



THE REPUBLIC OF TÜRKİYE
MINISTRY OF NATIONAL EDUCATION
Project Coordination Office of Promoting Inclusive
Education for Kids in the Turkish Education System

TECHNICAL SPECIFICATIONS FOR THE SERVICE PROCUREMENT OF
“ADMINISTRATIVE AND TEACHING STAFF TRAINING” WITHIN THE SCOPE OF
PROJECT ON PROMOTING INCLUSIVE EDUCATION FOR KIDS IN THE TURKISH
EDUCATION SYSTEM

ARTICLE 1: SUBJECT MATTER

These specifications cover technical specifications for service procurement of “ADMINISTRATIVE AND TEACHING STAFF TRAINING” to be organized *in 6 (six) groups and on 6 (six) different date ranges between 07 October 2024 – 29 November 2024 in one of the provinces, namely Ankara, Konya and Eskişehir*, within the scope of project on Promoting Inclusive Education for Kids in the Turkish Education System financed by the European Union.

ARTICLE 2: DEFINITION AND SCOPE OF SERVICE

It consists of making preparations and carrying out organizational activities *within the scope of non-alcoholic all-inclusive hotel concept / full board concept* with the approval of the Employer upon the approval of the Contracting Entity regarding "**Administrative and Teaching Staff Training**" organizations.

In cases where measures are taken on issues concerning public health (epidemic, etc.) as of the dates of the trainings, the most up-to-date recommendations of the Circulars of the Presidency, the Ministry of Domestic Affairs, the Ministry of Health, Culture and Tourism and the Scientific Board of the Ministry of Health will be followed. The Contractor **is obliged to** take the necessary precautions in carrying out the organizational activities, considering the decisions res.

If it is understood that the service cannot be performed on the dates when the organization service is intended to be provided within the scope of the resolutions made by the Presidency, Ministry of Domestic Affairs and any authorities and administration, **the service will not be provided and the contractor cannot make any rights or claims in this regard.**

ARTICLE 3: DEFINITIONS

The following abbreviated terms in this technical specification shall have the meanings ascribed:
Contracting Entity: Project Coordination Office of Promoting Inclusive Education for Kids in the Turkish Education System (PIKTES)

Trainer: PIKTES personnel, Ministry representatives, academicians or trainers who are involved in the planning, organization and completion of each training,



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Secretariat: Education secretariat (Control Organization/Inspection and Acceptance Commission) appointed by the Management Office of the Project for Supporting Inclusive Education for Kids in the Turkish Education System.

Contractor: Organization company that will be responsible for carrying out and finalizing the work regarding the organization of the training as specified in this technical specification.

ARTICLE 4: ACCOMODATION

Specifications of the Hotels shall:

- ***Be all inclusive/full board concept (NO ALCOHOL),***
- ***Located within the borders of Ankara, Konya or Eskişehir provinces/districts,***
- ***Have a capacity of at least 375 rooms and 800 beds,***
- ***Have a desk in the rooms,***
- ***Shuttle service will be provided to the participants between 10.00 and 23.59.***

Accommodation and each training shall be held in a single hotel. The trainings shall last full day, intermittently between 07 October and 29 November 2024, on a total of 6 (six) different dates and in 6 (six) different groups. **The halls shall be available for day and night operation. During the training, each hall shall be allocated 24 hours a day.** For each training, the participant who checks in to the hotel early in the morning on the check-in date shall meet their own needs for breakfast, and the participant who checks out late on the check-out date shall meet their own needs for dinner, etc.

–For each training, training staff shall stay in single rooms and participants shall stay in double rooms. Each trainer and participant shall check in at 14.00 on the day immediately before the training day and leave their room by 12.00 on the last day of the workshop at the latest.

–If the hotel does not provide the features required in the specifications, the Contracting Entity is entitled to change the hotel. The contractor cannot change the hotel offered in the proposal without the approval of the Contracting Entity.

The number of overnight stays for training staff and participants who will stay in single and double rooms with the all-inclusive/full board concept is given in Table 1.

1. ***Table 1. Trainers and participants who will stay in single and double rooms with **the all-inclusive/full board concept:*****



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POS	TRAINING TYPE	TRAINING DATE	ENTRANCE DATE	EXIT DATE	NUMBER OF PARTICIPANTS (±20%)	NUMBER OF TRAINERS (±20%)	NUMBER OF OVERNIGHTS (±20%)
Training No 1	Administrative Staff Training/ Teacher Training	07-11 October 2024 (5 DAYS)	06.10.2024	11.10.2024	600 persons	25 persons	5 nights x 625 persons 3125 nights
Training No 2	Administrative Staff Training/ Teacher Training	14-18 October 2024 (5 DAYS)	13.10.2024	18.10.2024	600 persons	25 persons	5 nights x 625 persons 3125 nights
Training No 3	Administrative Staff Training/ Teacher Training	21-25 October 2024 (5 DAYS)	20.10.2024	25.10.2024	600 persons	25 persons	5 nights x 625 persons 3125 nights
Training No 4	Administrative Staff Training/ Teacher Training	04-08 November 2024 (5 DAYS)	03.11.2024	08.11.2024	600 persons	25 persons	5 nights x 625 persons 3125 nights
Training No 5	Administrative Staff Training/ Teacher Training	18-22 November 2024 (5 DAYS)	17.11.2024	22.11.2024	600 persons	25 persons	5 nights x 625 persons 3125 nights
Training No 6	Administrative Staff Training/ Teacher Training	25-29 November 2024 (5 DAYS)	24.11.2024	29.11.2024	600 persons	25 persons	5 nights x 625 persons 3125 nights
TOTAL							18.750 Nights

2. Extra expenses of the hotel (dry cleaning, telephone, fax, room service, doctor, massage, beauty salon, hairdresser, market, bowling, billiards, game room, boutique, photography, etc.) shall be paid by the guests. **Contractor shall be responsible for reminding the guests that such expenses shall be paid by them and shall not be included in the announced prices. The Contracting Entity shall not be responsible for the expenses incurred by people who come outside the list given to the Contractor. A document explaining the all-inclusive/full board system shall be given to all participants upon registration.**
3. **2x0.5 liters of water** shall be provided to each guest in the rooms every day. **Alcoholic beverages will not be served to participants.**



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4. Final accommodation and *training participation lists* for each training shall be delivered to the Contracting Entity by the contractor at the end of the day.
5. The all-inclusive/full board concept shall cover the following criteria:
 - All services (except special services) shall be provided free of charge at the hotel between 10.00 and 23.59.
 - **Breakfast, lunch and dinner shall be served as an open buffet for all participants staying in the restaurant with a capacity of at least 750 people.**
 - **In the Full Board hotel concept, all meals shall be in the form of an open buffet.**
 - Guests shall benefit from all free services of the hotel.
 - Free internet service in rooms, common areas and training halls shall be made available.
 - No additional fees shall be charged to the guests other than those stated above.
 - Service equipment in eating & drinking areas shall be in order before and after service and shall comply with the hygiene conditions specified by the Ministry of Health. Necessary precautions shall be taken to prevent any health problems of the participants due to food and other services of the hotel. In case of a health problem that can be considered collective among the participants (food poisoning, etc.), penal actions shall be taken against the contractor.

ARTICLE 5: MANAGEMENT OFFICE, OPENING AND TRAINING HALLS

5.1. Management Office

- *For all trainings, a management office shall be established in each hotel* where the organization shall be held, to be used **from the date of arrival until the last day of the training.**
- 1 fast photocopier, 1 laser jet printer (at least 30 printouts per minute), 10 rolls of A4 Paper, 4 laptops and necessary stationery (lead/ballpoint pen, stapler to staple at least 10 A4 sheets of paper, staples, hole punch to punch at least 20 A4 papers, 10 folders, files, etc.) shall be made available inside the Management Office.
- The Management Office shall be delivered to the Contracting Entity at 13:00 on the entry date of each training. During the training period, the contractor shall keep **2 (two) staff** in the management office of each hotel to assist the management officials in the works requested by the Contracting Entity.



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- Tea and coffee sets shall be installed in the management office throughout the training. Cookies shall be served.

5.2. Opening Hall (For Each Training)

- ***For all trainings, the hotel where the organization is held shall have an opening hall with a minimum width of 800 square meters that can accommodate at least 650 people (number of participants + number of trainers + protocol) in theater style, large enough to accommodate all the training staff and participants staying in the hotel.***
- The hall shall have adequate heating, cooling and sound systems.
- 2 projection devices of 10,000 ANSI lumen that provide images from behind the stage, 1 sound system, 1 podium microphone, 2 wireless microphones, 1 presentation jumper, 1 hall name board, 1 notebook and 1 digital podium with the speaker's name. and will be found in working order shall be made available in the hall, the batteries of all microphones (if any) shall be checked beforehand and a new battery shall be installed or it should be ensured that it is fully charged.
- The opening hall shall be of the quality and qualifications appropriate to the content of the training, in a **theater** style, with a stage, water, glasses and fresh cut flowers in front of the chairs in the front row, and able to accommodate all participants comfortably. ***Photos and video recordings shall be taken for the opening program.***
- ***DECORATED STAGE: A decorated stage shall be set up in all hotel opening halls and opening dates where the organizations are held. In hotels, as approved by the Contracting Entity, at least 40 m2 of decor and at least 20 m2 of podiums with training visuals and projection screens shall be installed.***
- The hall shall have high ceilings, adequate ventilation, brightness, no steps, no pillars or pillars that would obstruct the view in the seating area, and light along with sound arrangements made.
- The Contractor shall keep ***2 technical personnel and 2 service personnel*** at the hotel during the opening.
- Visual materials to be provided by the Contracting Entity shall be available in appropriate quantities for use in the hall / at the entrance of the hall. ***It shall be delivered back to the Contracting Entity in good condition at the end of the work.***



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- 5 swallowtail flags (Turkish Flag, Atatürk Flag, MoNE Flag, EU Flag and Project Flag) measuring 200x80cm shall be available to be used in the hall / at the entrance of the hall. Swallowtail flags shall be provided by the Contracting Entity. It shall be used in the opening hall and training halls. *Swallowtail flags* shall be hung in the halls in a symmetrical manner, in accordance with the hall layout, under the guidance of the Contracting Entity. *It shall be delivered back to the Contracting Entity in good condition at the end of the work.*

- There shall be "guidance signs" prepared in line with the logos obtained from the Contracting Entity for going to the opening halls.

5.3. Training Halls (For Each Training):

- **Meeting rooms: They shall not be converted from places such as kitchens, gyms, restaurants, waiting rooms, lounges, patisseries, etc. Trainings shall be held in places built as meeting rooms.**

- *In the hotels where the organizations are held*, a total of **15 (fifteen) training halls**, namely 1 for every 40 participants, shall be available during the training, and **there shall be no pillars or pillars in the halls that would obstruct the flow of the program.**

- **In addition to the Training Halls, 1 management room and 1 secretariat room** shall be made available.

- There should be direction signs prepared in line with the logos obtained from the Contracting Entity for going to each hall.

- Each training room shall have a classroom layout..

- The Contractor shall make technical personnel and service personnel available for the training halls throughout the organization.

- Training halls shall have *curtains, projections and sound systems*, etc., and technical equipment detail information shall be submitted to the Contracting Entity for approval.

- There should be water on the tables in every training room, and technical equipment (Laptop, microphone (Lapel-Portable), Laser Pointer) shall be kept on the podium.

- Uninterrupted free internet service shall be made available in the hall.

- 1 (one) Roll-Up shall be made available as given by the Contracting Entity in each training hall / hall entrance. *It shall be delivered back to the Contracting Entity in good condition at the end of the work.*



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- Swallowtail flags (Turkish Flag, Atatürk Flag, MoNE Flag, EU Flag and Project Flag) to be provided by the Contracting Entity shall be available in each training hall. ***It shall be delivered back to the Contracting Entity in good condition at the end of the work.***
- **For all trainings**, at the entrance of the opening and training halls, all personnel shall be given a coffee break consisting of hot drinks such as tea, coffee, etc. and sweet and salty cookies twice a day (in the morning and in the afternoon) during the training.
- **For all trainings**, regular checks shall be made by the technician and the deficiencies shall be completed by the personnel assigned by the contractor and/or hotel personnel in order to avoid any technical problems in the opening and training halls.

ARTICLE 6: TRANSFER

1. After the list of trainers and participant lists are delivered to the contractor company, all participants shall be contacted and information regarding their arrival and departure details shall be obtained by the company.
2. All participants shall be welcomed at the bus station/airport by 2 properly dressed, well-spoken, experienced staff with a welcome sign containing the name of the training and the name of the hotel, and shall be directed to their vehicles without any problems.
3. The transfer process for training staff shall be planned according to arrival and departure times. In addition, the training officers shall be contacted and in case they arrive and leave on different dates between the entry and exit dates, their transfer in the city where the training shall be held and in the cities from where they will arrive and return to shall be provided by the contractor.
4. If the transfer of participants who attend the training late outside the specified entry dates for each training ***is provided by the contractor, the transfer fee shall be paid separately to the contractor by the participants at the fee specified in the unit price table. The list of participants transferred in this way shall be delivered to the administration on the same day.***
5. The transfer planning made for the return days of the training shall be reviewed with the training staff and participants at the hotel and the final transfer program shall be posted on the announcement board next to the registration desk one day before the departure dates. A reminder announcement shall be made 1 (one) day in advance in the training halls so that training staff and participants can check this program.



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6. The vehicles that will perform the transfer must be at most 4 years old.

ARTICLE 7: OTHER SERVICES

1. Transfer, subsistence, accommodation and insurance expenses of all personnel employed by the Contractor shall be borne by the Contractor.
2. During the training dates, there shall be a paramedic among the participants and trainers who can provide emergency healthcare to those who are ill.
3. All personnel working on behalf of the Contractor shall be well-groomed and wear uniform clothing. All receptions, hotel and training hall entrance registrations, intermediate directions and transfers shall be made by this team.
4. The signature lists prepared by the Contracting Entity shall be signed by the participants and trainers when the participants and trainers enter the hotel and on the training days, and the lists shall be delivered to the secretariat (Control Organization/Inspection and Acceptance Commission) on a daily basis.
5. *The form to be used for the travel allowance declaration of the personnel who will participate in the training shall be collected by the contractor from all participants at the registration desk when entering the hotel.*
6. **During the training, a doctor and emergency response team shall be available at the hotel where the accommodation and training will take place.**
7. For each activity, a staff member with previous experience in presenting such programs shall be available to provide presenting services if needed in the opening program on the first day of the activity.

ARTICLE 8: NAME BADGES

Name badges tags and collar ropes on which Project for Promoting Inclusive Education for Kids in the Turkish Education System (PIKTES+) Management Office, the project logo, the name, date and place of the training, and the name, surname and province of each participant are written shall be made by the contractor with the approval of the Contracting entity and shall be submitted to the secretariat for approval. The name badges and collar ropes of the Project Team and Ministry Staff shall be red, the trainers' name badges and collar ropes shall be turquoise, and the participants' name badges and collar ropes shall be white.



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- **PVC Name Badge;** It should be 9x13cm in size, printed in 4 colors in line with the logo and designs given by the Contracting Entity, and have a self-hanging hole and clip. The collar ropes shall have the printed design given by the Contracting Entity. (The sample will be seen by the Contracting Entity.)
- **Collar Ropes Specifications:** Braided collar rope with metal tongs.

ARTICLE 9: CANVAS BANNER

For the hotels to be offered as proposals, 1 piece (in size of 4x2m) shall be made by the contractor with the approval of the Contracting Entity. Canvas Banner shall be for outdoor use, with non-fading dye feature, cloth canvas fabric, four color digital printing, with hanging devices or wooden sticks on the edges (The sample shall be seen by the Contracting Entity).

Banner contents shall be given by the Secretariat and designs shall be approved by the Secretariat. The necessary permissions to hang the banner shall be obtained by the contractor from the relevant authorities.

ARTICLE 10: REGISTRATION DESK

The registration desk, consisting of two counters and a 6x3 meter back view in the lobby area of the proposed hotels, shall be built by the contractor and shall serve throughout the training period. There shall be 4 service personnel at the registration desk.

ARTICLE 11: SWALLOWTAIL FLAGS

The contractor company shall receive the swallowtail flags (Turkish Flag, Atatürk Flag, MoNE Flag, EU Flag and Project Flag) from the address specified by the Contracting Entity. It shall be delivered back to the Contracting in good condition at the end of the work.

ARTICLE 12: BLOCK NOTE, PEN, PROGRAM FLOW AND POCKET FOLDER

Plastic ballpoint pen, A5 notepad, pocket folder and program flow designs for all participants shall be made by the contractor and submitted to the Contracting Entity for approval. After the approval of the Contracting Entity, A5 notepads with logos, plastic ballpoint pens, pocket folders and program flow as many as the number of participants shall be printed and kept ready in the hotel together with the training program as a set and distributed to the guests' tables in the training hall.



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- **File Specifications:** 33x48 size, folded in the middle, with double pocket, **glossy** cellophane coated, 4 color printed 250 gr cardboard file.
- **Ballpoint Pen Specifications:** Plastic body, printable, automatic spring-loaded (pressure) ballpoint, 4-color printed, with colorful project logo.
- **Blocknote Specifications:** A5 in size, sidelong spiral, 40 line sheets
 - a- Paper 70gr to 80gr black and white printed with colorful European Union, Ministry of Education and project logos (inner sheet)
 - b- Top cover is **glossy** cellophane covered, 300gr matte coated, 4 color printed and with colorful MoNE and project logos.
 - c- Back cover is 300gr **glossy** cellophane coated, 4 color printed
- **Program Flow:** It shall be printed as a color printout on A4 paper.

ARTICLE 13: ROLL-UP

The contractor company will receive the Roll-Ups from the address specified by the Contracting Entity. *It shall be delivered to the Contracting Entity in good condition at the end of the work.*

ARTICLE 14: CERTIFICATE OF PARTICIPATION

For all participants, a certificate of participation approved by the Contracting Entity, printed on first quality pulp paper and covered, shall be printed by the contractor and distributed to all participants. It shall be designed in line with the logo and phrases to be notified to the contractor company by the Contracting Entity, and shall be double-sided, single-page, 4-colour printed. The cover of the participation certificate shall be 33.5x23.5. The certificate of participation shall be submitted to the secretariat for approval in A4 size, with the approval of the Contracting Entity. It shall be printed on 350 g matte coated paper.

ARTICLE 15: PHOTO TAKING

At least 100 (one hundred) photographs, both *close-up and long-shot*, shall be taken **each day** in the hotels where the training will be held, and at the end of the workshop, the photographs taken in all hotels shall be delivered to the Contracting Entity in a flash memory.

ARTICLE 17: OTHER PROVISIONS



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1. *The cost of services not received (including accommodation per person per day and those within the concept) shall not be paid.*
2. *This specification is based on realization and unit price for expenditure items and payments shall be made based on the basis of realized figures. The invoice amount shall be calculated based on the participants and the services received accordingly.*
3. *If there is accommodation from relatives of the participants in addition to the participants, a fee will be charged based on the double room price specified in the unit price offer table. If the trainers and participants' relatives stay in a separate room, they will be charged based on the lowest accommodation fee specified in the unit price offer table.*
4. *During the training, the personnel assigned by the contractor shall take the signatures of all participants in order to provide consultancy services to the incoming participants, to ensure that they fill out information forms and surveys, to follow the signature charts, and to distribute brochures, etc. when necessary, without hindering the entrance and exit of the hall.*
5. *The Contractor shall obtain approval from the Contracting Entity for all hotels it offers before the contract is signed. The Contracting Entity is obliged to change hotels that it deems unsuitable for various reasons, without changing the price.*
6. Bidders shall submit the *name and internet address of the hotels where the organization is intended to be held, photos of the training hall, printed materials about each requested service and relevant* documents along with the tender dossier. Bids of bidders with documents containing incorrect and inconsistent information shall be excluded from evaluation.
7. Bidders shall have *Group A Travel Agency Certificate, TÜRSAB Membership Certificate and Hotel Confirmation Documents*. These documents shall be submitted together with the tender dossier.



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ITEMS/UNITS FOR BIDDING

Part 1 (Training No 1)

Pos. No.	Name/Type of Goods / Services	Unit (piece/set) A	Unit Price (TL) B	Requested Amount (piece/set) C	Total Amount (TL) D=B*C
1	<u>Accommodation of Trainers and Participants</u> (Single and double accommodation)*	5 Nights x 625 persons		3.125 Overnight Stay	
2	Participants's Transfer Fee (Including Arrival and Return from Bus Terminal/Airport – Hotel – Bus Terminal/Airport in the city where the training will be held for each training)	Person		600 persons	
3	Transfer Fee for training officers (for each training, from the address they specify in the city from where they will participate in the training to the Bus Station/Airport - including Arrival and Return to the address they specify and for each training, in the city where the training will be held, Bus Station/Airport – Hotel – Bus Station/Airport Arrival and Return Included)	Person		25 Persons	
4	Name Badge	Piece		625 Pieces	
5	4x2 meter Digital Printed Cloth Canvas for the hotel where the organization will be held	Piece		1 piece	
6	Two counters and a 6x3 meter Registration Desk in the lobby area of the hotel where the organization will be held.	Piece		1 piece	
7	Block Note with Logo, Ballpoint pen, Program Flow, Pocket Folder Set for all participants	Set		625 Sets	
8	Certificate of Participation (For all participants and Trainers)	Piece		625 Pieces	
9	A total of 500 photographs, both close-up and long-shot, will be taken in all halls each day at the hotel where the organization will be held.	Piece		1 Piece	
10	Opening Hall	Piece		1 Piece	
11	Decoration, decor and other services for the opening hall	Piece		1 Piece	
12	Training Hall service for 40 persons	Piece		15 Pieces	
13	Management Office service	Piece		1 Piece	
14	Vehicle Service	Piece		1 Piece	
15	During the training, a doctor and emergency response team shall be available at the hotel where the accommodation and training will take place.	Piece		1 Piece	
16	Opinion Survey Form - Printing and sharing the results by reading it on an optical reader	Piece		600 Pieces	



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Part 2 (Training No 2)

Pos. No.	Name/Type of Goods / Services	Unit (piece/set) A	Unit Price (TL) B	Requested Amount (piece/set) C	Total Amount (TL) D=B*C
1	<u>Accommodation of Trainers and Participants</u> <i>(Single and double accommodation)*</i>	5 Nights x 625 persons		3.125 Overnight Stay	
2	Participants's Transfer Fee (Including Arrival and Return from Bus Terminal/Airport – Hotel – Bus Terminal/Airport in the city where the training will be held for each training)	Person		600 persons	
3	Transfer Fee for training officers (for each training, from the address they specify in the city from where they will participate in the training to the Bus Station/Airport - including Arrival and Return to the address they specify and for each training, in the city where the training will be held, Bus Station/Airport – Hotel – Bus Station/Airport Arrival and Return Included)	Person		25 Persons	
4	Name Badge	Piece		625 Pieces	
5	4x2 meter Digital Printed Cloth Canvas for the hotel where the organization will be held	Piece		1 piece	
6	Two counters and a 6x3 meter Registration Desk in the lobby area of the hotel where the organization will be held.	Piece		1 piece	
7	Block Note with Logo, Ballpoint pen, Program Flow, Pocket Folder Set for all participants	Set		625 Sets	
8	Certificate of Participation (For all participants and Trainers)	Piece		625 Pieces	
9	A total of 500 photographs, both close-up and long-shot, will be taken in all halls each day at the hotel where the organization will be held.	Piece		1 Piece	
10	Opening Hall	Piece		1 Piece	
11	Decoration, decor and other services for the opening hall	Piece		1 Piece	
12	Training Hall service for 40 persons	Piece		15 Pieces	
13	Management Office service	Piece		1 Piece	
14	Vehicle Service	Piece		1 Piece	
15	During the training, a doctor and emergency response team shall be available at the hotel where the accommodation and training will take place.	Piece		1 Piece	
16	Opinion Survey Form - Printing and sharing the results by reading it on an optical reader	Piece		600 Pieces	



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Part 3 (Training No 3)

Pos. No.	Name/Type of Goods / Services	Unit (piece/set) A	Unit Price (TL) B	Requested Amount (piece/set) C	Total Amount (TL) D=B*C
1	<u>Accommodation of Trainers and Participants</u> <i>(Single and double accommodation)*</i>	5 Nights x 625 persons		3.125 Overnight Stay	
2	Participants's Transfer Fee (Including Arrival and Return from Bus Terminal/Airport – Hotel – Bus Terminal/Airport in the city where the training will be held for each training)	Person		600 persons	
3	Transfer Fee for training officers (for each training, from the address they specify in the city from where they will participate in the training to the Bus Station/Airport - including Arrival and Return to the address they specify and for each training, in the city where the training will be held, Bus Station/Airport – Hotel – Bus Station/Airport Arrival and Return Included)	Person		25 Persons	
4	Name Badge	Piece		625 Pieces	
5	4x2 meter Digital Printed Cloth Canvas for the hotel where the organization will be held	Piece		1 piece	
6	Two counters and a 6x3 meter Registration Desk in the lobby area of the hotel where the organization will be held.	Piece		1 piece	
7	Block Note with Logo, Ballpoint pen, Program Flow, Pocket Folder Set for all participants	Set		625 Sets	
8	Certificate of Participation (For all participants and Trainers)	Piece		625 Pieces	
9	A total of 500 photographs, both close-up and long-shot, will be taken in all halls each day at the hotel where the organization will be held.	Piece		1 Piece	
10	Opening Hall	Piece		1 Piece	
11	Decoration, decor and other services for the opening hall	Piece		1 Piece	
12	Training Hall service for 40 persons	Piece		15 Pieces	
13	Management Office service	Piece		1 Piece	
14	Vehicle Service	Piece		1 Piece	
15	During the training, a doctor and emergency response team shall be available at the hotel where the accommodation and training will take place.	Piece		1 Piece	
16	Opinion Survey Form - Printing and sharing the results by reading it on an optical reader	Piece		600 Pieces	



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Part 4 (Training No 4)

Pos. No.	Name/Type of Goods / Services	Unit (piece/set) A	Unit Price (TL) B	Requested Amount (piece/set) C	Total Amount (TL) D=B*C
1	<u>Accommodation of Trainers and Participants</u> (<i>Single and double accommodation</i>)*	5 Nights x 625 persons		3.125 Overnight Stay	
2	Participants's Transfer Fee (Including Arrival and Return from Bus Terminal/Airport – Hotel – Bus Terminal/Airport in the city where the training will be held for each training)	Person		600 persons	
3	Transfer Fee for training officers (for each training, from the address they specify in the city from where they will participate in the training to the Bus Station/Airport - including Arrival and Return to the address they specify and for each training, in the city where the training will be held, Bus Station/Airport – Hotel – Bus Station/Airport Arrival and Return Included)	Person		25 Persons	
4	Name Badge	Piece		625 Pieces	
5	4x2 meter Digital Printed Cloth Canvas for the hotel where the organization will be held	Piece		1 piece	
6	Two counters and a 6x3 meter Registration Desk in the lobby area of the hotel where the organization will be held.	Piece		1 piece	
7	Block Note with Logo, Ballpoint pen, Program Flow, Pocket Folder Set for all participants	Set		625 Sets	
8	Certificate of Participation (For all participants and Trainers)	Piece		625 Pieces	
9	A total of 500 photographs, both close-up and long-shot, will be taken in all halls each day at the hotel where the organization will be held.	Piece		1 Piece	
10	Opening Hall	Piece		1 Piece	
11	Decoration, decor and other services for the opening hall	Piece		1 Piece	
12	Training Hall service for 40 persons	Piece		15 Pieces	
13	Management Office service	Piece		1 Piece	
14	Vehicle Service	Piece		1 Piece	
15	During the training, a doctor and emergency response team shall be available at the hotel where the accommodation and training will take place.	Piece		1 Piece	
16	Opinion Survey Form - Printing and sharing the results by reading it on an optical reader	Piece		600 Pieces	



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Part 5 (Training No 5)

Pos. No.	Name/Type of Goods / Services	Unit (piece/set) A	Unit Price (TL) B	Requested Amount (piece/set) C	Total Amount (TL) D=B*C
1	<u>Accommodation of Trainers and Participants</u> <i>(Single and double accommodation)*</i>	5 Nights x 625 persons		3.125 Overnight Stay	
2	Participants's Transfer Fee (Including Arrival and Return from Bus Terminal/Airport – Hotel – Bus Terminal/Airport in the city where the training will be held for each training)	Person		600 persons	
3	Transfer Fee for training officers (for each training, from the address they specify in the city from where they will participate in the training to the Bus Station/Airport - including Arrival and Return to the address they specify and for each training, in the city where the training will be held, Bus Station/Airport – Hotel – Bus Station/Airport Arrival and Return Included)	Person		25 Persons	
4	Name Badge	Piece		625 Pieces	
5	4x2 meter Digital Printed Cloth Canvas for the hotel where the organization will be held	Piece		1 piece	
6	Two counters and a 6x3 meter Registration Desk in the lobby area of the hotel where the organization will be held.	Piece		1 piece	
7	Block Note with Logo, Ballpoint pen, Program Flow, Pocket Folder Set for all participants	Set		625 Sets	
8	Certificate of Participation (For all participants and Trainers)	Piece		625 Pieces	
9	A total of 500 photographs, both close-up and long-shot, will be taken in all halls each day at the hotel where the organization will be held.	Piece		1 Piece	
10	Opening Hall	Piece		1 Piece	
11	Decoration, decor and other services for the opening hall	Piece		1 Piece	
12	Training Hall service for 40 persons	Piece		15 Pieces	
13	Management Office service	Piece		1 Piece	
14	Vehicle Service	Piece		1 Piece	
15	During the training, a doctor and emergency response team shall be available at the hotel where the accommodation and training will take place.	Piece		1 Piece	
16	Opinion Survey Form - Printing and sharing the results by reading it on an optical reader	Piece		600 Pieces	



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Part 6 (Training No 6)

Pos. No.	Name/Type of Goods / Services	Unit (piece/set) A	Unit Price (TL) B	Requested Amount (piece/set) C	Total Amount (TL) D=B*C
1	<u>Accommodation of Trainers and Participants</u> <i>(Tek Kişilik ve iki kişilik Konaklama)*</i>	5 Nights x 625 persons		3.125 Overnight Stay	
2	Participants's Transfer Fee (Including Arrival and Return from Bus Terminal/Airport – Hotel – Bus Terminal/Airport in the city where the training will be held for each training)	Person		600 persons	
3	Transfer Fee for training officers (for each training, from the address they specify in the city from where they will participate in the training to the Bus Station/Airport - including Arrival and Return to the address they specify and for each training, in the city where the training will be held, Bus Station/Airport – Hotel – Bus Station/Airport Arrival and Return Included)	Person		25 Persons	
4	Name Badge	Piece		625 Pieces	
5	4x2 meter Digital Printed Cloth Canvas for the hotel where the organization will be held	Piece		1 piece	
6	Two counters and a 6x3 meter Registration Desk in the lobby area of the hotel where the organization will be held.	Piece		1 piece	
7	Block Note with Logo, Ballpoint pen, Program Flow, Pocket Folder Set for all participants	Set		625 Sets	
8	Certificate of Participation (For all participants and Trainers)	Piece		625 Pieces	
9	A total of 500 photographs, both close-up and long-shot, will be taken in all halls each day at the hotel where the organization will be held.	Piece		1 Piece	
10	Opening Hall	Piece		1 Piece	
11	Decoration, decor and other services for the opening hall	Piece		1 Piece	
12	Training Hall service for 40 persons	Piece		15 Pieces	
13	Management Office service	Piece		1 Piece	
14	Vehicle Service	Piece		1 Piece	
15	During the training, a doctor and emergency response team shall be available at the hotel where the accommodation and training will take place.	Piece		1 Piece	



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16	Opinion Survey Form - Printing and sharing the results by reading it on an optical reader	Piece		600 Pieces	
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