Funded by the European Union
Avrupa Birliği tarafından finanse edilmektedir
مُموَّل من الاتحاد الأوروبي

VET4JOB 2

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 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.

T.C. MİLLİ EĞİTİM BAKANLIĞI · EXPERTISE FRANCE GROUPE AFD · EDUSER 2

IV. TECHNICAL SPECIFICATIONS

Stationery

Product	Technical Specifications	Number of Items	Unit
1. Pencil (HB)	1.1. Must be black. 1.2. Must have HB hardness grade. 1.3. Shall not leave marks when erased. 1.4. The tip shall not break easily under normal writing pressure. 1.5. Shall be naturel colour (unpainted). 1.6. Visibility of the Programme shall be printed on the pen. 	**5.220**	**pieces**
2. 0.7 mm Mechanical Pencil	2.1. The mechanical pencil shall be compatible with standard 0.7 mm leads. 2.2 The pencil shall be refillable and shall have a lead reservoir capable of holding multiple 0.7 mm leads. 2.3. It shall have a push-button lead advancement mechanism that allows the lead to advance smoothly and reliably. 2.4. The mechanism shall securely hold the lead in place during normal use, prevent unintended slipping or excessive advancement of the lead and protect the lead from breakage during writing through a spring-loaded (cushion point) mechanism 2.5. The body of the pencil shall be made of a high-strength, impact-resistant material (e.g., 'durable polymer') suitable for regular and frequent use. 2.6. The pencil shall provide a non-slip, rubberized or textured ergonomic grip suitable for writing and drawing. 2.7. The pencil shall be equipped with a clip allowing it to be attached to a pocket, notebook, or similar item. 2.8. The pencil shall have a built-in eraser at the upper end. 2.9. The pencil barrel shall have a minimum length of 140 mm and shall have a slim, standard writing instrument profile suitable for comfortable use. 2.10. The product shall be new and unused and free from manufacturing or material defects.	**17.280**	**pieces**
3. 0.7 mm Mechanical Pencil Leads	3.1. The leads shall be compatible with standard 0.7 mm mechanical pencils. 3.2. The diameter of each lead shall be 0.7 mm. 3.3. The lead hardness shall be 2B. 3.4. The leads shall be supplied in a protective, reusable container/tube suitable for safe storage and handling. 3.5. Each tube shall include at least 20 leads and have minimum 60mm length.	**17.280**	**pieces**

	3.6. The leads shall be new and unused and free from manufacturing or material defects.		
4. Eraser (Soft)	4.1. Shall be pencil erasable and dust-free. 4.2. It shall be medium size with dimensions of <u>minimum 4 cm - 1,8 cm - 1,3 cm</u>. 4.3. It should not leave residue or smudge on paper. 4.4. White or light-coloured (no strong dyes that may stain paper) 4.5. Visibility of the Programme shall be printed on the eraser. 	**8.870**	**pieces**
5. Spiral A5 Notebook	5.1. **Paper Size:** A5 (approximately 148 × 210 mm) 5.2. Total of min 125 inner sheets (min 250 pages) 5.3. **There shall be min 5 sections** divided by 4 full-page separators. Each section will consist of 25 sheets. The order will be like - *Front Cover* - *1st section with 25 sheets* - *Separator 1* - *2nd section with 25 sheets* - *Separator 2* - *3rd section with 25 sheets* - *Separator 3* - *4th section with 25 sheets* - *Separator 4* - *5th section with 25 sheets* - *Back cover*  *Printing contents for Seperator 1 & Seperator 2*	**8.900**	**pieces**



Printing contents for Seperator 3 & Seperator 4



Alternative Printing contents for Seperator 3 & Seperator 4

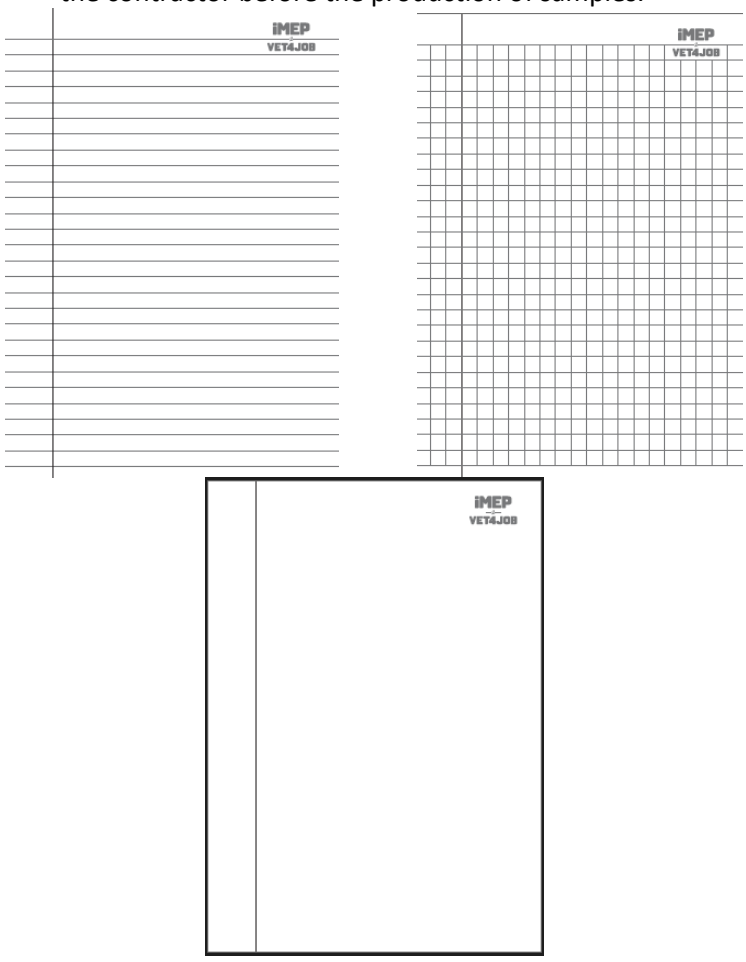
5.4. **Separators shall be min. 170gr/m² hard paper**. Full-colour printing (CMYK) shall be applied to the separators. Design of the separators will be provided by EF following the contract signature. **Separators shall include tabs extending from the outer edge, each marked with a number or distinctive symbol for easy identification** which shall be agreed on the sample approval stage.



A representative image of a notebook with a tab-extending separator

5.5. Inner pages shall be single colour white.

5.6. Inner pages shall be partially striped, partially blank and partially squared. Exact page preferences will be shared with the contractor before the production of samples.



Inner page designs

	5.7. Visibility of the Programme may be applied to the inner pages. The decision and exact placement will be confirmed at the sample approval stage. 5.8. Inner pages shall be printed with single-color lines or grids 5.9. Inner pages shall be min 70 gr/m2 or higher quality and shall be first-grade uncoated paper. 5.10. Cover (both front and back) shall be min. 300gr/m2 matte coated hard paper (same for inside cover) and visibility of the Programme shall be printed in full colour (CMYK). 5.11. There shall 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  *Front cover alternative 1*  *Front cover alternative 2*		

	 *Back cover alternative 1*  *Back cover alternative 2*			
6. Spiral A4 Notebook	6.1. **Paper Size:** A4 (210 mm x 297 mm) 6.2. Total of min 125 inner sheets (min 250 pages) 6.3. **There shall be min 5 sections** divided by 4 full-page separators. Each section will consist of 25 sheets. The order will be like - *Front Cover* - *1st section with 25 sheets* - *Separator 1* - *2nd section with 25 sheets* - *Separator 2* - *3rd section with 25 sheets* - *Separator 3* - *4th section with 25 sheets* - *Separator 4* - *5th section with 25 sheets* - *Back cover*	**8.900**	**pieces**



Printing contents for Seperator 1 & Seperator 2

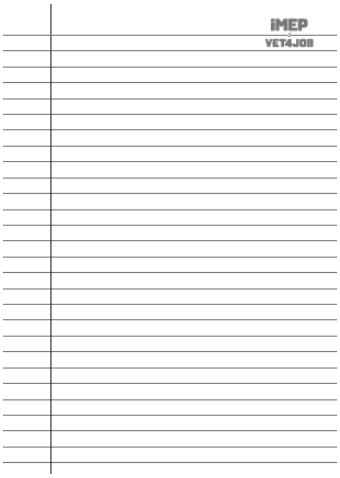
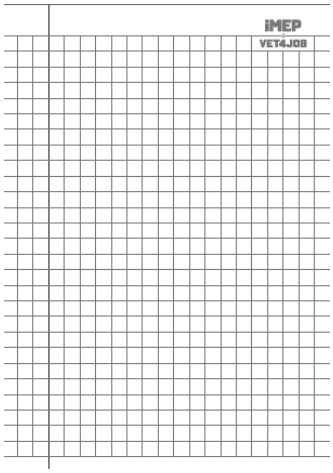


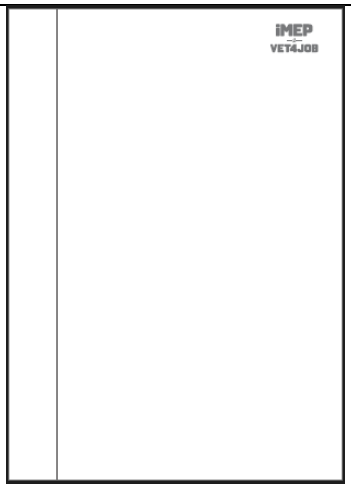
Printing contents for Seperator 3 & Seperator 4



Alternative Printing contents for Seperator 3 & Seperator 4

6.4. **Separators shall be min. 170gr/m² hard paper**. Full-colour printing (CMYK) shall be applied to the separators. Design of

	the separators will be provided by EF following the contract signature**. Separators shall include tabs extending from the outer edge, each marked with a number or distinctive symbol for easy identification** which shall be agreed on the sample approval stage.  *A representative image of a notebook with a tab-extending separator* 6.5. Inner pages shall be single colour white. 6.6. Inner pages shall be partially striped, partially blank and partially squared. Exact page preferences will be shared with the contractor before the production of samples.   		

	 *Inner page designs* 6.7. Visibility of the Programme may be applied to the inner pages. The decision and exact placement will be confirmed at the sample approval stage. 6.8. Inner pages shall be printed with single-color lines or grids 6.9. Inner pages shall be min 70 gr/m2 or higher quality and shall be first-grade uncoated paper. 6.10. Cover (both front and back) shall be min. 300gr/m2 matte coated hard paper (same for inside cover) and visibility of the Programme shall be printed in full colour (CMYK). 6.11. There shall 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		



Front cover alternative 1



Front cover alternative 2



Back cover alternative 1

	 *Back cover alternative 2*			
7.	**A4 Paper**	7.1. 80 gr/m2 7.2. Shall be white colour. 7.3. Shall be suitable for photocopy and printer use 7.4. Each pack shall have 500 sheets. 7.5. Technical Data Sheet (TDS) of the paper shall be provided by the bidder.	**4940**	**packs**

IMPORTANT NOTES

The bidder shall respond all the technical specifications in the "Annex 2 – 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 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 shall 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 5 - 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**, before the mass production or delivery plan preparation, a final sample of items will be provided for final approval.
After this final approval, the products will be packaged in a safe and reliable manner and delivered in accordance with “Annex 5 - Distribution List” **within eight weeks at the latest**.

The delivery schedule (date and time which shall 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).
- **The Contractor's own transportation/logistics solution shall be the preferred method of distribution.** However, if the Contractor prefers to use a third-party courier/shipping company, the Contractor shall ensure that:
    - **The products are properly packaged and weight-adjusted** for shipment.
    - Deliveries are made to the specified room/warehouse **during VTC's working hours**.
    - Delivery shall be made up **to the point designated by the VTC inside the building.** Delivery only to the door/entrance of the specified address shall not be accepted. The Contractor shall be responsible for carrying the products to the designated point within the building and shall bear any related costs.
    - Delivery to a courier branch for collection (instead of delivery to the specified address) is avoided/prevented.
    - **The Contractor shall be solely responsible for any problems arising from this or similar matters** and shall provide the necessary solutions to complete the delivery without any issues.
- 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. **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.

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