

Terms of Reference / Technical Specifications

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

Procurement of Promotional Items and Electronic Accessories and Related Items

Lot 1: Promotional Items

Lot 2: Electronic Accessories and Related Items

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.

2) 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 Promotional Items and Electronic Accessories and Related Items” for the vocational training activities.

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 and the aim of this procurement procedure is to conclude framework contracts for the provision of promotional items and electronic accessories and related items for Expertise France.

Participants in Expertise France training activities, meetings, and events are provided with promotional items and electronic accessories and related items under the VET4JOB-II Programme in order to enhance awareness and strengthen the programme’s visibility.

Over the coming years, Expertise France anticipates organizing approximately 10 to 20 on-site training activities, as well as additional meetings and events, per year.

For this purpose, Expertise France needs to purchase, on a regular basis, promotional items and electronic accessories and related items.

As an indication only, Expertise France has estimated that it will require approximately the quantities of promotional items and electronic accessories and related items as reflected in the “Order Scenario” sheet of the Financial Proposal Forms. These figures are indicative, have no contractual value and do not place an obligation on Expertise France to purchase any minimum quantity of promotional items and electronic accessories and related items over the duration of the framework contracts. Expertise France reserves the right to adjust the quantities of promotional items and electronic accessories and related items to be ordered in line with its needs.

In view of the above, Expertise France wishes to establish framework contracts over a maximum possible duration of 24 months with a supplier who is able to produce and deliver, in a timely and efficient manner, promotional items and electronic accessories and related items to different locations in Türkiye.



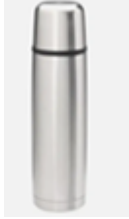
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3) TECHNICAL SPECIFICATIONS

Lot 1: Promotional Items

Item No and Name	Specifications	Quantity
1.1 Pop stock	1.1.1 Bellows pop socket with a diameter of at least 4cm and a thickness of up to 2cm. 1.1.2 Shall be phone mountable with adhesive back. 1.1.3 Shall be delivered as UV logo printed. (5 different logo designs will be provided by EF Türkiye Programme Office). 	14,150
1.2 Towel	1.2.1 Shall be made of 100% cotton fabric, minimum weight 400 gsm. 1.2.2 The fabric used shall comply OEKO-TEX® STANDARD 100. 1.2.3 Dimensions: 50cm x 30cm (maximum ± 2 cm variation). 1.2.4 Soft and water absorbent texture. 1.2.5 Machine washable. 1.2.6 Programme visuals shall be woven printed or stitched on the right top corner of one surface. 1.2.7 Colour decision shall be made by EF Türkiye Programme Office. 	10,560
1.3 Coffee Tray	1.3.1 Melamine material. 1.3.2 Shall be BPA-free and safe for food use. 1.3.3 Size: minimum 30 cm x 25 cm. 1.3.4 Programme visuals shall be applied on the tray surface. 1.3.5 The visuals to be applied shall be resistant to fading and peeling under normal use and washing conditions. 	10,600

1.4 Ballpoint Pen	1.4.1 Injection-molded plastic ballpoint pen. 1.4.2 With integrated phone holder function. 1.4.3 Chrome-plated pen tip. 1.4.4 Blue ink refill. 1.4.5 Length: approx. 14 cm. 1.4.6 UV printing on the pen body, double-sided, full-colour print (EU & TR flags and the İMEP logo will be provided by the contracting authority/company).  <i>The visual is for illustrative purposes only.</i>	6.950
1.5 Mug	1.5.1 Volume: Between 300-350 ml. 1.5.2 Ceramic material. 1.5.3 Colour: White. 1.5.4 Coloured programme visuals printed on the surface neatly. 1.5.5 Colours printing shall be durable for frequent use. 1.5.6 Each mug will be packed in a carton box.  <i>The visual is for illustrative purposes only.</i>	500
1.6 Mug Thermos	1.6.1 Minimum volume 350 ml. 1.6.2 Stainless steel body. 1.6.3 Leak-proof lid with locking mechanism. 1.6.4 Durable handle. 1.6.5 Programme logo and flags shall be printed on the body. 1.6.6 Shall keep the temperature of cold/hot liquid inside, for at least two hours.  <i>The visual is for illustrative purposes only.</i>	600

1.7 Steel Thermos	1.7.1 External Surface: Stainless steel (304 or 316 grade). 1.7.2 Internal Surface: 304 stainless steel resistant to acidic or alkaline liquids. 1.7.3 Double wall vacuum insulation layer to prevent heat loss. 1.7.4 Shall keep the temperature of cold/hot liquid inside, for at least six hours. 1.7.5 Lid: Leak-proof. 1.7.6 Spout lid. 1.7.7 Volume 750 ml (+/- 30 ml). 1.7.8 Programme logo shall be printed on the surface.  <i>The visual is for illustrative purposes only.</i>	575
1.8 Umbrella	1.8.1 Shall be made of durable and rustproof frame material such as aluminium, carbon fibre or steel. 1.8.2 Shall have a waterproof canopy. 1.8.3 Easy functioning of the latch/release button. 1.8.4 Unfolded size: Minimum 100 cm in diameter. 1.8.5 Folded size: Total length between 20 cm to 30 cm. 1.8.6 The programme logo, design and flags shall be printed on the canopy.  <i>The visual is for illustrative purposes only.</i>	220

1.9 Tea Thermos	1.9.1 Volume: Minimum 1.8 lt. 1.9.2 Shall be made of double wall stainless steel (18/10 grade). 1.9.3 Vacuum insulation. 1.9.4 Shall keep hot beverages warm for at least 6 hours and cold beverages cold for at least 10 hours. 1.9.5 Shall have a heat resistant plastic handle. 1.9.6 Shall have a wide mouth for easy cleaning. 1.9.7 Programme visuals shall be printed on the body.  <i>The visual is for illustrative purposes only.</i>	150
1.10 Corporate Gift Set	The set shall consist of the following items: • 1 x Notebook • 1 x Thermos • 1 x USB Flash Drive • 1 x Metal Roller Pen • 1 x Leather Keychain • 1 x Custom-Designed Gift Box Notebook • Size: 15 × 21 cm (A5). • Shall have a hard cover with high-quality PU leather finish. • Shall contain a minimum of 80 sheets (160 pages) of 70-80 g/m² cream-coloured paper. • Shall have an elastic closure band. • Shall include a pen holder. • Shall have a sewn or thread-bound binding. • Shall have a suitable surface for the application of programme visuals (EU-Türkiye flags and VET4JOB-II logo). Thermos • Capacity: 600 ml. • Shall have an inner and outer body made of stainless steel. • Shall be double-wall vacuum insulated. • Shall be suitable for keeping both hot and cold beverages. • Shall have a matte electrostatic powder-coated exterior finish.	600



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- Shall have a leak-proof lid.
- Shall include a graduated temperature indicator on the body.
- Shall be manufactured from food-contact safe materials.
- Shall have a suitable surface for the application of programme visuals (EU-Türkiye flags and VET4JOB-II logo).

USB Flash Drive

- Capacity: 32 GB.
- Shall support USB 2.0 or higher data transfer standard.
- Shall have a metal body or metal components.
- Shall support Plug & Play functionality.
- Shall be compatible with Windows, macOS and Linux operating systems.
- Shall have a suitable surface for the application of programme visuals (EU-Türkiye flags and VET4JOB-II logo).

Metal Roller Pen

- Shall have a metal body.
- Shall use a rollerball ink system.
- Shall provide black or blue ink writing.
- Shall have a clip design.
- Shall provide smooth and consistent writing performance.
- Shall have a suitable surface for the application of programme visuals (EU-Türkiye flags and VET4JOB-II logo).

Leather Keychain

- Shall be made of synthetic leather or equivalent high-quality material.
- Shall include a metal ring and metal connecting accessories.
- Shall have a durable stitched structure.
- Shall have a suitable surface for the application of programme visuals (EU-Türkiye flags and VET4JOB-II logo).

Custom-Designed Gift Box

- Shall be a custom-designed rigid cardboard box suitable for the gift set.
- Shall be available in black colour or corporate colours.
- Shall include a custom-cut foam (EVA) interior insert suitable for the placement of the products.
- Shall have a structure that prevents damage to the products during transportation.
- Shall provide an elegant and corporate presentation suitable for official gifting purposes.

Logo Application

- The Contractor shall apply the approved logo and corporate identity visuals provided by EF using one or more of the following printing techniques, depending on the product surface and

	material: laser engraving, screen printing, hot stamping, and UV printing. The logo applications shall be permanent and resistant to fading, abrasion, and deformation under normal usage conditions. A digital proof of the logo application shall be submitted to the Contracting Authority for approval prior to production. The colours and designs of the products included in the set shall be visually consistent and compatible with each other.  <i>The visual is for illustrative purposes only.</i>	
1.11 Table Coaster	1.11.1 Made of cork or silicone or wood felt composite. 1.11.2 Diameter: 10 cm (± 1 cm). 1.11.3 Thickness: Between 4-6 mm. 1.11.4 Nonslip base. 1.11.5 Smooth surface finish. 1.11.6 Programme visuals to be determined by EF shall be printed on the surface.  <i>The visual is for illustrative purposes only.</i>	500

1.12 Wall Clock	1.12.1 Circular with minimum 33 cm diameter. 1.12.2 Plastic or metal casing. 1.12.3 Mineral glass. 1.12.4 Bristol dial. 1.12.5 Three-armed analogue display. 1.12.6 Battery operated. 1.12.7 Silent, quiet sweep mechanism. 1.12.8 Colour and numbering style shall be selected by EF at the time of purchase order. 1.12.9 Programme visuals, in colour, shall be applied on the wall.  <i>The visual is for illustrative purposes only.</i>	100
1.13 Tape Measure	1.13.1 The metallic blade, with metallic hook at the end, shall have resistant coating to protect against corrosion and wear. 1.13.2 Length of the blade shall be at least 3 meters. 1.13.3 Width of the blade shall be at least 1.9 cm. 1.13.4 Heavy-duty durable plastic/rubber case. 1.13.5 Automatic retraction. 1.13.6 Shall have a belt clip. 1.13.7 Shall have a sliding locking mechanism. 1.13.8 Measurement accuracy shall be Europe Class II standard (accurate to ± 2.30 mm over 10 m length). 1.13.9 The unit markers shall be easy to read, durable and shall include metric units as minimum. 1.13.10 Programme visuals shall be printed on the case.  <i>The visual is for illustrative purposes only.</i>	650

Notes for Lot 1

- All the items shall be delivered in accordance with the details indicated in Annex IV - Distribution Methodology and Delivery Matrix.
- The colours, visuals to be printed and final specifications shall be finalised in consultation with EF Türkiye Programme Office.
- All technical products (including but not limited to Wall Clocks, Thermoses) shall be covered by a minimum twelve (12) months manufacturer warranty, starting from the date of final delivery under each Purchase Order.
- During the warranty period, the Contractor shall replace defective products at no additional cost to Expertise France within five (5) working days following written notification.

- The Contractor shall submit appropriate supporting documentation demonstrating that the proposed products fully comply with the required technical specifications set out in this Terms of Reference.
- All products intended for food or beverage contact shall comply with EU Regulation (EC) No 1935/2004 and related food contact material regulations. Relevant conformity certificates shall be provided. However, failure to submit such certificates with the bid shall not result in automatic disqualification. The successful bidder must provide the required documentation prior to contract award or delivery, and the Contracting Authority may request it at any stage of the process.

Lot 2: Electronic Accessories and Related Items

Item No and Name	Specifications	Quantity
2.1 Bluetooth Earphone	2.1.1 Bluetooth version: 5.4 or higher. 2.1.2 Active noise cancellation shall be up to 42dB as minimum. 2.1.3 Automatic pairing when the lid is open. 2.1.4 Type-C charging port. 2.1.5 Waterproof, IP54 or better standard 2.1.6 Maximum playtime with charging case shall be at least 41 hours. 2.1.7 To be delivered with 2x earbuds, 1x charging cable, 1x charging case. 2.1.8 Ergonomic earbuds 2.1.9 Touch control 2.1.10 Android/iOs compatible. 2.1.11 Programme visuals shall be applied on the charging case.  <i>The visual is for illustrative purposes only.</i>	10,200
2.2 USB Flash Drive	2.2.1 Memory: 32 GB. 2.2.2 Interface type: USB 3.0. 2.2.3 Shall have swivel design, with a metallic swivel featuring a keyring hole. 2.2.4 Colour: White. 2.2.5 UV printed programme visuals shall be applied on both sides (Design 1 & Design 2). 2.2.6 Shall be supplied in individual plastic boxing.  <i>The visual is for illustrative purposes only.</i>	6,150

2.3 Multi Charging Cable	2.3.1 3in1 USB Charger Cable. 2.3.2 Length: Minimum 120 cm. 2.3.3 USB-A to Lightning/ USB C/ Micro USB. 2.3.4 Shall be delivered with programme logo printed on both sides. 2.3.5 Shall support 2.4A charging current. 2.3.6 The cables shall be durable and tangle resistant.  <i>The visual is for illustrative purposes only.</i>	2,050
2.4 USB Hub	2.4.1 Shall have at least 7 USB outputs, including USB 3.0 and Type-C connection ports. 2.4.2 Shall deliver up to 5Gbps data transfer speed. 2.4.3 Compatible with Windows, MacOS, Linux and Android devices. 2.4.4 Shall feature overcurrent protection and heat dissipation. 2.4.5 Programme logo shall be printed on the surface.  <i>The visual is for illustrative purposes only.</i>	550
2.5 Mousepad	2.5.1 Shall be made of durable fabric with nonslip rubber base. 2.5.2 Size: Minimum 25 cm x 20 cm. 2.5.3 Thickness: Between 3-5 mm. 2.5.4 Suitable for both optical and laser mouse. 2.5.5 Surface fabric and design shall allow precise mouse movements. 2.5.6 Shall have an integrated wrist rest, with silicone filling. 2.5.7 Programme visuals shall be printed on the mousepad.  <i>The visual is for illustrative purposes only.</i>	200

Notes for Lot 2

- All the items shall be delivered in accordance with the details indicated in Annex IV - Distribution Methodology and Delivery Matrix.
- The colours, visuals to be printed and final specifications shall be finalised in consultation with EF Türkiye Programme Office.

- All electronic and technical products shall be covered by a minimum twelve (12) months manufacturer warranty, starting from the date of final delivery under each Purchase Order.
- During the warranty period, the Contractor shall replace defective products at no additional cost to Expertise France within five (5) working days following written notification.
- The Contractor shall submit appropriate supporting documentation demonstrating that the proposed products fully comply with the required technical specifications set out in this Terms of Reference.

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; This column is not to be filled in by the bidder. The delivery period is fixed as per the Terms of Reference. For each Purchase Order, the delivery period shall not exceed twenty (20) working days (Monday to Friday, excluding public holidays) from the date of the Purchase Order.
- 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 items 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.

4) GENERAL CONDITIONS

- The contractor may submit a tender for one lot, several or all of the lots.
- Each lot will form a separate contract.
- The contractor must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances partial offers for one lot will not be considered.
- The contractor formally undertakes that all the products delivered under the contract will be new and unused.
- The contractor guarantee that all products delivered under the contract are free from any defects arising from manufacturing processes or materials used.
- The Contractor shall ensure that all products delivered under each Purchase Order issued within the Framework Contract are identical in technical specifications, quality, materials, performance characteristics, branding application and overall appearance to the sample approved in writing by the EF Türkiye Programme Office. No change in brand, model, technical specification, material composition, manufacturing origin, or performance characteristics shall be permitted without the prior written approval of the EF Türkiye Programme Office. In case of any inconsistency between deliveries under different Purchase Orders, the Administration reserves the right to reject the non-compliant products and request immediate replacement at no additional cost.
- The contractor cannot transfer the contract and responsibility to another party during the contract period.
- 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 Therefore, rule of origin will not be applicable in this tender.
- Purchased items shall be delivered to indicated locations as specified in the Annex IV - Distribution Methodology and Delivery Matrix upon receipt of the purchase order.

5) SAMPLE SUBMISSION AND APPROVAL PROCESS

The Contractor shall submit one (1) sample for each product specified in the technical specifications for the lot(s) for which the Contractor is submitting a bid to the EF Türkiye Programme Office (Aziziye Mahallesi, Pak Sokak Portakal Çiçeği Rezidansı 1/23 06680 Çankaya/Ankara) within **twenty (20) working days** (i.e., Monday to Friday, excluding public holidays) following the award notification, before the contract signature. The samples will be reviewed and evaluated by the EF Türkiye Programme Office for compliance with the technical specifications.

No samples are required to be submitted at the bid submission stage.

Samples that are approved in writing by the EF Türkiye Programme Office will serve as the basis for production and the final delivered products under the Framework Contract and any Purchase Orders issued thereunder. The Contractor shall not commence production of any products under a Purchase Order 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) working days to submit a new

¹ [Contract Procedures for European Union External Action, a Practical Guide \(PRAG 2025\)](#) p. 22.

sample. If the new sample is also found non-compliant, the EF Türkiye Programme Office reserves the right to terminate the contract.

Samples submitted for approval shall not be returned unless otherwise agreed in writing.

6) 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.
- Production shall not commence before written approval of branding mock-ups by the EF Türkiye Programme Office

7) TYPE OF CONTRACT AND IMPLEMENTATION

The type of contracts resulting from this tender will be separate framework contracts for each lot.

Each framework contract will be executed through Purchase Orders (POs) issued by the EF Türkiye Program Office to the Contractor for relevant lot.

Under each framework contract, the EF Türkiye Program Office will request products by issuing Purchase Orders as needed during the contract period. The quantity of products requested in each Purchase Order may vary depending on the requirements of the Programme. The range of quantities for each product category is specified in the tab “Price List” of the Financial Offer (Annex III).

Each framework contract will be concluded with a maximum amount, which corresponds to the ceiling of the aggregate amounts of all Purchase Orders placed under the Contract during its validity period.

The framework contract does not contain any minimum amount. Therefore, Expertise France is not committed to any minimum order level or minimum expenditure under each framework contract.

The amount of each Purchase Order corresponds to the amount that Expertise France undertakes to pay, subject to validation once all supplies due under the relevant Purchase Order and in accordance with the Contract have been duly delivered and accepted without reservation.

For the purposes of Purchase Order valuation under each framework contracts, where an order includes different sizes and/or colours of the same product, these shall be considered collectively when calculating the total quantity and total order value.

Each Purchase Order will specify the performance and delivery conditions, including, where applicable:

- The quantities required,
- The list of delivery locations,
- Any other relevant information necessary for the execution of that Purchase Order.

8) DELIVERY

The contractor shall be responsible for delivering all products under each purchase order to the locations specified in “Annex IV - Distribution Methodology and Delivery Matrix”.

Delivery Process

For each purchase order, the delivery period shall not exceed **20 working days** (i.e., Monday to Friday, excluding public holidays), unless written approval by Contracting Authority.

For each lot awarded under this tender, the “delivery period” for each Purchase Order means the time from the date the Contractor receives the Purchase Order notification until all products under that Purchase Order have been delivered.

Distribution and Logistics Services

The supplier shall be responsible for the following distribution and logistics tasks for each purchase order issued under the Framework Contract:

- 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 Methodology and Delivery Matrix” indicated by the person who will receive the products for that purchase order. 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 for each purchase order.
- Ensuring timely and secure delivery of all products under each purchase order.
- Verifying the accuracy of delivery addresses and recipient details for each shipment.
- 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 type and specifications (e.g., item, description or model, where applicable), and each package shall be clearly labelled with the corresponding product and quantity within. Additionally, each package/parcel prepared for delivery must include a list of the enclosed products and their quantities.

Support and Reporting Obligations

Throughout the supply and distribution process, the supplier shall provide the following services to Expertise France for each purchase order issued under the Framework Contract:

- Providing regular updates and operational support throughout the process.
- The contractor must ensure that all products under each purchase order 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 for each purchase order, 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 corresponding to each purchase order.

9) 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.

10) PAYMENT TERMS

Payments for each Purchase Order issued under the Framework Contracts shall be made within 30 days following the complete delivery of all products under that Purchase Order and the approval of the corresponding invoice by the EF Türkiye Program Office.

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	