be borne by the tenderer. Such expenses are not reimbursed by Expertise France.

1. **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 Türkiye Office.

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| **We agree to comply with the provisions of this terms of reference and to provide the supplies mentioned above.** | |
| **Company Name** |  |
| **Name of Authorised Person** |  |
| **Position of Authorised Person** |  |
| **Signature** |  |
| **Stamp** |  |
| **Date** |  |

1. [Contract Procedures for European Union External Action, a Practical Guide (PRAG 2025)](https://wikis.ec.europa.eu/spaces/ExactExternalWiki/pages/152798604/ePRAG) p. 22. [↑](#footnote-ref-1)