

## Terms of Reference

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

## Procurement and Distribution of Social Cohesion Activity Starting Kits

#### I. PARTIES

Administration: Expertise France

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 “Vocational Education and Training Programme for Employment (VET4JOB-II) in Türkiye”, a tender is planned for “Procurement and Distribution of Social Cohesion Activity Starting Kits” for Vocational Education Centres (VTCs), as specified in Annex III – Distribution List.

The purpose of this terms of reference is to provide the companies from which financial proposals will be requested with essential information and technical details regarding 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 European Union Delegation to Türkiye over 57 months, 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.

#### IV. TECHNICAL SPECIFICATIONS

Item No and Name	Specifications	The images presented are for representation purposes only and may not accurately reflect the item.
1 Ping-pong Set (Set includes 2 racket and 3 balls)	<p><b>1.1 Ping pong ball</b></p> <p>1.1.1 The table tennis balls shall be made from high-quality <i>non-celluloid</i> plastic (typically polyester or ABS plastic) to ensure durability and consistent performance during play.</p> <p>1.1.2 Diameter: The balls shall have a standard diameter of 40.00 mm <math>\pm</math> 0.1 mm.</p> <p>1.1.3 Weight: Each ball shall weigh 2.7 grams <math>\pm</math> 0.1 grams.</p> <p>1.1.4 The balls shall be available in white or orange.</p> <p>1.1.5 The surface of the ball must be smooth and free from any defects such as cracks, bulges, or uneven textures.</p> <p><b>1.2 Ping pong racket:</b></p> <p>1.2.1 The blade of the racket shall be made from high-quality wood (e.g., plywood or composite materials) with a thickness of 5 to 7 mm to provide a balance between control and speed.</p> <p>1.2.2 The racket should feature a smooth or pimped rubber surface.</p> <p>1.2.3 The rubber thickness should be between 1.5 mm to 2.0 mm.</p> <p>1.2.4 The racket must weigh between 150 grams and 200 grams.</p> <p><b>Note:</b> A set of two ping-pong rackets and three balls should include one carrying bag or cover, which must be labelled with the programme logo.</p>	

<p>2 Agility Rings Set (Set includes 12 rings)</p>	<p>2.1 The rings shall be made of non-toxic plastic or polyethylene material, ensuring flexibility and resilience.</p> <p>2.2 Diameter: The diameter of the rings shall range from at 40 cm and 50 cm</p> <p>2.3 The rings should have a smooth surface to prevent injury and ensure a comfortable grip during use.</p> <p>2.4 The rings should be multi-coloured.</p> <p>2.5 Rings should be packaged in suitable covering/bags (preferably a set of 12), and covering/bags should be labelled with the programme logo.</p> <p>2.6 Each set of covering/bags should be securely packaged to prevent any damage during shipping and handling.</p>	
<p>3 - Agility ladder</p>	<p>3.1 The agility ladder shall be made of polypropylene/ polyester, or similar material, designed for long-term use and resistance to wear and tear.</p> <p>3.2 The ladder shall have a total length of 3 meters and 6 rungs.</p> <p>3.3 The rungs shall be made of high quality, impact-resistant plastic / PVC or similar material, ensuring flexibility and durability. Each rung should have a non-slip surface for safety.</p> <p>3.4 The rungs shall be brightly coloured (e.g., yellow, orange, or fluorescent green) for high visibility during use, both indoors and outdoors.</p> <p>3.5 The ladder shall feature adjustable rungs, allowing users to change the distance between them for various exercises and training intensities.</p> <p>3.6 The agility ladder shall be lightweight and easy to roll up or fold for portability. It should come with a convenient carrying bag/covering, which should be labelled with the programme logo, for easy storage and transport.</p> <p>3.7 The ladder should not have sharp edges on all components to prevent injury during use and should be designed to stay flat on the ground without curling up during exercises.</p>	

<p>4 Exercise Cones Set (Set includes 6 cones)</p>	<p>4.1 The exercise cones must be made from high quality, durable plastic (such as PVC or PE) that is weather-resistant, ensuring that the cones can be used both indoors and outdoors.</p> <p>4.2 The height of the cones should range from 23 cm to 30 cm, with a tapered design to enhance visibility and stability.</p> <p>4.3 The cones must be available in bright, fluorescent colours such as orange, yellow, green, and red, to ensure high visibility during training, drills, and outdoor activities.</p> <p>4.4 The cones should be packaged securely to prevent damage during shipping and handling.</p> <p>4.5 Cones should be packaged in sets (a set of 6 cones), and all sets should be labelled with the programme logo.</p>	
<p>5 Juggling Ball Set (Set includes 3 balls)</p>	<p>5.1 The diameter of each juggling ball shall be between 5.0 cm and 7.0 cm.</p> <p>5.2 The outer surface of the juggling ball shall be made of synthetic leather or PVC material, designed to withstand frequent use.</p> <p>5.3 The juggling balls should incorporate multiple colours in their design to create a dynamic and engaging visual effect, making them even more noticeable during use.</p> <p>5.4 The juggling balls shall be filled with soft, resilient material such as sand or a similar substance, ensuring proper weight distribution and bounce resistance.</p> <p>5.5 The juggling ball set shall be packaged securely in a box or bag to prevent damage during transportation and labelled with the programme logo.</p> <p>5.6 The set should include three juggling balls.</p>	
<p>6 - Basketball</p>	<p>6.1 Outer Surface Material: The ball shall be made of high-quality synthetic leather or rubber material.</p> <p>6.2 The surface shall have a textured finish to prevent slipping from the hand.</p> <p>6.3 The diameter shall be within the range of 74.9 cm to 78.0 cm.</p> <p>6.4 The weight shall be in the range of 500 grams to 650 grams.</p> <p>6.5 Colour: The outer colour of the ball shall be orange, consistent with the traditional colour of a basketball. The colour quality shall be suitable for long-term use.</p>	

	<p>6.6 Basketballs shall be delivered in carrying bags with the programme logo preferably 5 pcs. in a bag.</p> <p>6.7 Basketballs will be delivered inflated and ready for use.</p>	
7 - Soccer Ball	<p>7.1 Size: Number 5 (standard adult ball)</p> <p>7.2 Circumference: 68 – 70 cm</p> <p>7.3 Weight: between 410 and 450 grams</p> <p>7.4 Material: The outer cover must be made of synthetic leather (PU or PVC), and the inner bladder should be made of latex or butyl for optimal performance.</p> <p>7.5 Type of Stitching: Hand stitching, machine stitching or thermal bonding.</p> <p>7.6 Colour: High-visibility, multi-coloured patterns are preferred.</p> <p>7.7 Soccer Balls shall be delivered in carrying bags with the programme logo preferably 5 pcs. in a bag.</p> <p>7.8 Soccer balls will be delivered inflated and ready for use.</p>	
8 - Air Pump	<p>8.1 The air pump to be delivered with the balls will be suitable for inflating football and basketballs, featuring a standard metal needle valve, manual (hand-operated) operation, and will be made of durable materials for easy portability.</p>	

## **GENERAL CONDITIONS**

- All items specified in the technical specifications shall be new and unused.
- The Contractor shall be responsible for delivering all items to the locations specified in “Annex III – Distribution List”.
- The Contractor shall complete the distribution of items 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.
- Items will be delivered to each distribution location in a single, complete shipment. Shipments will be planned as a single delivery for each location.

## **IMPORTANT NOTES**

### **Note for delivery:**

Materials listed above will be provided to 44 VTC's as a set. The address list of 44 recipient VTCs is provided in the enclosed list. Depending on the final confirmation of the schools, set content per VTC can be updated and locations can be revised accordingly. Yet overall amount will remain the same.

### **Instructions for Completing the Technical Proposal Form;**

The bidder shall respond all the technical specifications in the “Annex I – 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 offered 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 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 item 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  $\pm$  2."



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

Each proposed item 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 items.

## V. DELIVERY DATES and ADDRESSES

The contractor shall securely and reliably package these products and, following the assignment email, deliver them within a maximum of 2 weeks, completing the necessary installation processes in accordance with “Annex III – Distribution List.” The delivery schedule shall be submitted to the EF Türkiye Program Office at least one week in advance.

## 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. Below you can find the visuals of the programme logo to be used for visibility purposes.



## VII. ADMINISTRATIVE INFORMATION

All tasks outlined in this specification will be carried out under the supervision of the Procurement Department of the Administration. Bidders are required to submit any clarification requests regarding the content or technical aspects of the specification in writing via email to [procurement-imep@expertisefrance.fr](mailto:procurement-imep@expertisefrance.fr) no later than **07.05.2025 at 17:00**. The clarification requests and their corresponding responses will be published on the **ab-ilan.com** website, where all interested parties may access the provided information.

## VIII. FINANCIAL PROPOSAL

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

The Programme is exempt from VAT and VAT Exemption Certificate will be provided following approval from the Administration at the invoicing stage and the invoices shall not bear VAT.

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

## IX. SUBMISSION OF PROPOSALS

Proposals shall be submitted via email to the address given below, no later than **09.05.2025 at 17:00**. Proposals received after the specified date and time will not be considered for evaluation.

[procurement-imep@expertisefrance.fr](mailto:procurement-imep@expertisefrance.fr)

## X. EVALUATION OF PROPOSALS

Evaluation shall be performed, based on the tenders meeting all the requirements for items specified in this terms of reference, within the required timeframe. The lowest bid in compliance with the specifications will be awarded the contract.

Important Note: The bidders shall submit a proposal covering all the items. **Partial or optional proposals will be considered invalid.**

## XI. CONTRACT FRAMEWORK

The administration will mutually sign “Annex II - Financial Proposal Form” document with the selected bidder.

Firms with proposals that are not accepted, will be informed electronically.

## XII. PAYMENT TERMS

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

## XIII. 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.



#### XIV. 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 this 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>	

#### Annexes:

- Annex I - Technical Proposal Form
- Annex II - Financial Proposal Form
- Annex III - Distribution List
- Annex IV - EF General Conditions
- Annex V - Yeminli Beyan Formu (TR - ENG)