

Ankara, <date>

Our ref.: **EUROPEAID/116300/D/S/TR**

Dear Mr/Ms <Name of contact>

**SUBJECT: INVITATION TO TENDER FOR Veterinary Information System  
of The Ministry of Agriculture And Rural Affairs, Ankara-TURKEY**

Further to your enquiry regarding the publication of the above-mentioned invitation to tender,  
please find enclosed the following documents, which constitute the tender dossier:

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For full information about procurement procedures please consult the Practical Guide to contract procedures financed by the general budget of the European Communities in the context of external actions, which can be downloaded from the following web pages:

[http://europa.eu.int/comm/europeaid/tender/index\\_en.htm](http://europa.eu.int/comm/europeaid/tender/index_en.htm) or <http://www.deltur.cec.eu.int>

Any request for clarification must be received by the Contracting Authority in writing at least 21 days before the deadline for submission of tenders. The Contracting Authority will reply to tenderers' questions at least 11 days before the deadline for submission of tenders. If the Contracting Authority, either on its own initiative or in response to a request from a tenderer, provides additional information on the tender dossier, such information will be published on the following web site [http://europa.eu.int/comm/europeaid/tender/index\\_en.htm](http://europa.eu.int/comm/europeaid/tender/index_en.htm) or <http://www.deltur.cec.eu.int>

Costs incurred by the tenderer in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender and the accompanying tender guarantee at the address specified in the Instructions to Tenderers before **12 October 2004 12:00 Hrs (Local)**. If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

**Yours sincerely,**

**Nuri Ercan TORTOP**  
**PAO-CFCU Director**

## A. INSTRUCTIONS TO TENDERERS

### PUBLICATION REF.: EUROPEAID/116300/D/S/TR

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

A glossary of the terms used here is included in Part C of this tender dossier.

### 1 *Supplies to be provided*

1.1 The subject of the contract is the delivery, installation, putting into operation, maintenance, technical assistance and warranty service of the following goods:

Item no	Description	Quantity
	<b>Hardware &amp; System Software</b>	
1	Database server (clustered)	2
2	Application server (clustered)	2
3	External disk unit	1
4	Hardware firewall	1
5	LAN equipment (1xswitch, 1xrouter, 1xmodem)	1
6	Rack cabinet	2
7	UPS	1
8	Workstation type-1	9
9	Workstation type-2	1196
10	Laser printer	85
11	Global positioning transponders	900
12	Relational Database Management System	1
13	Web-based GIS publication software	1
	<b>Application Software</b>	
14	Veterinary Information System Application Software	1
	<b>Technical assistance for the implementation of the system</b>	
15	Training and other ancillary services	1

in 1 (one) lot, at the General Directorate of Protection and Control (GDPC) of the Ministry of Agriculture and Rural Affairs and dependent sites according to “**Appendix D.4. List of Delivery Sites**” of the Technical Specification in Annex II, in DDP (Delivered Duty Paid)<sup>1</sup>, within 18 months from the contract signature, in parallel with the time schedule proposed by the contractor at the tendering stage in accordance with the draft included in Technical Specifications. Veterinary Information System Application Software (item 14) can be provided either by the analysis, design and development of a completely new and special software for GDPC or as a pre-developed software package with full rights and ownership together with customization by changes and additional developments after requirement analysis and design studies to satisfy the requirements of GDPC. Technical assistance for the implementation of the system (item 15) covers training and ancillary services necessary for the development and implementation of the system. These ancillary services includes, establishment, putting into operation, organization, implementation, integration, testing, running, management and technical support of individually each item and the complete system in conformity with the technical specifications and acceptable performance requirements.

- 1.2 The supplies must comply fully with the technical specifications set out in the tender dossier (Annex II) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions.
- 1.3 Not applicable.
- 1.4 Tenderers are not authorised to tender for a variant in addition to the present tender
- 1.5 The Beneficiary of this contract is General Directorate of Protection and Control of Ministry of Agriculture and Rural Affairs.

## 2 **Timetable**

	DATE	TIME*
<b>Deadline for request for any clarifications from the Contracting Authority</b>	<b>20 September 2004</b>	<b>12:00 Hrs.</b>
<b>Clarification meeting / site visit (if any)</b>	Not applicable	Not applicable
<b>Last date on which clarifications are issued by the Contracting Authority</b>	<b>1 October 2004</b>	<b>12:00 Hrs.</b>
<b>Deadline for submission of tenders</b>	<b>12 October 2004</b>	<b>12:00 Hrs.</b>
<b>Tender opening session</b>	<b>12 October 2004</b>	<b>14:00 Hrs.</b>
<b>Notification of award to the successful tenderer</b>	<b>28 October 2004<sup>2</sup></b>	-
<b>Signature of the contract</b>	<b>29 November 2004<sup>2</sup></b>	-

<sup>1</sup> No tax and/or custom duty shall be charged (see Annex VI).

- \* **All times are in the time zone of the country of the Contracting Authority**
- Ⓜ **Provisional date**

### **3. Participation**

- 3.1. Participation in tendering is open on equal terms to all natural and legal persons of the Member States of the European Union, EU Candidate Countries and the beneficiary countries of the PHARE, MEDA and CARDS programme. All works, supplies and services must originate in one or more of these countries.
- 3.2. These terms refer to all nationals of the said states and to all legal entities, companies or partnerships constituted under, and governed by, the civil, commercial or public law of such states and having their statutory office, central administration or principal place of business there. A legal entity, company or partnership having only its statutory office there must be engaged in an activity which has an effective and continuous link with the economy of the state concerned. Tenderers must provide evidence of their status.
- 3.3. These rules apply to:
  - a) tenderers
  - b) members of a consortium
  - c) any subcontractors for training
- 3.4. Natural persons, companies or undertakings meeting the conditions set out in section 2.3.3 of the Practical Guide to contract procedures financed by the general budget of the European Communities in the context of external actions are excluded from participation in and the award of contracts. Otherwise they risk exclusion from contracts and grants in accordance with section 2.3.4 of the Practical Guide. Tenderers or candidates who have been guilty of making false declarations will also incur financial penalties representing 10% of the total value of the contract being awarded. That rate may be increased to 20% in the event of a repeat offence within five years of the first infringement.
- 3.5. To be eligible for participation in this tender procedure, tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the wherewithal to carry out the contract effectively.

### **4. Origin**

- 4.1. Unless otherwise provided in the Special Conditions, supplies must originate in a Member State of the European Union, EU Candidate Countries or PHARE, MEDA, CARDS countries and the nationality of the experts proposed must be of these countries. The origin of the goods must be determined according to the Community Customs Code.
- 4.2. When submitting his tender, the tenderer must state expressly that all the goods meet the requirements concerning origin and must state the respective countries of origin. He may be asked to provide additional information in this connection.

For laser printers if there is no technically compliant equipment offered that originates in an eligible country than derogation from the rule of the origin shall be applied.

## **5. *Type of contract***

Unit-price with itemised expenditure.

## **6. *Currency***

Tenders must be presented in **Euro**.

## **7. *Lots***

7.1 The tenderer should submit only one offer for the tender.

7.2 Not applicable.

7.3 Not applicable.

7.4 Tenders must be for the entirety of the quantities indicated.

7.5 Not applicable.

## **8. *Period of validity***

8.1. Tenderers shall be bound by their tenders for a period of 90 days from the deadline for the submission of tenders.

8.2. In exceptional cases and prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period by 40 days. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

8.3. The successful tenderer will be bound by his tender for a further period of 60 days following receipt of the notification that he has been selected.

## **9. *Language of offers***

9.1. The offers, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English.

9.2. Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by an accurate translation into English. For the purposes of interpretation of the tender, English will prevail.

## **10. *Submission of tenders***

10.1. Tenders must be received before the deadline specified in the letter of invitation to tender. They must include the Tender submission form in part D of this tender dossier and be sent to the following address:

**Nuri Ercan TORTOP**

**Central Finance and Contracts Unit**

**Ehlibeyt Mahallesi 6.Sokak No.16/8**

**Eksioğlu İş Merkezi 06520**

**Balgat / Ankara**

**TURKEY**

Tenders must comply with the following conditions:

- 10.2. All tenders must be submitted in one original, marked "original", and 5 (five) copies signed in the same way as the original and marked "copy". The front pages of the Technical Specifications and General Conditions and all pages of Special Conditions, Financial Offer of the tender must be initialized by tenderers.
- 10.3. All tenders must be received at the above address before the deadline date and time, 12<sup>th</sup> October 2004 at 12:00 hrs, by registered letter with acknowledgement of receipt or hand-delivered against receipt signed by the Program Authorising Officer or his representative.
- 10.4. All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
  - a) the above address;
  - b) the reference code of this tender procedure, (i.e., EUROPEAID/116300/D/S/TR);
  - c) Not applicable.
  - d) of the the words "**Not to be opened before the tender opening session**" in English and "**İhale Saatinden Önce Açılmaz**" in Turkish.
  - e) the name of the tenderer.

The financial bid must be placed in a sealed envelope with the technical bid. The envelope should then be placed in another single sealed envelope/package, unless their volume requires a separate submission for the tender.

## **11. Content of tenders**

All tenders submitted must comply with the requirements in the tender dossier and comprise:

- 11.1. A technical bid consisting of:
  - a) a detailed description of the supplies tendered in conformity with the technical specifications, including any documentation required;
  - b) a proposal for the Veterinary Information System Application Software, either directed to the analysis, design and development of a completely new and special software for GDPC or including the provision of a pre-developed software package with full rights and ownership together with customization by changes and additional developments after requirement analysis and design studies to satisfy the requirements of GDPC (including provision of project manager and IT staff).
  - c) a detailed proposal for technical assistance including training and ancillary services for individually each item and for the complete system in conformity with the technical specifications and acceptable performance requirements (including provision of contract manager and all experts),
  - d) Proposed organisation, method and time schedule for project implementation (Annex VII), CV's (using the CV format in Annex VIII), exclusivity and availability statements, copies of



diplomas mentioned in their CVs, copies of the employers' certificates or references proving the professional experience indicated in their CVs of the proposed key experts. Each key expert must sign a statement of exclusivity and availability by using the template included in Annex VII- "statement of exclusivity and availability"

11.2. A financial bid calculated on a basis of DDP<sup>1</sup> for the supplies tendered, including:

- a) The itemized cost of hardware and software supplies broken down as hardware, telecommunication equipment and software packages (OS, RDBMS, GIS, Anti-virus, etc.) including delivery and commissioning expenses;
- b) Lump sum cost of application software.
- c) Lump sum cost of technical assistance,

The financial offer should be presented using the template as presented in Annex III – Model for Financial Offer.

11.3. The details of the bank account into which payments should be made in the format Annexed in the Tender Dossier (using the "Financial Identification" template provided in Section D of the Tender Dossier).

11.4. A statement by the tenderer attesting the origin of the supplies tendered (or other proofs of origin) and nationality of experts proposed as requested in Article 4.

11.5. Duly authorised signature (Power of attorney of the person or circular of signatures who is authorised to sign the contract).

11.6. A description of the commercial warranty tendered as required in Technical Specifications.

11.7. The tender guarantee, for a fixed amount, as indicated in the supply procurement notice and in point 22 of these instructions must be provided according to the model annexed to the tender dossier.

11.8. A variant solution is not allowed as indicated in Article 1.4.

11.9. An electronic version of the financial offer in the template format is required.

11.10. A description of the firm's qualifications and experience (including members of consortium and sub-contractors)

A) Economic and financial standing of the Tenderer(s) (firm or consortium):

Average annual turnover of the last 3 years (Euro) shall be at least equal to the value offered for the lot.

The Tenderer(s) must prove economic and financial capacity by furnishing audited annual financial statements of turnover concerning for the last three years.

B) Technical capacity of the Tenderer(s) (firm or consortium):

- i) Bidders should have experience on the development and implementation of software applications comparable to the ones to be performed in the this tender. Bidders will have to prove:

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<sup>1</sup> DDP (delivered duty paid) / DDU (delivered duty unpaid)

- experience in implementing, managing and running a large-scale national web-based management information system or RDBMS application;
- experience in application of IT project management methods;
- experience in turn-key IT projects;
- experience in issues related with the implementation, management and running of a Animal Identification and Veterinary Information System;

The required experience should have been acquired in project(s) implemented in Turkey, EU member state or Candidate Countries in the last three years

- ii) The Tenderer(s) must provide evidence that facilities for warranty offered are available for supplies offered in each of the seven geographical regions of Turkey.

11.11. A statement to the effect that they are not in any of the situations listed in point 2.3.3 of the Practical Guide, Grounds for Exclusion, to contracts procedures financed by the general budget of the European Communities in the context of external actions.

11.12. a) Only completed tender for a supply contract.

- a) Document evidencing Tenderer's status/nationality as required in Article 3.2 (e.g. a copy of Commercial Register).
- b) All pages of the Financial Offer and of the Special Conditions and the front pages of Technical Specifications and General Conditions must be initialled and included in the bid.

## **12. Pricing**

12.1. Tenderers will be deemed to have satisfied themselves, before submitting their tender(s), as to (its)(their) correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

12.2. Depending on whether the supplies proposed are manufactured locally or are to be imported into the country of the Contracting Authority, Tenderers must quote unit (and overall) prices for their tenders on one of the following bases:

- a) for the supplies manufactured locally, unit and overall prices must be quoted for delivery to the place of destination and in accordance with the above conditions, excluding all domestic taxation applicable to their manufacture and/or sales;
- b) for supplies to be imported into the country of the Contracting Authority, unit and overall prices must be quoted for delivery to the place of destination and in accordance with the above conditions, excluding all duties and taxes applicable to their importation and VAT, from which they are exempt (see Annex VI).

12.3. Whatever the origin of the supplies, the contract is exempt from stamp and registration duties.

12.4. The prices for the contract are fixed and not subject to revision.

### **13. Additional information before the deadline for submission of tenders**

The tender dossier should be clear enough to preclude the need for candidates invited to tender to request additional information during the procedure. If the Contracting Authority, either on its own initiative or in response to a request from a prospective tenderer, provides additional information on the tender dossier, it must publish such information in the following web sites [http://europa.eu.int/comm/europeaid/tender/index\\_en.htm](http://europa.eu.int/comm/europeaid/tender/index_en.htm) or <http://www.deltur.cec.eu.int>

Tenderers may submit questions in writing to the following address up to 21 days before the deadline for submission of tenders, specifying the **publication reference and the contract title**:

Publication Reference: EuropeAid/116300/D/S/TR  
Contract Title: Veterinary Information System

Contact name: **Nuri Ercan Tortop**

Address: **Ehlibeyt Mahallesi 6.Sokak No: 16/8  
Ekşioğlu İş Merkezi 06520  
Balgat / Ankara  
TURKEY**

Fax: **+90 – 312 – 472 37 44**

E-mail: [ercan.tortop@cfcu.gov.tr](mailto:ercan.tortop@cfcu.gov.tr)

Any clarification of the tender dossier will be published on the following web sites: [http://europa.eu.int/comm/europeaid/tender/index\\_en.htm](http://europa.eu.int/comm/europeaid/tender/index_en.htm) or <http://www.deltur.cec.eu.int> at the latest 11 days before the deadline for submission of tenders. No further clarification will be provided after this date.

Any prospective tenderers seeking to arrange individual meetings with either the Contracting Authority, the European Commission and/or the beneficiary (General Directorate of Protection and Control of the Ministry of Agriculture and Rural Affairs) during the tender period may be excluded from the tender procedure.

### **14. Clarification meeting / site visit**

No clarification meeting / site visit planned.

### **15. Alteration or withdrawal of tenders**

- 15.1. Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 10.1. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- 15.2. Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Article 10. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- 15.3. No tender may be withdrawn in the interval between the deadline for submission of tenders referred to in Article 10.1 and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

## **16. *Costs of preparing tenders***

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

## **17. *Ownership of tenders***

The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

## **18. *Joint venture or consortium***

- 18.1. If a tenderer is a joint venture or consortium of two or more persons, the tender must be single with the object of securing a single contract, each person must sign the tender and will be jointly and severally liable for the tender and any contract. Those persons must designate one of their number to act as leader with authority to bind the joint venture or consortium. The composition of the joint venture or consortium must not be altered without the prior consent in writing of the Contracting Authority.
- 18.2. The tender may be signed by the representative of the joint venture or consortium only if he has been expressly so authorised in writing by the members of the joint venture or consortium, and the authorising contract, notarial act or deed must be submitted to the Contracting Authority within the 30 days following the award of the contract. All signatures to the authorising instrument must be certified in accordance with the national laws and regulations of each party comprising the joint venture or consortium together with the powers of attorney establishing, in writing, that the signatories to the tender are empowered to enter into commitments on behalf of the members of the joint venture or consortium. Each member of such joint venture or consortium must provide the proof required under Article 3.5 as if it, itself, were the tenderer.

## **19. *Opening of tenders***

- 19.1. The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the documents have been properly signed and whether the tenders are generally in order.
- 19.2. The tenders will be opened in public session on **12 October 2004 at 14:00 Hrs.** local time at the **CFCU office, Ehibeyt Mahallesi 6.Sokak No: 16/8, Balgat, Ankara, TURKEY**, by the committee appointed for the purpose. The committee will draw up minutes of the meeting, which will be available on request.

- 19.3. At the tender opening, the tenderers' names, the tender prices, any discount offered, written notifications of modification and withdrawal, the presence of the requisite tender guarantee and such other information as the Contracting Authority may consider appropriate must be announced.
- 19.4. After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed.
- 19.5. In the interests of transparency and equal treatment and without being able to modify their tenders, tenderers may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.
- 19.6. Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract will result in the immediate rejection of his tender.
- 19.7. All tenders received after the deadline for submission specified in the procurement notice or these instructions will be kept by the Contracting Authority. The associated guarantees may be returned to the tenderers on request. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

## **20. Evaluation of tenders**

### 20.1. Examination of the administrative conformity of tenders

The minimum qualifications required (see Article 11.10) are to be evaluated at the start of this stage.

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the Contracting Authority or the tenderer's obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

### 20.2. Technical evaluation

After analysing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

Evaluation of the conformity with technical criteria for hardware, system (package) software and application software will be done on Yes or No basis. On the other hand, quality of the proposed technical assistance will be assessed by the use of the criteria

and related scoring as provided in Annex-Technical Evaluation Grid-Evaluation Criteria for the Services (Table 2)

The Proposal is considered technically acceptable if;

- a) it fully complies with the Technical Specifications of hardware, system (package) software and application software, and
- b) it gets minimum 80 out of 100 points on quality of the proposed technical assistance.

As a result of the technical evaluation, the non-compliant tenders with regard to the above selection will be eliminated.

20.3. To facilitate the examination, evaluation and comparison of tenders, the evaluation committee may ask each tenderer individually for clarification of his tender, including breakdowns of prices. The request for clarification and the response must be in writing only, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders pursuant to Article 20.4. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

20.4. Financial evaluation

- a) Tenders found to be technically compliant shall be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:
  - where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
  - except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.
- b) Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, his tender will be rejected.

20.5. Variant solutions are not acceptable.

20.6. Award criteria

Price.

## **21. *Signature of the contract and performance guarantee***

21.1 The successful tenderer will be informed in writing that its tender has been accepted (notification of award). Before the Contracting Authority signs the contract with the successful tenderer, the successful tenderer must provide the **documentary proof** or statement required under the law of the country in which the company (or each of the companies in case of a consortium) is established, to show that it does not fall into the exclusion situations listed in section 2.3.3 of the Practical Guide to contract procedures financed from the general budget of the EC in the context of external actions.

21.2 This evidence or these documents or statements must carry a date, which cannot be more than 180 days in relation to the deadline for the submission of the tender. In addition, a sworn statement shall be furnished stating that the situations described in these documents have not changed since then.

- 21.3 If the successful tenderer fails to provide this documentary proof or statement within 15 calendar days following the notification of award or if the successful tenderer is found to have provided false information, the award will be considered null and void. In such a case, the Contracting Authority may award the tender to another tenderer or cancel the tender procedure.
- 21.4 Within 30 days of receipt of the contract already signed by the Contracting Authority, the selected tenderer must sign and date the contract and return it, with the performance guarantee, to the Contracting Authority. On signing the contract, the successful tenderer will become the Contractor and the contract will enter into force.
- 21.5 If he fails to sign and return the contract and any financial guarantee required within 30 days after receipt of notification, the Contracting Authority may consider the acceptance of the tender to be cancelled without prejudice to the Contracting Authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the Contracting Authority.
- 21.6 The performance guarantee referred to in the General Conditions is set at **5 %** of the amount of the contract in Euro and must be presented in the form specified in the annex to the tender dossier. It will be released within 30 days of the issue of the final acceptance certificate by the Contracting Authority.

## **22. *Tender guarantee***

The tender guarantee referred to in Article 11 above is set at 2% of tender price and must be presented in the form specified in the annex to the tender dossier. It must remain valid for 90 days beyond the period of validity of the tender. Tender guarantees provided by tenderers who have not been selected shall be released not later than 60 days after the signing of the contract. The tender guarantee of the successful tenderer shall be released on the signing of the contract, once the performance guarantee has been submitted. The tender guarantee must be submitted in original. If guarantee is not issued in English its translation into English should be attached to the Tender.

It may be provided in the form of a bank guarantee, a banker's draft, a certified cheque, a guarantee provided by an insurance and/or guarantee company or an impugnable letter of credit made out to the Contracting Authority. The company issuing the guarantee must satisfy the eligibility criteria applicable for the award of the contract.

## **23. *Ethics clauses***

- 23.1. Any attempt by a candidate or tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his candidacy or tender and may result in administrative penalties.
- 23.2. Without the Contracting Authority's prior written authorisation, a Contractor and his staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.
- 23.3. When putting forward a candidacy or tender, the candidate or tenderer shall declare that

he is affected by no potential conflict of interest and has no particular link with other tenderers or parties involved in the project. Should such a situation arise during performance of the contract, the Contractor must immediately inform the Contracting Authority.

- 23.4. The Contractor must at all times act impartially and as a faithful adviser in accordance with the code of conduct of his profession. He shall refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.
- 23.5. For the duration of the contract the Contractor and his staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state.
- 23.6. The Contractor may accept no payment connected with the contract other than that provided for therein. The Contractor and his staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.
- 23.7. The Contractor and his staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor shall be confidential.
- 23.8. The contract shall govern the Contracting Parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.
- 23.9. The Contractor shall refrain from any relationship likely to compromise his independence or that of his staff. If the Contractor ceases to be independent, the Contracting Authority may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.
- 23.10. The Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.
- 23.11. All tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses.
- 23.12. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company.
- 23.13. The Contractor undertakes to supply the Commission on request with all supporting documents relating to the conditions of the contract's execution. The Commission may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.



- 23.14. Contractors found to have paid unusual commercial expenses on projects funded by the Community are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving Community funds.

## ***24. Cancellation of the tender procedure***

In the event of a tender procedure's cancellation, tenderers will be notified by the Contracting Authority. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

- the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant tenders exceed the financial resources available;
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

**In no circumstances will the Contracting Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if the Contracting Authority has been advised of the possibility of damages. The publication of a procurement notice does not commit the Contracting Authority to implement the programme or project announced.**

## **B. DRAFT CONTRACT AND SPECIAL CONDITIONS, INCLUDING ANNEXES**

### **DRAFT CONTRACT**

**Central Finance and Contracts Unit (CFCU)** with its office at Ehlbeyt Mahallesi 6.Sokak Ekşioğlu İş Merkezi No: 16/8 Balgat / ANKARA-Turkey, represented by Nuri Ercan Tortop, Programming Authorizing Officer ("The Contracting Authority"),

of the one part,

and

<Name of Contractor> (acronym) ("the Contractor")

of the other part,

have agreed as follows:

#### **CONTRACT TITLE**

**Veterinary Information System, Turkey**

Identification number EUROPEAID/116300/D/S/TR

#### **Article 1 Subject**

1.1 The subject of the contract is the delivery, installation, putting into operation, maintenance, technical assistance and warranty service of the following goods:

<b>Item no</b>	<b>Description</b>	<b>Quantity</b>
	<b>Hardware &amp; System Software</b>	
1	Database server (clustered)	2
2	Application server (clustered)	2
3	External disk unit	1
4	Hardware firewall	1
5	LAN equipment (1xswitch, 1xrouter, 1xmodem)	1
6	Rack cabinet	2
7	UPS	1
8	Workstation type-1	9
9	Workstation type-2	1196
10	Laser printer	85
11	Global positioning transponders	900
12	Relational Database Management System	1
13	Web-based GIS publication software	1
	<b>Application Software</b>	
14	Veterinary Information System Application Software	1
	<b>Technical assistance for the implementation of the system</b>	
15	Training and other ancillary services	1

in 1 (one) lot, at the General Directorate of Protection and Control (GDPC) of the Ministry of Agriculture and Rural Affairs and dependent sites according to “**Appendix D.4. List of Delivery Sites**” of the Technical Specification in Annex II, in DDP (Delivered Duty Paid)<sup>1</sup>, within 18 months from the contract signature, in parallel with the time schedule proposed by the contractor at the tendering stage in accordance with the draft included in Technical Specifications. Veterinary Information System Application Software (item 14) can be provided either by the analysis, design and development of a completely new and special software for GDPC or as a pre-developed software package with full rights and ownership together with customization by changes and additional developments after requirement analysis and design studies to satisfy the requirements of GDPC. Technical assistance for the implementation of the system (item 15) covers training and ancillary services necessary for the development and implementation of the system. These ancillary services includes, establishment, putting into operation, organization, implementation, integration, testing, running, management and technical support of individually each item and the complete system in conformity with the technical specifications and acceptable performance requirements.

- 1.2 The Contractor shall comply strictly with the terms of the Special Conditions and the technical annex.
- 1.3 Not applicable.

## **Article 2    Origin**

The supplies must originate in the European Community, EU Candidate Countries or a country that is a beneficiary of the MEDA, PHARE or CARDS programme and the nationality of the experts proposed must be of these countries. A certificate of origin for the supplies must be provided by the Contractor at the latest when he requests provisional acceptance of the supplies. Failure to comply with this condition may result in the termination of the contract.

The origin of the goods shall be determined according to the Community Customs Code or the international agreements to which the country concerned is a signatory.

A derogation from the rule of origin for laser printers shall be granted according to Article 10 of the Special Conditions.

## **Article 3    Price**

- 3.1 The price of the supplies shall be that shown on the financial offer (specimen in Annex III). The total contract price shall be shown in .....**Euro**.
- 3.2 The price referred to in Article 3.1 above shall be the sole remuneration owed by the Contracting Authority to the Contractor under the contract. It shall be firm and shall not be subject to revision.
- 3.3 Payments shall be made in accordance with the General and/or Special Conditions (Articles 26 to 28).

## **Article 4    Order of precedence of contract documents**

---

<sup>1</sup> No tax and/or custom duty shall be charged (see Annex VI).

The contract is made up of the following documents, in order of precedence:

- The Contract Agreement;
- The Special Conditions, including the technical annex (Annex II: Technical specifications - Part 1);
- The Contractor's tender, including annexes (Annex II: Technical specifications - Part 2 and Annex VII – Organisation and Methodology);
- Key experts (Annex VIII);
- The Budget Breakdown (Annex III);
- The General Conditions (Annex I);
- the Tax and Customs Provisions (Annex VI);
- the Financial Identification Form;
- Other provisions of the tender dossier

The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they should be read in the order in which they appear above.

## **Article 5      Communications**

Any written communication relating to this Contract between the Contracting Authority and/or the Project Manager, on the one hand, and the Contractor on the other must state the Contract title and identification number, and must be sent by post, fax, e-mail or by hand according to article 4 of the Special Conditions.

Done in English in three originals, two originals being for the Contracting Authority and one original being for the Contractor.

### **For the Contractor**

Name:

Position:

Signature:

Date:

### **For the Contracting Authority**

Name:

**Nuri Ercan Tortop**

Position:

**PAO/  
CFCU Director**

Signature:

Date:

### **Endorsed for financing by the European Community**

Name:

Position:

Signature:

Date:

# **SPECIAL CONDITIONS**

## **CONTENTS**

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. In exceptional cases, and with the authorisation of the competent Commission departments, other clauses may be introduced to cover specific situations.

<b>Article 2</b>	<b>Law applicable .....</b>	<b>23</b>
<b>Article 4</b>	<b>Communications .....</b>	<b>23</b>
<b>Article 7</b>	<b>Supply of documents .....</b>	<b>24</b>
<b>Article 8</b>	<b>Assistance with local regulations .....</b>	<b>24</b>
<b>Article 9</b>	<b>The Contractor's obligations .....</b>	<b>24</b>
<b>Article 10</b>	<b>Origin .....</b>	<b>24</b>
<b>Article 11</b>	<b>Performance guarantee .....</b>	<b>27</b>
<b>Article 12</b>	<b>Insurance .....</b>	<b>24</b>
<b>Article 13</b>	<b>Performance programme (timetable) .....</b>	<b>24</b>
<b>Article 15</b>	<b>Tender prices .....</b>	<b>26</b>
<b>Article 16</b>	<b>Tax and Customs Arrangements .....</b>	<b>26</b>
<b>Article 17</b>	<b>Patents and licences .....</b>	<b>26</b>
<b>Article 18</b>	<b>Commencement order .....</b>	<b>26</b>
<b>Article 19</b>	<b>Period of Execution .....</b>	<b>27</b>
<b>Article 22</b>	<b>Variations .....</b>	<b>27</b>
<b>Article 24</b>	<b>Quality of supplies .....</b>	<b>27</b>
<b>Article 25</b>	<b>Inspection and testing .....</b>	<b>27</b>
<b>Article 26</b>	<b>Methods of payment .....</b>	<b>28</b>
<b>Article 29</b>	<b>Delivery .....</b>	<b>29</b>
<b>Article 31</b>	<b>Provisional acceptance .....</b>	<b>29</b>
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<b>Article 35</b>	<b>Breach of contract .....</b>	<b>31</b>
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<b>Article 41</b>	<b>Dispute settlement by litigation .....</b>	<b>32</b>

## Article 2 Law applicable

- 2.1 **Turkish** law shall apply in all matters not covered by the provisions of the contract.
- 2.2 The language used shall be **English**.

## Article 4 Communications

Any written communication relating to this Contract between the Contracting Authority and/or the Project Manager, on the one hand, and the Contractor, on the other, must state the Contract title and identification number, and must be sent by post, fax, e-mail or by hand to the following addresses:

- 1) The Contracting authority's address and contact person:

Contact name: **Nuri Ercan Tortop**  
Address: **CFCU**  
Ehlibeyt Mahallesi 6.Sokak No: 16/8  
Ekşioğlu İş Merkezi 06520  
Balgat / Ankara  
TURKEY  
Fax: +90.312.472 37 44  
E-mail: [ercan.tortop@cfcu.gov.tr](mailto:ercan.tortop@cfcu.gov.tr)

- 2) Ministry of Agriculture and Rural Affairs - General Directorate of Protection and Control :

Contact Name: **Nihat Pakdil (General Director)**  
Address: **Tarım ve Köyişleri Bakanlığı**  
Koruma Kontrol Genel Müdürlüğü  
Akay Caddesi No:3  
Bakanlıklar / Ankara  
TURKEY  
Fax: +90.312.418 63 18  
E-mail: [nihatp@kkqm.gov.tr](mailto:nihatp@kkqm.gov.tr)

Contact Name: **Beytullah Okay (Delegated)**  
Address: **Tarım ve Köyişleri Bakanlığı**  
Koruma Kontrol Genel Müdürlüğü  
Akay Caddesi No:3  
Bakanlıklar / Ankara  
TURKEY  
Fax: +90 (312) 418 63 18  
E-mail: [beytullaho@kkqm.gov.tr](mailto:beytullaho@kkqm.gov.tr)

Contact Name: **Dr. Şahin Gökkuş (Technical)**  
Address: **Tarım ve Köyişleri Bakanlığı**  
Koruma Kontrol Genel Müdürlüğü  
Akay Caddesi No:3  
Bakanlıklar / Ankara  
TURKEY  
Fax: +90 (312) 417 96 25  
E-mail: [sahing@kkqm.gov.tr](mailto:sahing@kkqm.gov.tr)

3) The Contractor's address and contact person:

<Name, address and contact person of the Contractor>

#### **Article 7 Supply of documents**

The documents to be supplied are defined separately for each item in the Technical Specifications.

#### **Article 8 Assistance with local regulations**

The Contractor shall, within two weeks from the signature of the contract by both parties, contact the Contracting Authority in order to receive information about the VAT exemption and customs procedures. The Recipient will use its best endeavors to facilitate customs procedures and the freedom from clearance and taxes of luggage and experts equipment in accordance with Annex VI-Customs and Tax Provisions.

#### **Article 9 The Contractor's obligations**

Without prejudice to Article 9 of the General conditions, the Contractor is obliged to perform the obligations specified by the visibility rules which are available from the following internet addresses:

<http://www.deltur.cec.eu.int/english/e-mali-ext.htm>

or

[http://europa.eu.int/comm/europeaid/tender/index\\_en.htm](http://europa.eu.int/comm/europeaid/tender/index_en.htm)

#### **Article 10 Origin**

Supplies and services must originate from all natural and legal persons of the Member States, EU Candidate Countries and the beneficiary countries of the PHARE, MEDA and CARDS programme.

For laser printers; if there is no technically compliant equipment offered that originates in an eligible country than derogation from the rule of the origin shall be applied.

#### **Article 11 Performance guarantee**

The amount of the performance guarantee shall be **5 %** of the amount of the contract in Euro. It must be presented in the form specified in Annex IV of the Tender Dossier.

#### **Article 12 Insurance**

All insurance costs including transportation will be born by the contractor until the provisional acceptance.

#### **Article 13 Performance programme (timetable)**

1. Supplies for the GDPC headquarters must be delivered, installed and put into operation for acceptance, the supplies other than the ones for GDPC headquarters will be delivered to



- the address of the installation specified in “**D.4. List of Delivery Sites**” of the Technical Specifications free of all taxes and duties applicable to their importation and manufacture/sales including VAT from which they are exempt. The Tenderers must state their best delivery schedule in their bid.
2. For the supplies other than the ones will be used at the GDPC headquarters, the contractor shall be responsible for sending the goods and supporting their installation by the receiver at the locations specified in “**D.4. List of Delivery Sites**” of the Technical Specifications.
  3. Delivery, installation, testing and running for the supplies for the GDPC headquarters in Ankara, must be completed within 3 months from the contract signature by both parties. Delivery of other supplies to the sites, defined in part “**D.4. List of Delivery Sites**” of the Technical Specification in Annex II, must be completed within 5 months from the contract signature by both parties. Test period will start after all supplies delivered and installed at their destinations and will take 30 days. Within 15 days after the test period either supplies provisional acceptance certificate or a document of any problems about the supplies will be submitted to the contractor. The recovery of the problems must be completed within 30 days after receiving any problems encountered during test of the supplies.
  4. Development/customization of the application software must be completed within 7 months from the contract signature by both parties. Testing at the headquarters will take 15 days. Within 15 days after the headquarters’ test period a test report indicating any problems about the development/customization of the application software will be submitted to the contractor.
  5. Recovery and improvement of the application software must be completed within 15 days after receiving any problems encountered during testing at the headquarters. Pilot tests will start just after the completion of recovery and implementation studies originating from the testing at the headquarters and will take 45 days. Within 15 days after the pilot test period a test report indicating any problems about pilot implementation of the application software will be submitted to the contractor.
  6. Recovery and improvement of the application software must be completed within 30 days after receiving any problems encountered during pilot test. Wide implementation & test at all sites (including pilots and others) will start just after the completion of this recovery and improvement study. Wide implementation & test will take 90 days. Within 15 days after the wide implementation & test period either final acceptance certificate of the application software or a document of any problems about wide implementation & test of the application software will be submitted to the contractor.
  7. Recovery and improvement of the application software must be completed within 30 days after receiving any problems encountered during wide implementation & test.
  8. Trainings planned to start at 4<sup>th</sup> month of the project and must be completed within 13 months from the contract signature by both parties.
  9. Since technical assistance includes the transfer of know-how for the system it will be provided at each stage of the project and has an important effect for successful system development and implementation. So, final acceptance certificate for technical assistance will be submitted to the contractor together with the final acceptance certificate of the application software after the recovery and improvement studies which will take place in accordance with the problems encountered during wide implementation test.
-

## **Article 15 Tender prices**

Without prejudice to Article 15 of the General conditions, the goods to be supplied, as itemized and the overall prices, calculated on the basis of DDP include the full cost of delivery of the goods to the place of destination, packing, insurance, transportation, the full cost of clearance formalities, storage, unpacking, installation, putting into operation, testing and inspection including all cost of consumables to make them ready for acceptance, license, updating cost, the warranty and training (including training equipment, materials, premises, facilities), if any, and manuals, fees, allowances, all kind of social charges, operational costs for telecommunications, e-mail, international and local transport, and consumable, etc. of the staff and/or expert hired and assigned to service to be provided under this contract and any expenditure that such staff and/or expert will incur for execution of their activities, interpretation, translation, secretarial support and other project operating costs during the operation, and excluding taxes and customs duties as stipulated in Annex VI - Customs and Tax provisions.

It should be noted that the Beneficiary will provide office place and will meet the cost of transport and accommodation for GDPC staff and other End-Users within Turkey (for attending Project Working Group meetings, for attending training, etc).

## **Article 16 Tax and Customs arrangements**

Without prejudice to Article 16 of the General Conditions, the provisions on exemption and/or exceptions as laid down in Annex VI – Customs and Tax provisions from the national tax legislation shall also apply.

## **Article 17 Patents and licences**

In addition to the general provision of this article in the General Conditions, the Contractor indemnify the Contracting Authority and the Project Manager against any claim resulting from the use, as specified in the contract of patents, licenses, drawings, models or brand or trademarks. Tenderers are informed that all software included pre installed, must be accompanied, if any, by the License agreement Number and original manuals. The relevant costs must be included in the price of software including pre-installed.

Also one original package including original documents and magnetic/electronic media and two development licences will be provided for RDBMS, GIS software and each software used for development/customization of the application software (compilers, libraries, reporters, interfaces, tools, etc.) together with the run time licences necessary for development and implementation environment of the project.

The application software will be provided with full licence and ownership including any pre-fabricated packages and parts and will be given with full source codes together with the guides, manuals, magnetic/electronic media necessary for further patching, update, development, improvement, repair and maintenance requirements of the Beneficiary.

## **Article 18 Commencement order**

18.1 The commencement date for performance of the contract shall be date on which the

contract is signed by both parties.

## **Article 19      Period of Execution**

19.1 The period of execution of the tasks is 18 months from the Commencement date.

## **Article 22      Variations**

The Contracting Authority reserves the right, at the time of contracting, to vary the quantities of the equipment to be delivered in the following way:

Item No	Description	Original Quantities		
			Increase	Decrease
9	Workstation type-2	1196	290	290

The total value of the supplies may not rise or fall as a result of the variation in the quantities by more than 25% of the contract price. The unit prices used in the tender shall be applicable to the quantities procured under the variation.

## **Article 24      Quality of supplies**

In addition to the general provision of this article in the General Conditions, the supplies and services purchased under this contract shall conform to the standards mentioned in the Technical Specifications.

## **Article 25      Inspection and testing**

The inspection and testing of the supplies will be done in two phases. The supplies for the GDPC Headquarters will be tested after the delivery and installation to the GDPC Headquarters at Ankara. The inspection and testing of the other supplies will take place at the places of delivery indicated in D.4. List of Delivery Sites upon the completion of installation by the recipient.

During the inspection and testing procedure of the supplies the quantities, the technical performances, the technical specifications, existence of the documentation (manuals, guides, magnetic and electronic media), licences and system software shall be verified.

The application software will be tested in three phases. First phase will be performed at the end of development/customization period, a central test will be done at the GDPC. Second phase will be the pilot tests by the users of pilot sites. Pilot sites will include at least two of each different type site (provincial, distinct, institute, etc.) and will be defined during requirement analysis studies of the application software. Finally, overall performance of the complete system (hardware, system [package] software and application software) shall be verified by a wide test with the operation of all sites.

At least 2 weeks before the starting time of tests, the Contractor will inform the Contracting Authority and the Beneficiary about the possible schedule for inspection and testing procedures.

## **Article 26 Methods of payment**

**26.1** For foreign contractors payments shall be made in **Euro**.

For domestic contractors, payments shall be made in TL, as an equivalent to the EUR value of the contract, calculated at the exchange rate of the bank from which payments are made.

Payments shall be authorised and made by **Central Finance and Contracts Unit**, Ehlíbeyt Mahallesi, 6.Sokak No: 16/8, Ekşiođlu İş Merkezi 06520, Balgat, Ankara, TURKEY.

The Contractor must inform the **Representation of the European Commission to Turkey - Finance Section**, at Uđur Mumcu Caddesi No:88 Kat:4, Gaziosmanpaşa, Ankara, TURKEY, of request for payment/invoices by sending a copy of the correspondence.

**26.5** In order to obtain payments, the Contractor must forward to the authority referred to in paragraph 26.1 above (Any cost which shall be incurred for the transfer of payments to the Contractors' bank accounts shall be borne by the Contractors.):

Supplies :

- a) For the 60% pre-financing, in addition to the payment request, the contract, the performance guarantee and the pre-financing guarantee. The pre-financing guarantee shall be in the format given in Annex V
- b) For the 30% corresponding to the supply part, supplies provisional acceptance certificate, the invoice(s) in triplicate.

The pre-financing guarantee shall be partially released by the part corresponding to supply within 60 days of the supplies provisional acceptance.

- c) For the balance of 10% for the supply part, final acceptance certificate, the invoice(s) in triplicate and, where appropriate, the original of the guarantee.

Application software :

- a) For the 60% pre-financing, in addition to the payment request, the contract, the performance guarantee and the pre-financing guarantee. The pre-financing guarantee shall be in the format given in Annex V.
- b) For the 40% corresponding to the application software part, application software final acceptance certificate, the invoice(s) in triplicate.

The pre-financing guarantee shall be released by the part corresponding to application software within 60 days of the application software final acceptance.

Technical Assistance (training and ancillary services) ;

- a) For the 60% pre-financing, in addition to the payment request, the contract, the performance guarantee and the pre-financing guarantee. The pre-financing guarantee shall be in the format given in Annex V
- b) For the 40% corresponding to the technical assistance part, final acceptance certificate of the technical assistance, the invoice(s) in triplicate.

The pre-financing guarantee shall be partially released by the part corresponding to technical assistance within 60 days of the final acceptance of the complete system.

## Article 29 Delivery

- 29.1** The Contractor shall bear all risks relating to the goods until provisional acceptance at destination. The supplies shall be packaged so as to prevent their damage or deterioration in transit to their destination.
- 29.2** Subject to Article 29.4 of General Conditions, delivery of equipment shall be accompanied by a delivery note showing the Contract Reference Number : EUROPEAID/116300/D/S/TR and Contract Title : Veterinary Information System and the address of delivery as specified in Article 11 of the Contract and Appendix D of Annex II Technical Specifications.
- 29.3** The packaging shall become the property of the recipient subject to respect for the environment.
- 29.5/6** Each package must be marked according to its final destination as specified in the Technical Specifications and must be accompanied by a delivery note showing the contract reference number [ ] and publication reference No: EUROPEAID/116300/D/S/TR, and item number.

The supply shall include all necessary documents as specified herein such as manuals, conformity certificates, certificates of origin, warranty certificates, licences, original CDs & diskettes and others as necessary.

All packages must be marked as follows:

Publication Reference: EUROPEAID/116300/D/S/TR  
Supply Contract: "Supply of Equipment to Veterinary Information System-The  
General Directorate of Protection and Control of MARA" -

Contract No:  
Case Number: .... of ....  
Supply Address:  
Net weight:  
Delivery Address

**Important remark:** In case packing includes waterproof barriers, packages shall bear the mention: "DO NOT OPEN – WATERPROOF BARRIER" in red characters.

Each case shall be conspicuously marked on the sides with "Handle With Care", "Right Side Up", etc. together with international symbols according to the different characteristics and requirements for transportation, loading, unloading of the Supplies if necessary.

## Article 31 Provisional acceptance

The obligatory documents for the provisional acceptance.

- √ Original certificate of origin by Chamber of Commerce – Member State of the European Union, Turkey, the MEDA Mediterranean Countries or Territories, Candidate Countries or Countries benefiting from CARDS
- √ Certificate that the products are complying with EU Regulations and CE norms

- √ Warranty document of the manufacturer and/or supplier (for only supply part)
- √ The tenderer should prove that the equipment proposed is produced by a manufacturer who is accredited by ISO 9001:2000 or an equivalent European quality mark.

The supplies will be provisionally accepted after the tests which will be performed at the GPC Headquarters in Ankara, upon the completion of installation by the contractor and after the tests which will be performed at the places of delivery indicated in D.4. List of Delivery Sites upon the completion of installation by the recipient.

## **Article 32 Warranty (applicable to the supplies)**

Without prejudice to Article 32 of the General Conditions,

- 32.1 The Contractor shall warrant that the supplies are new, unused, of the most recent models and incorporate all recent improvements in design and materials. The Contractor shall further warrant that none of the supplies have any defect arising from design, materials or workmanship. This warranty shall remain valid for one year after provisional acceptance.
- 32.2 The Contractor shall submit with his technical offer a methodology for the equipment warranty service during the warranty period. During the warranty period, the service of the products will be assured by the Contractor through local company(ies) authorised by him (if the Contractor not a local company) or directly (if it is a local company). The list of service company(ies) and its (their) reference shall be included in the tender.
- 32.3 The Contractor shall at his own cost replace defective or damaged equipment/parts/software during the warranty period. The Contractor has to troubleshoot the problem within 48 hours of the request, overcome the problem within 10 (ten) working days, and fully repair and re-integrate within maximum 14 (fourteen) working days. If the reparation of broken equipment/part is not possible, Contractor shall replace that equipment/part with another equipment/part. No additional cost will be borne by the Contracting authority or the Beneficiary.

## **Article 33 After-sales service**

Not applicable.

## **Article 34 Final Acceptance**

- 34.1 Final acceptance shall take place within **30 calendar days** after the following conditions are met:
- 1) all provisional acceptance certificates are issued,
  - 2) the final progress report is approved
  - 3) the Warranty period for all of the contracted items is expired
  - 4) all products are established, working

- 5) all the specified documentation has been completed and delivered, and shall be pronounced upon the condition that the supplies provided are found in full working order and are compliant with the tender specifications
- 6) all training has been successfully completed, and the system is fully operational throughout Turkey as stipulated in Paragraph 4.3.12 of the Technical Specification.

The final acceptance of the application software will take place at the end of recovery and improvement studies which will be done by the contractor according to the results of the wide test with the operation of all sites.

Since technical assistance includes the transfer of know-how for the system it will be provided at each stage of the project and has an important effect for successful system development and implementation. So, final acceptance certificate for technical assistance will be submitted to the contractor together with the final acceptance certificate of the application software after the recovery and improvement studies which will take place in accordance with the problems encountered during wide implementation test.

The Contracting Authority shall issue the Contractor a final acceptance certificate, after taking a declaration from the Beneficiary, stating the date on which the Contractor completed all his obligations including the ones related to the technical assistance.

## **Article 35 Breach of contract**

**35.3** The contract may be terminated as stated in article 35, 36 and 37 of the General Conditions.

- a) Any general damages arising within this contract will be settled according to procedures described in art. 40 and 41 of the Special Conditions.
- b) In case where one Party terminates the contract due to a breach by the other Party, injured Party is entitled to the liquidated damages in amount of 10% of the total value of the contract. This not precludes the rights of injured Party to additional general damages.

## **Article 40 Amicable settlement of disputes**

40.1 The Parties shall make every effort to settle amicably any dispute, which may arise between them. Once a dispute has arisen, the Parties shall notify each other in writing of their positions on the dispute and any solution which they consider possible. If either Party deems it useful, the Parties shall meet and try and settle the dispute. A Party shall respond to a request for amicable settlement within 15 days of such a request. The following procedures shall apply:

If the Contractor considers himself to be entitled to raise a claim in connection with the contract, he shall give a fully detailed notice to the Contracting Authority describing the event and the circumstance on which his claim is based. The notice shall be given as soon as practicable and not later than 15 days after the Contractor became aware or should have become aware of the event or the circumstance.

If the Contractor fails to give notice of a claim within the above-mentioned time limit, the Contracting Authority shall be discharged from all liability in connection with the claim.

Within 15 days after receiving the claim, the Contracting Authority shall respond with approval or disapproval and detailed comments.

40.2 If the Contracting Authority considers itself to be entitled to raise a claim in connection with the contract, it shall give a fully detailed notice to the Contractor describing the event and the

circumstance on which this claim is based. The notice shall be given as soon as practicable and not later than 15 days after it became aware or should have become aware of the event or the circumstance.

Within 15 days after receiving the claim, the Contractor shall respond in writing with approval or disapproval.

If the amicable dispute settlement procedure fails, the Parties may agree to try to conciliation through the European Commission. In this case, the most diligent party shall by registered mail solicit from the EC Representation to Turkey to set up a conciliation meeting. Both parties will be invited by the EC Representation by normal mail to attend to the conciliation meeting taking place no later than 21 days after that the solicitation was received.

The maximum period laid down for reaching such a settlement shall be 60 days from the commencement of the procedure. Should the attempt to reach an amicable settlement fail or a Party fail to respond in time to requests for a settlement, either Party shall be free to proceed to the next stage of the dispute-settlement procedure by notifying the other.

#### **Article 41      Dispute settlement by litigation**

Any dispute between the Parties that may arise during the performance of this contract and that it has not been possible to settle otherwise between the Parties shall be submitted to **Ankara Courts** in accordance with the national law of the Contracting Authority.



# **ANNEX I : GENERAL CONDITIONS**

## **FOR SUPPLY CONTRACTS FINANCED BY THE EUROPEAN COMMUNITY**

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## **PRELIMINARY PROVISIONS**

### **Article 1 Definitions**

- 1.1 The headings and titles in these General Conditions shall not be taken as part thereof or be taken into consideration in the interpretation of the contract.
- 1.2 Where the context so permits, words in the singular shall be deemed to include the plural and vice versa, and words in the masculine shall be deemed to include the feminine and vice versa.
- 1.3 Words designating persons or parties shall include firms and companies and any organisation having legal capacity.

### **Article 2 Law and language of the contract**

- 2.1 The Special Conditions shall specify the law governing all matters not covered by the contract.
- 2.2 The contract and all written communications between the parties will be drafted in the language of the procedure.

### **Article 3 Order of precedence of contract documents**

- 3.1 Save where otherwise provided in the special conditions, the contract is made up of the following documents, in order of precedence:
  - a) the contract agreement;
  - b) the Special Conditions with the Technical Annex;
  - c) the Contractor's tender, including annexes;
  - d) the financial bid (Annex III);
  - e) the General Conditions (Annex I);
  - f) [*the minutes of the information meeting/site visit*];

Addenda have the order of precedence of the document they are modifying.

- 3.2. The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they should be read in the order in which they appear above.

### **Article 4 Communications**

- 4.1 Communications between the Contracting Authority and/or the Project Manager on the one hand, and the Contractor on the other, shall be exclusively in writing. Unless otherwise specified in the Special Conditions, communications between the Contracting Authority and/or the Project Manager on the one hand, and the Contractor on the other hand, shall be sent by post, cable, telex, fax transmission, or delivered by hand, to the addresses designated by the Parties for that purpose.
- 4.2 If the person sending a communication requires acknowledgement of receipt, he shall indicate this in his communication. Whenever there is a deadline for the receipt of a written communication, the sender should ask for an acknowledgement of receipt of his communication. In any event, the sender shall take all necessary measures to ensure

receipt of his communication.

- 4.3** Wherever the contract provides for the giving or issue of any notice, consent, approval, certificate or decision, unless otherwise specified such notice, consent, approval, certificate or decision shall be in writing and the words "notify", "certify", "approve" or "decide" shall be construed accordingly. Any such consent, approval, certificate or decision shall not unreasonably be withheld or delayed.

## **Article 5 Assignment**

- 5.1** An assignment shall be valid only if it is a written agreement by which the Contractor transfers his contract or part thereof to a third party.
- 5.2** The Contractor may not, without the prior written consent of the Contracting Authority, assign the contract or any part thereof, or any benefit or interest thereunder, except in the following cases:
- a) a charge, in favour of the Contractor's bankers, of any monies due or to become due under the contract; or
  - b) the assignment to the Contractor's insurers of the Contractor's right to obtain relief against any other person liable in cases where the insurers have discharged the Contractor's loss or liability.
- 5.3** For the purpose of Article 5.2, the approval of an assignment by the Contracting Authority shall not relieve the Contractor of his obligations for the part of the contract already performed or the part not assigned.
- 5.4** If the Contractor has assigned his contract without authorisation, the Contracting Authority may, without giving formal notice thereof, apply as of right the sanctions for breach of contract provided for in Article 35.
- 5.5** Assignees must satisfy the eligibility criteria applicable for the award of the contract.

## **Article 6 Subcontracting**

- 6.1** A subcontract shall be valid only if it is a written agreement by which the Contractor entrusts performance of a part of his contract to a third party.
- 6.2** The Contractor shall not subcontract without the prior written authorisation of the Contracting Authority. The elements of the contract to be subcontracted and the identity of the subcontractors shall be notified to the Contracting Authority. The Contracting Authority shall notify the Contractor of its decision within 30 days of receiving the notification, stating its reasons if authorisation is withheld.
- 6.3** Subcontractors must satisfy the eligibility criteria applicable for the award of the contract.
- 6.4** The Contracting Authority recognises no contractual link between itself and the subcontractors.
- 6.5** The Contractor shall be responsible for the acts, defaults and negligence of his subcontractors and their agents or employees, as if they were the acts, defaults or negligence of the Contractor, his agents or employees. The approval by the Contracting

Authority of the subcontracting of any part of the contract or of the subcontractor shall not relieve the Contractor of any of his obligations under the contract.

- 6.6** If a subcontractor has undertaken any continuing obligation extending for a period exceeding that of the warranty period under the contract towards the Contractor in respect of the supplies provided by the subcontractor, the Contractor must, at any time after the expiration of the warranty period, transfer immediately to the Contracting Authority, at the Contracting Authority's request and cost, the benefit of such obligation for the unexpired duration thereof.
- 6.7** If the Contractor enters into a subcontract without approval, the Contracting Authority may, without giving formal notice thereof, apply as of right the sanctions for breach of contract provided for in Article 35.

## ***OBLIGATIONS OF THE CONTRACTING AUTHORITY***

### **Article 7 Supply of documents**

- 7.1** If necessary, within 30 days of the signing of the contract, the Project Manager shall, where necessary, provide the Contractor, free of charge, with a copy of the drawings prepared for the performance of the contract and a copy of the specifications and other contract documents. The Contractor may purchase additional copies of these drawings, specifications and other documents, in so far as they are available. Upon the issue of the warranty certificate, or upon final acceptance, the Contractor shall return to the Project Manager all drawings, specifications and other contract documents.
- 7.2** Unless it is necessary for the purposes of the contract, the drawings, specifications and other documents provided by the Project Manager shall not be used or communicated to a third party by the Contractor without the prior consent of the Project Manager.
- 7.3** The Project Manager shall have authority to issue to the Contractor administrative orders incorporating such supplementary documents and instructions as are necessary for the proper execution of the contract and the remedying of any defects therein.
- 7.4** The special conditions must indicate the procedure used, if necessary, by the Contracting Authority and the Project Manager to approve drawings and other documents provided by the Contractor.

### **Article 8 Assistance with local regulations**

- 8.1** The Contractor may request the assistance of the Contracting Authority in obtaining copies of laws, regulations and information on local customs, orders or bye-laws of the country where the supplies are to be delivered which may affect the Contractor in the performance of his obligations under the contract. The Contracting Authority may provide the assistance requested to the Contractor at the Contractor's cost.
- 8.2** If necessary, the Contractor shall duly notify the Contracting Authority of details of the supplies so that the Contracting Authority can obtain the requisite permits or import licences.
- 8.3** If necessary, the Contracting Authority will undertake to obtain, in accordance with the Special Conditions, the requisite permits or import licences within a reasonable period, taking account of the performance dates for the contract.

- 8.4** Subject to the provisions of the laws and regulations on foreign labour of the states in which the supplies are to be delivered, the Contracting Authority shall make every effort to help the Contractor obtain all the visas and permits required for the personnel whose services the Contractor and the Contracting Authority consider necessary and residence permits for their families.

## ***OBLIGATIONS OF THE CONTRACTOR***

### **Article 9    General Obligations**

- 9.1** The Contractor shall perform the contract with due care and diligence including, where specified, the design, manufacture, delivery to site, erecting, testing and commissioning of the supplies and carrying out of any other work including the remedying of any defects in the supplies. The Contractor shall also provide all necessary equipment, supervision, labour and facilities required for the performance of the contract.
- 9.2** The Contractor shall comply with administrative orders given by the Project Manager. Where the Contractor considers that the requirement of an administrative order goes beyond the scope of the contract, he shall, on pain of breach of contract, notify the Project Manager thereof, giving his reasons, within 30 days of receipt of the order. Execution of the administrative order shall not be suspended because of this notice.
- 9.3** The Contractor shall respect and abide by all laws and regulations in force in the state of the Contracting Authority and shall ensure that his personnel, their dependants, and his local employees also respect and abide by all such laws and regulations. The Contractor shall indemnify the Contracting Authority against any claims and proceedings arising from any infringement by the Contractor, his employees and their dependants of such laws and regulations.
- 9.4** The Contractor shall treat all documents and information received in connection with the contract as private and confidential. He shall not, save in so far as may be necessary for the purposes of the contract's execution, publish or disclose any particulars of the contract without the prior consent in writing of the Contracting Authority or the Project Manager. If any disagreement arises as to the necessity for any publication or disclosure for the purpose of the contract, the decision of the Contracting Authority shall be final.
- 9.5** If the Contractor is a joint venture or consortium of two or more persons, all such persons shall be jointly and severally bound to fulfil the terms of the contract according to the law of the state of the Contracting Authority and shall, at the request of the Contracting Authority, designate one of such persons to act as leader with authority to bind the joint venture or consortium. The composition of the joint venture or consortium shall not be altered without the prior consent in writing of the Contracting Authority.
- 9.10** Save where the European Commission requests or agrees otherwise, the Contractor shall take the necessary measures to ensure the visibility of the European Union financing or cofinancing. These measures must comply with the rules laid down and published by the Commission on the visibility of external operations.

### **Article 10    Origin**

- 10.1** Save where otherwise provided for in the Special Conditions, supplies and services must originate in a Member State of the European Union or in one of the beneficiary countries as stated in the invitation to tender. The origin of the goods shall be determined according to the

rules laid down in the Community Customs Code or the international agreements to which the country concerned is a signatory.

- 10.2** The Contractor must certify that the goods tendered comply with this requirement, specifying their respective countries of origin. He may be required to provide more detailed information in this respect.
- 10.3** The Contractor shall present an official certificate of origin on provisional acceptance. Failure to comply with this obligation shall lead, after formal notice, to termination of the contract.

## **Article 11 Performance guarantee**

- 11.1** The Contractor shall, within 30 days of receipt of the notification of the award of contract, furnish the Contracting Authority with a guarantee for the full and proper performance of the contract. The amount of the guarantee shall be specified in the Special Conditions. It shall not exceed 5 % of the amount of the contract price, including any amounts stipulated in addenda to the contract.
- 11.2** The performance guarantee shall be held against payment to the Contracting Authority for any loss resulting from the Contractor's failure to perform his contractual obligations fully and properly.
- 11.3** The performance guarantee shall be in the format given in Annex IV and may be provided in the form of a bank guarantee, a banker's draft, a certified cheque, a bond provided by an insurance and/or bonding company or an irrevocable letter of credit. If the performance guarantee is to be provided in the form of a bank guarantee, a banker's draft, a certified cheque or a bond, it shall be issued by a bank or insurance and/or bonding company in accordance with the eligibility criteria applicable for the award of the contract.
- 11.4** The performance guarantee shall be denominated in the currency in which the contract is payable. No payments shall be made in favour of the Contractor prior to the provision of the guarantee. The guarantee shall continue to remain valid until the contract has been fully and properly performed.
- 11.5** During the performance of the contract, if the natural or legal person providing the guarantee is not able to abide by his commitments, the guarantee shall cease to be valid. The Contracting Authority shall give formal notice to the Contractor to provide a new guarantee on the same terms as the previous one. Should the Contractor fail to provide a new guarantee, the Contracting Authority may terminate the contract. Before so doing, the Contracting Authority shall send a registered letter with acknowledgement of receipt, which shall set a new deadline of no less than 15 days from the day of delivery of the letter.
- 11.6** The Contracting Authority shall demand payment from the guarantee of all sums for which the guarantor is liable under the guarantee due to the Contractor's default under the contract, in accordance with the terms of the guarantee and up to the value thereof. The guarantor shall, without delay, pay those sums upon demand from the Contracting Authority and may not raise any objection for any reason whatsoever. Before making any claim under the performance guarantee, the Contracting Authority shall notify the Contractor stating the nature of the default in respect of which the claim is to be made.
- 11.7** Except for such part as may be specified in the Special Conditions in respect of after-sales service, the performance guarantee shall be released within 30 days of the issue of the final acceptance certificate.

## **Article 12 Insurance**

- 12.1** An insurance policy may be required to cover the carriage of supplies; the conditions of this insurance policy may be specified in Article 12 of the Special Conditions, which may also specify other types of insurance to be taken out by the Contractor.
- 12.2** Notwithstanding the Contractor's insurance obligations under Article 12.1, the Contractor shall bear sole liability for, and indemnify the Contracting Authority and the Project Manager against, any claims by third parties for damage to property or personal injuries arising from the execution of the contract by the Contractor, his subcontractors and their employees.

## **Article 13 Performance programme**

- 13.1** If the Special Conditions so require, the Contractor shall submit a programme of performance of the contract for the approval of the Project Manager. The programme shall contain at least the following:
- a) the order in which the Contractor proposes to perform the contract including design, manufacture, delivery to place of receipt, installation, testing and commissioning;
  - b) the deadlines for submission and approval of the drawings;
  - c) a general description of the methods which the Contractor proposes to adopt for executing the contract; and
  - d) such further details and information as the Project Manager may reasonably require.
- 13.2** The Special Conditions shall specify the time limit within which the programme of performance must be submitted to the Project Manager for approval. They may set time limits within which the Contractor must submit all or part of the detailed drawings, documents and items. They shall also state the deadline for the Project Manager's approval or acceptance of the programme of performance, detailed drawings, documents and items. The approval of the programme by the Project Manager shall not relieve the Contractor of any of his obligations under the contract.
- 13.3** No material alteration to the programme shall be made without the approval of the Project Manager. If, however, the progress of the performance of the contract does not conform to the programme, the Project Manager may instruct the Contractor to revise the programme and submit the revised programme to him for approval.

## **Article 14 Contractor's drawings**

- 14.1** If the Special Conditions so provide, the Contractor shall submit to the Project Manager for approval:
- a) the drawings, documents, samples and/or models, according to the time limits and procedures laid down in the Special Conditions;
  - b) such drawings as the Project Manager may reasonably require for the performance of the contract.
- 14.2** If the Project Manager fails to notify his decision of approval referred to in Article 14.1 within the deadlines referred to in the contract or the approved programme of performance, such drawings, documents, samples or models shall be deemed to be approved on expiry of the

deadlines. If no deadline is specified, they shall be deemed to be approved 30 days after receipt.

- 14.3** Approved drawings, documents, samples and models shall be signed or otherwise identified by the Project Manager and may only be departed from on the Project Manager's instructions. Any of the Contractor's drawings, documents, samples or models which the Project Manager fails to approve shall immediately be modified to meet the requirements of the Project Manager and resubmitted by the Contractor for approval.
- 14.4** The Contractor shall supply additional copies of approved drawings in the form and numbers stated in the contract or in subsequent administrative orders.
- 14.5** The approval of the drawings, documents, samples or models by the Project Manager shall not relieve the Contractor from any of his obligations under the contract.
- 14.6** The Project Manager shall have the right to inspect all drawings, documents, samples or models relating to the contract at the Contractor's premises at all reasonable times.
- 14.7** Before provisional acceptance of the supplies, the Contractor shall supply operation and maintenance manuals together with drawings, which shall be in such detail as will enable the Project Manager to operate, maintain, adjust and repair all parts of the supplies. Unless otherwise stated in the Special Conditions, the manuals and drawings shall be in the language of the contract and in such forms and numbers as stated in the contract. The supplies shall not be considered completed for the purpose of provisional acceptance until such manuals and drawings have been supplied to the Contracting Authority.

## **Article 15 Sufficiency of tender prices**

- 15.1** Subject to any provisions which may be laid down in the Special Conditions, the Contractor shall be deemed to have satisfied himself before submitting his tender as to the correctness and sufficiency of the tender and to have taken account of all that is required for the full and proper performance of the contract and to have included in his rates and prices all costs related to the supplies, in particular:
- a) the costs of transport;
  - b) the costs of handling, packing, loading, unloading, transit, delivery, unpacking, checking, insurance and other administrative costs in connection with the supplies. The packaging shall be the property of the Contracting Authority unless otherwise provided in the Special Conditions;
  - c) the cost of documents relating to the supplies where such documents are required by the Contracting Authority;
  - d) performance and supervision of on-site assembly and/or commissioning of the delivered supplies;
  - e) furnishing of tools required for assembly and/or maintenance of the delivered supplies;
  - f) furnishing of detailed operation and maintenance manuals for each unit of the delivered supplies, as specified in the contract;
  - g) supervision or maintenance and/or repair of the supplies, for a period of time stated in the contract, with the stipulation that this service shall not release the Contractor from any warranty obligations under the contract;
  - h) training of the Contracting Authority's personnel, at the Contractor's factory



and/or elsewhere as specified in the contract.

**15.2** Since the Contractor is deemed to have determined his prices on the basis of his own calculations, operations and estimates, he shall, at no additional charge, carry out any work that is the subject of any item in his tender for which he indicates neither a unit price nor a lump sum.

#### **Article 16 Tax and customs arrangements**

16.1 For supplies manufactured locally, all internal fiscal charges applicable to their manufacture shall be excluded.

16.2 For supplies to be imported into the country of the Contracting Authority, all duties and taxes applicable to their importation, including VAT shall be excluded.

16.3 Whatever the origin of the supplies, the contract shall be exempt from stamp and registration duties.

#### **Article 17 Patents and licences**

Save where otherwise provided in the Special Conditions, the Contractor shall indemnify the Contracting Authority and the Project Manager against any claim resulting from the use as specified in the contract of patents, licences, drawings, models, or brand or trade marks, unless such infringement results from compliance with the design or specification provided by the Contracting Authority and/or the Project Manager.

### ***COMMENCEMENT OF EXECUTION AND DELAYS***

#### **Article 18 Commencement order**

**18.1** The Contracting Authority shall fix the date on which performance of the contract is to commence and advise the Contractor thereof either in the notice of award of the contract or by administrative order issued by the Project Manager.

**18.2** Save where the Parties agree otherwise, performance of the contract shall begin no later than 90 days after notification of award of contract. After that date the Contractor shall be entitled not to perform the contract and to obtain its termination or compensation for the damage he has suffered. The Contractor shall forfeit this right unless he exercises it within 30 days of the expiry of the 90-day period.

#### **Article 19 Period of execution of tasks**

**19.1** The period of execution of tasks shall commence on the date fixed in accordance with Article 18 and shall be as stated in the contract, without prejudice to extensions of the period which may be granted under Article 20.

**19.2** If provision is made for separate periods of performance for separate lots, such periods shall not be aggregated in cases where one Contractor is allocated more than one lot.

## **Article 20 Extension of period of execution**

- 20.1** The Contractor may request an extension to the period of execution if his performance of the contract is delayed, or expected to be delayed, for any of the following reasons:
- a) extra or additional supplies ordered by the Contracting Authority;
  - b) exceptional weather conditions in the country of the Contracting Authority which may affect installation or erection of the supplies;
  - c) physical obstructions or conditions which may affect delivery of the supplies, which could not reasonably have been foreseen by a competent contractor;
  - d) administrative orders affecting the date of completion other than those arising from the Contractor's default;
  - e) failure of the Contracting Authority to fulfil its obligations under the contract;
  - f) any suspension of the delivery and/or installation of the supplies which is not due to the Contractor's default;
  - g) force majeure;
  - h) any other causes referred to in these General Conditions which are not due to the Contractor's default.
- 20.2** Within 15 days of realising that a delay might occur, the Contractor shall notify the Project Manager of his intention to make a request for extension of the period of performance to which he considers himself entitled and, save where otherwise agreed between the Contractor and the Project Manager, within 30 days provide the Project Manager with comprehensive details so that the request can be examined.
- 20.3** Within 30 days the Project Manager shall, by written notice to the Contractor after due consultation with the Contracting Authority and, where appropriate, the Contractor, grant such extension of the period of performance as may be justified, either prospectively or retrospectively, or inform the Contractor that he is not entitled to an extension.

## **Article 21 Delays in execution**

- 21.1** If the Contractor fails under his own responsibility to deliver any or all of the goods or perform the services within the time limit(s) specified in the contract, the Contracting Authority shall, without formal notice and without prejudice to its other remedies under the contract, be entitled, for every day which shall elapse between the expiry of the contractual period and the actual date of completion, to liquidated damages equal to 5/1000 of the value of the undelivered supplies to a maximum of 15% of the total value of the contract.
- 21.2** If the non-delivery of any of the goods prevents the normal use of the supplies as a whole, the liquidated damages provided for in paragraph 21.1 shall be calculated on the basis of the total contract value.
- 21.3** If the Contracting Authority has become entitled to claim at least 15% of the contract value it may, after giving written notice to the Contractor:
- seize the performance guarantee;
  - terminate the contract, in which case the Contractor will have no right to

- compensation; and
- enter into a contract with a third party for the provision of the balance of the supplies. The Contractor shall not be paid for this part of the contract. The Contractor shall also be liable for the additional costs and damages caused by his failure.

## **Article 22 Variations**

**22.1** Subject to the limits set in the Practical Guide to contract procedures financed by the budget of the European Communities in the context of external actions, the Contracting Authority reserves the right, at the time of contracting, to vary the quantities as stated in the Special Conditions. The total value of the supplies may not rise or fall as a result of the variation in the quantities by more than 25% of the contract price. The unit prices used in the tender shall be applicable to the quantities procured under the variation.

**22.2** The Project Manager shall have the power to order any variation to any part of the supplies necessary for the proper completion and/or functioning of the supplies. Such variations may include additions, omissions, substitutions, changes in quality, quantity, form, character, kind, as well as drawings, designs or specifications where the supplies are to be specifically manufactured for the Contracting Authority, method of shipment or packing, place of delivery, and in the specified sequence, method or timing of execution of the supplies. No order for a variation may result in the invalidation of the contract, but the financial effect of any such variation shall be valued in accordance with Article 22.6.

**22.3** No variation shall be made except by administrative order, subject to the following provisos:

- a) if, for whatever reason, the Project Manager believes it necessary to give an order orally, he shall confirm the order by an administrative order as soon as possible;
- b) if the Contractor confirms in writing an oral order given for the purpose of Article 22.3.a and the confirmation is not contradicted in writing forthwith by the Project Manager, an administrative order shall be deemed to have been issued for the variation;
- c) an administrative order for a variation shall not be required when increasing or decreasing the quantity of any work because the estimates in the bill of quantities or budget breakdown were too high or too low.

**22.4** Save where Article 22.2 provides otherwise, prior to issuing an administrative order for a variation, the Project Manager shall notify the Contractor of the nature and form of that variation. As soon as possible, after receiving such notice, the Contractor shall submit to the Project Manager a proposal containing:

- a description of the tasks, if any, to be performed or the measures to be taken and a performance programme;
- any necessary modifications to the performance programme or to any of the Contractor's obligations under the contract;
- any adjustment to the contract price in accordance with the rules set out in Article 22.

**22.5** Following the receipt of the Contractor's submission referred to in Article 22.4, the Project Manager shall, after due consultation with the Contracting Authority and, where appropriate, the Contractor, decide as soon as possible whether or not the variation should be carried

out. If the Project Manager decides that the variation is to be carried out, he shall issue an administrative order stating that the variation is to be made at the prices and under the conditions given in the Contractor's submission referred to in Article 22.4 or as modified by the Project Manager in accordance with Article 22.6.

**22.6** The prices for all variations ordered by the Project Manager in accordance with Articles 22.3 and 22.5 shall be ascertained by the Project Manager in accordance with the following principles:

- where the task is of similar character and executed under similar conditions to an item priced in the bill of quantities or budget breakdown, it shall be valued at such rates and prices contained therein;
- where the task is not of similar character or is not executed under similar conditions, the rates and prices in the contract shall be used as the basis for valuation in so far as is reasonable, failing which a fair valuation shall be made by the Project Manager;
- if the nature or amount of any variation relative to the nature or amount of the whole of the contract or to any part thereof is such that, in the opinion of the Project Manager, any rate or price contained in the contract for any item of work is by reason of such variation rendered unreasonable, then the Project Manager shall fix such rate or price as he thinks reasonable and proper in the circumstances;
- where a variation is necessitated by a default or breach of contract by the Contractor, any additional cost attributable to such variation shall be borne by the Contractor.

**22.7** On receipt of the administrative order requesting the variation, the Contractor shall proceed to carry out the variation and be bound by that order in so doing as if such variation were stated in the contract. The supplies shall not be delayed pending the granting of any extension of time for completion or adjustment to the contract price. Where the order for a variation precedes the adjustment to the contract price, the Contractor shall keep records of the costs of undertaking the variation and of the time expended thereon. Such records shall be open to inspection by the Project Manager at all reasonable times.

**22.8** Contractual variations not covered by an administrative order must be formalised through an addendum to the contract signed by all parties. Changes of address or bank account may simply be notified in writing by the Contractor to the Contracting Authority. Any contractual variations must respect the general principles defined in the Practical guide to contract procedures financed by the general budget of the European Communities in the context of external actions.

## **Article 23 Suspension**

**23.1** The Project Manager may, by administrative order, at any time, instruct the Contractor to suspend:

- a) the manufacture of the supplies; or
  - b) the delivery of supplies to the place of acceptance at the time specified for delivery in the performance programme or, if no time specified, at the time appropriate for it to be delivered; or
  - c) the installation of the supplies which have been delivered to the place of acceptance.
-

- 23.2** The Contractor shall, during suspension, protect and secure the supplies affected at the Contractor's warehouse or elsewhere, against any deterioration, loss or damage to the extent possible and as instructed by the Project Manager, even if supplies have been delivered to the place of acceptance in accordance with the contract but their installation has been suspended by the Project Manager.
- 23.3** Additional expenses incurred in connection with such protective measure shall be added to the contract price. The Contractor shall not be paid any additional expenses if the suspension is:
- a) dealt with differently in the contract; or
  - b) necessary by reason of normal climatic conditions at the place of acceptance; or
  - c) necessary owing to some default of the Contractor; or
  - d) necessary for the safety or the proper execution of the contract or any part thereof insofar as such necessity does not arise from any act or default by the Project Manager or the Contracting Authority.
- 23.4** The Contractor shall not be entitled to such additions to the contract price unless he notifies the Project Manager, within 30 days of receiving the order to suspend progress of delivery, of his intention to make a claim for them.
- 23.5** The Project Manager, after consultation with the Contracting Authority and the Contractor, shall determine such extra payment and/or extension of the period of performance to be made to the Contractor in respect of such claim as shall, in the opinion of the Project Manager, be fair and reasonable.
- 23.6** If the period of suspension exceeds 180 days, and the suspension is not due to the Contractor's default, the Contractor may, by notice to the Project Manager, request to proceed with the supplies within 30 days, or terminate the contract.
- 23.7** Where the award procedure or performance of the contract is vitiated by substantial errors or irregularities or by fraud, the Contracting Authority shall suspend performance of the contract. Where such errors, irregularities or fraud are attributable to the Contractor, the Contracting Authority may also refuse to make payments or may recover monies already paid, in proportion to the seriousness of the errors, irregularities or fraud.

The purpose of suspending the contract shall be to verify whether presumed substantial errors and irregularities or fraud have actually occurred. If they are not confirmed, performance of the contract shall resume as soon as possible. A substantial error or irregularity shall be any infringement of a contract or regulatory provision resulting from an act or an omission that causes or might cause a loss to the Community budget.

## ***MATERIALS AND WORKMANSHIP***

### **Article 24 Quality of supplies**

- 24.1** The supplies must in all respects satisfy the technical specifications laid down in the contract and conform in all respects to the drawings, surveys, models, samples, patterns and other requirements in the contract, which must be held at the disposal of the Contracting Authority or the Project Manager for the purposes of identification throughout

the period of performance.

- 24.2** Any preliminary technical acceptance stipulated in the Special Conditions should be the subject of a request sent by the Contractor to the Project Manager. The request shall specify the materials, items and samples submitted for such acceptance according to the contract and indicate the lot number and the place where acceptance is to take place, as appropriate. The materials, items and samples specified in the request must be certified by the Project Manager as meeting the requirements for such acceptance prior to their incorporation in the supplies.
- 24.3** Even if materials or items to be incorporated in the supplies or in the manufacture of components to be supplied have been technically accepted in this way, they may still be rejected if a further examination reveals defects or faults, in which case they must immediately be replaced by the Contractor. The Contractor may be given the opportunity to repair and make good materials and items which have been rejected, but such materials and items will be accepted for incorporation in the supplies only if they have been repaired and made good to the satisfaction of the Project Manager.

## **Article 25 Inspection and testing**

- 25.1** The Contractor shall ensure that the supplies are delivered to the place of acceptance in time to allow the Project Manager to proceed with acceptance of the supplies. The Contractor is deemed to have fully appreciated the difficulties which he might encounter in this respect, and he shall not be permitted to advance any grounds for delay.
- 25.2** The Project Manager shall be entitled, from time to time, to inspect, examine, measure and test the components, materials and workmanship, and check the progress of preparation, fabrication or manufacture of anything being prepared, fabricated or manufactured for delivery under the contract, in order to establish whether the components, materials and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Special Conditions.
- 25.3** For the purposes of such tests and inspections, the Contractor shall:
- a) provide the Project Manager, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labour, materials, drawings and production data as are normally required for inspection and testing;
  - b) agree, with the Project Manager, the time and place for tests;
  - c) give the Project Manager access at all reasonable times to the place where the tests are to be carried out.
- 25.4** If the Project Manager is not present on the date agreed for tests, the Contractor may, unless otherwise instructed by the Project Manager, proceed with the tests, which shall be deemed to have been made in the Project Manager's presence. The Contractor shall immediately send duly certified copies of the test results to the Project Manager, who shall, if he has not attended the test, be bound by the test results.
- 25.5** When components and materials have passed the above-mentioned tests, the Project Manager shall notify the Contractor or endorse the Contractor's certificate to that effect.
- 25.6** If the Project Manager and the Contractor disagree on the test results, each shall state his views to the other within 15 days of such disagreement. The Project Manager or the Contractor may require such tests to be repeated on the same terms and conditions or, if

either Party so requests, by an expert selected by common consent. All test reports shall be submitted to the Project Manager, who shall communicate the results of these tests without delay to the Contractor. The results of retesting shall be conclusive. The cost of retesting shall be borne by the Party whose views are proved wrong by the retesting.

- 25.7** In the performance of their duties, the Project Manager and any person authorised by him shall not disclose to unauthorised persons information concerning the undertaking's methods of manufacture and operation obtained through inspection and testing.

## **PAYMENTS**

### **Article 26 General principles**

- 26.1** Payments shall be made in euro or national currency. The Special Conditions shall lay down the administrative or technical conditions governing payments of pre-financing, interim and/or final payments made in accordance with the General Conditions.
- 26.2** Payments due by the Contracting Authority shall be made to the bank account mentioned on the financial identification form completed by the Contractor. The same form, annexed to the payment request, must be used to report changes of bank account.
- 26.3** Sums due shall be paid within no more than 45 calendar days from the date on which an admissible payment request is registered by the competent department specified in the Special Conditions. The date of payment shall be the date on which the institution's account is debited. The payment request shall not be admissible if one or more essential requirements are not met.
- 26.4** The 45-day period may be suspended by notifying the Contractor that the payment request cannot be fulfilled because the sum is not due, because appropriate substantiating documents have not been provided or because there is evidence that the expenditure might not be eligible. In the latter case, an inspection may be carried out on the spot for the purpose of further checks. The Contractor shall provide clarifications, modifications or further information within 30 days of being asked to do so. The payment period shall continue to run from the date on which a properly drawn-up payment request is registered.
- 26.5** The payments shall be made as follows:
- a)** 60% of the contract price after the signing of the contract, against provision of the performance guarantee and a security guaranteeing repayment in full of this pre-financing;
  - b)** 30% of the contract price following provisional acceptance of the supplies;
  - c)** 10% of the contract price, as payment of the balance outstanding, following final acceptance of the supplies. However, this payment of 10% may, if the Contractor so wishes, be made at the same time as the 30% instalment referred to in paragraph 26.5.b if the Contractor provides a security guaranteeing repayment of the full amount of the 10% balance. The security shall be released within 60 days of the final acceptance of the supplies.
- 26.6** Where only part of the supplies have been delivered, the 30% payment due following partial provisional acceptance shall be calculated on the value of the supplies which have actually been accepted and the security shall be released accordingly.

- 26.7** For supplies not covered by a warranty period, the payments listed above shall be aggregated. The conditions to which the payments of pre-financing, interim and/or final payments are subject, shall be as stated in the Special Conditions.
- 26.8** The payment obligations of the EC under this Contract shall cease at most 18 months after the end of the period of execution of the tasks, unless the Contract is terminated in accordance with these General Conditions.
- 26.9** Unless otherwise stipulated in the Special Conditions, contracts shall be at fixed prices, which shall not be revised.
- 26.10** The Contractor undertakes to repay any amounts paid in excess of the final amount due to the Contracting Authority within 45 days of receiving a request to do so. Should the Contractor fail to make repayment within the deadline set by the Contracting Authority, the Contracting Authority may (unless the Contractor is a government department or public body of a Member State of the Community) increase the amounts due by adding interest:
- at the rediscount rate applied by the central bank of the country of the Contracting Authority if payments are in the currency of that country;
  - at the rate applied by the European Central Bank to its main refinancing transactions in euro where payments are in euro,
- on the first day of the month in which the time-limit expired, plus three and a half percentage points. The default interest shall be incurred over the time which elapses between the date of the payment deadline set by the Contracting Authority (exclusive), and the date on which payment is actually made (inclusive). Any partial payments shall first cover the interest thus established.
- Amounts to be repaid to the Contracting Authority may be offset against amounts of any kind due to the Contractor. This shall not affect the Parties' right to agree on payment in instalments. Bank charges incurred by the repayment of amounts due to the Contracting Authority shall be borne entirely by the Contractor.

## **Article 27 Payment to third parties**

- 27.1** Orders for payments to third parties may be carried out only after an assignment made in accordance with Article 5. The Contracting Authority shall be notified of the assignment.
- 27.2** Notification of beneficiaries of the assignment shall be the sole responsibility of the Contractor.
- 27.3** In the event of a legally binding attachment of the property of the Contractor affecting payments due to him under the contract, and without prejudice to the time limit laid down in the Special Conditions, the Contracting Authority shall have 30 days, starting from the day on which it receives notification of the definitive lifting of the obstacle to payment, to resume payments to the Contractor.

## **Article 28 Delayed payments**

- 28.1** The Contracting Authority shall pay the Contractor sums due within 45 days of the date on which an admissible payment is registered, in accordance with Article 43 of these General Conditions. This period shall begin to run from the approval of these documents by the competent department referred to in Article 43 of the Special Conditions. These documents



shall be approved either expressly or tacitly, in the absence of any written reaction in the 45 days following their receipt accompanied by the requisite documents.

**28.2** Once the deadline laid down in Article 28.1 has expired, the Contractor may, within two months of late payment, claim late-payment interest:

- at the rediscount rate applied by the issuing institution of the country of the Contracting Authority where payments are in national currency;
- at the rate applied by the European Central Bank to its main refinancing transactions in euro, as published in the Official Journal of the European Union, where payments are in euro,

on the first day of the month in which the deadline expired, plus seven percentage points. The late-payment interest shall apply to the time which elapses between the date of the payment deadline (exclusive) and the date on which the Contracting Authority's account is debited (inclusive).

**28.3** Any default in payment of more than 90 days from the expiry of the period laid down in Article 28.1 shall entitle the Contractor either not to perform the contract or to terminate it, with 30 days' prior notice to the Contracting Authority and the Project Manager.

## ***ACCEPTANCE AND MAINTENANCE***

### **Article 29 Delivery**

**29.1** The Contractor shall deliver the supplies in accordance with the conditions of the contract. The supplies shall be at the risk of the Contractor until their provisional acceptance.

**29.2** The Contractor shall provide such packaging of supplies as is required to prevent their damage or deterioration in transit to their destination as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling, exposure to extreme temperatures, salt and precipitation during transit and open storage. Package size and weight shall take into consideration, where appropriate, the remoteness of the final destination of the supplies, and the possible absence of heavy handling facilities at all points in transit.

**29.3** The packaging, marking and documentation inside and outside the packages shall comply with such requirements as shall be expressly provided for in the Special Conditions, subject to any variations subsequently ordered by the Project Manager.

**29.4** No supplies shall be shipped or delivered to the place of acceptance until the Contractor has received a delivery order from the Project Manager. The Contractor shall be responsible for the delivery at the place of acceptance of all supplies and supplier's equipment required for the purpose of the contract. If the Project Manager fails either to issue the certificate of provisional acceptance or to reject the Contractor's application within the period of 30 days, he shall be deemed to have issued the certificate on the last day of that period.

**29.5** Each delivery must be accompanied by a statement drawn up by the Contractor. This statement shall be as specified in the Special Conditions.

**29.6** Each package shall be clearly marked in accordance with the Special Conditions.

**29.7** Delivery shall be deemed to have been made when there is written evidence available to both Parties that delivery of the supplies has taken place in accordance with the terms of the contract, and the invoice(s) and all such other documentation specified in the Special Conditions, have been submitted to the Contracting Authority. Where the supplies are delivered to an establishment of the Contracting Authority, the latter shall bear the responsibility of bailee, in accordance with the requirements of the law applicable to the contract, during the time which elapses between delivery for storage and acceptance.

### **Article 30 Verification operations**

**30.1** The supplies shall not be accepted until the prescribed verifications and tests have been carried out at the expense of the Contractor. The inspections and tests may be conducted before shipment, at the point of delivery and/or at the final destination of the goods.

**30.2** The Project Manager shall, during the progress of the delivery of the supplies and before the supplies are taken over, have the power to order or decide:

- a) the removal from the place of acceptance, within such time or times as may be specified in the order, of any supplies which, in the opinion of the Project Manager, are not in accordance with the contract;
- b) their replacement with proper and suitable supplies;
- c) the removal and proper re-installation, notwithstanding any previous test thereof or interim payment therefor, of any installation which in respect of materials, workmanship or design for which the Contractor is responsible, is not, in the opinion of the Project Manager, in accordance with the contract;
- d) that any work done or goods supplied or materials used by the Contractor is or are not in accordance with the contract, or that the supplies or any portion thereof do not fulfil the requirements of the contract.

**30.3** The Contractor shall, with all speed and at his own expense, make good the defects so specified. If the Contractor does not comply with such order, the Contracting Authority shall be entitled to employ other persons to carry out the orders and all expenses consequent thereon or incidental thereto shall be deducted by the Contracting Authority from any monies due or which may become due to the Contractor.

**30.4** Supplies which are not of the required quality shall be rejected. A special mark may be applied to the rejected supplies. This shall not be such as to alter them or affect their commercial value. Rejected supplies shall be removed by the Contractor from the place of acceptance, if the Project Manager so requires, within a period which the Project Manager shall specify, failing which they shall be removed as of right at the expense and risk of the Contractor. Any works incorporating rejected materials shall be rejected.

**30.5** The provisions of Article 30 shall not affect the right of the Contracting Authority to claim under Article 21, nor shall it in any way release the Contractor from any warranty or other obligations under the contract.

### **Article 31 Provisional acceptance**

**31.1** The supplies shall be taken over by the Contracting Authority when they have been delivered in accordance with the contract, have satisfactorily passed the required tests, or have been commissioned as the case may be, and a certificate of provisional acceptance has been issued or is deemed to have been issued.

**31.2** The Contractor may apply, by notice to the Project Manager, for a certificate of provisional

acceptance when supplies are ready for provisional acceptance. The Project Manager shall within 30 days of receipt of the Contractor's application either:

- issue the certificate of provisional acceptance to the Contractor with a copy to the Contracting Authority stating, where appropriate, his reservations, and, inter alia, the date on which, in his opinion, the supplies were completed in accordance with the contract and ready for provisional acceptance; or
- reject the application, giving his reasons and specifying the action which, in his opinion, is required of the Contractor for the certificate to be issued.

**31.3** Should exceptional circumstances make it impossible to proceed with the acceptance of the supplies during the period fixed for provisional or final acceptance, a statement certifying such impossibility shall be drawn up by the Project Manager after consultation, where possible, with the Contractor. The certificate of acceptance or rejection shall be drawn up within 30 days following the date on which such impossibility ceases to exist. The Contractor shall not invoke these circumstances in order to avoid the obligation of presenting the supplies in a state suitable for acceptance.

**31.4** If the Project Manager fails either to issue the certificate of provisional acceptance or to reject the supplies within the period of 30 days, he shall be deemed to have issued the certificate on the last day of that period, except where the certificate of provisional acceptance is deemed to constitute a certificate of final acceptance. In this case, Article 34.2 below does not apply. If the supplies are divided by the contract into lots, the Contractor shall be entitled to apply for a separate certificate for each lot.

**31.5** In case of partial delivery, the Contracting Authority reserves the right to give partial provisional acceptance.

**31.6** Upon provisional acceptance of the supplies, the Contractor shall dismantle and remove temporary structures and materials no longer required for use in connection with the performance of the contract. He shall also remove any litter or obstruction and redress any change in the condition of the place of acceptance as required by the contract.

## **Article 32 Warranty obligations**

**32.1** The Contractor shall warrant that the supplies are new, unused, of the most recent models and incorporate all recent improvements in design and materials, unless otherwise provided in the contract. The Contractor shall further warrant that all supplies shall have no defect arising from design, materials or workmanship, except insofar as the design or materials are required by the specifications, or from any act or omission, that may develop under use of the supplies in the conditions obtaining in the country of the Contracting Authority. This warranty shall remain valid as specified in the Special Conditions.

**32.2** The Contractor shall be responsible for making good any defect in, or damage to, any part of the supplies which may appear or occur during the warranty period and which:

- a) results from the use of defective materials, faulty workmanship or design of the Contractor; or
  - b) results from any act or omission of the Contractor during the warranty period; or
  - c) appears in the course of an inspection made by, or on behalf of, the Contracting Authority.
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- 32.3** The Contractor shall at his own cost make good the defect or damage as soon as practicable. The warranty period for all items replaced or repaired shall recommence from the date on which the replacement or repair was made to the satisfaction of the Project Manager. If the contract provides for partial acceptance, the warranty period shall be extended only for the part of the supplies affected by the replacement or repair.
- 32.4** If any such defect appears or such damage occurs during the warranty period, the Contracting Authority or the Project Manager shall notify the Contractor. If the Contractor fails to remedy a defect or damage within the time limit stipulated in the notification, the Contracting Authority may:
- a) remedy the defect or the damage itself, or employ someone else to carry out the work at the Contractor's risk and cost, in which case the costs incurred by the Contracting Authority shall be deducted from monies due to or guarantees held against the Contractor or from both; or
  - b) terminate the contract.
- 32.5** In emergencies, where the Contractor cannot be reached immediately or, having been reached, is unable to take the measures required, the Contracting Authority or the Project Manager may have the work carried out at the expense of the Contractor. The Contracting Authority or the Project Manager shall as soon as practicable inform the Contractor of the action taken.
- 32.6** The maintenance obligations shall be stipulated in the Special Conditions and technical specifications. If the duration of the warranty period is not specified, it shall be 365 days. The warranty period shall commence on the date of provisional acceptance and may recommence in accordance with Article 32.3.

### **Article 33 After-sales service**

An after-sales service, if required by the contract, shall be provided in accordance with the details stipulated in the Special Conditions. The Contractor shall undertake to carry out or have carried out the maintenance and repair of supplies and to provide a rapid supply of spare parts. The Special Conditions may specify that the Contractor must provide any or all of the following materials, notifications and documents pertaining to spare parts manufactured or distributed by the Contractor:

- a) such spare parts as the Contracting Authority may choose to purchase from the Contractor, it being understood that this choice shall not release the Contractor from any warranty obligations under the contract;
- b) in the event of termination of production of the spare parts, advance notification to the Contracting Authority to allow it to procure the parts required and, following such termination, provision at no cost to the Contracting Authority of the blueprints, drawings and specifications of the spare parts, if and when requested.

### **Article 34 Final acceptance**

- 34.1** Upon expiry of the warranty period or, where there is more than one such period, upon expiry of the latest period, and when all defects or damage have been rectified, the Project Manager shall issue the Contractor a final acceptance certificate, with a copy to the Contracting Authority, stating the date on which the Contractor completed his obligations under the contract to the Project Manager's satisfaction. The final acceptance certificate shall be issued by the Project Manager within 30 days of the expiry of the warranty period

or as soon as any repairs ordered under Article 32 have been completed to the satisfaction of the Project Manager.

- 34.2** The contract shall not be considered to have been performed in full until the final acceptance certificate has been signed or is deemed to have been signed by the Project Manager.
- 34.3** Notwithstanding the issue of the final acceptance certificate, the Contractor and the Contracting Authority shall remain liable for the fulfilment of any obligation incurred under the contract prior to the issue of the final acceptance certificate which remains unperformed at the time that final acceptance certificate is issued. The nature and extent of any such obligation shall be determined by reference to the provisions of the contract.

## ***BREACH OF CONTRACT AND TERMINATION***

### **Article 35 Breach of contract**

- 35.1** A Party shall be in a breach of contract if it fails to discharge any of its obligations under the contract.
- 35.2** Where a breach of contract occurs, the injured Party shall be entitled to the following remedies:
- a) damages; and/or
  - b) termination of the contract.
- 35.3** In addition to the above-mentioned measures, damages may be awarded. They may be either:
- a) general damages; or
  - b) liquidated damages.
- The amount and procedures for these damages shall be laid down in the Special Conditions.
- 35.4** Recovery of damages, disbursements or expenses resulting from the application of measures provided for in this Article shall be effected by deduction from the sums due to the Contractor, from the deposit, or by payment under the guarantee.

### **Article 36 Termination by the Contracting Authority**

- 36.1** The Contracting Authority may, after giving the Contractor seven days' notice, terminate the contract in any of the following cases:
- a) the Contractor substantially fails to perform his obligations under this contract;
  - b) the Contractor fails to comply within a reasonable time with a notice given by the Project Manager requiring him to make good any neglect or failure to perform his obligations under the contract which seriously affects the proper and timely performance of the works;
  - c) the Contractor refuses or neglects to carry out administrative orders given by the Project Manager;

- d) the Contractor assigns the contract or subcontracts without the authorisation of the Contracting Authority;
- e) the Contractor is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- f) the Contractor has been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- g) the Contractor has been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- h) the Contractor has been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- i) the Contractor, following another procurement procedure or grant award procedure financed by the Community budget, has been declared to be in serious breach of contract for failure to perform its contractual obligations;
- j) any organisational modification occurs involving a change in the legal personality, nature or control of the Contractor, unless such modification is recorded in an addendum to the contract;
- k) any other legal disability hindering performance of the contract occurs;
- l) the Contractor fails to provide the required guarantee or insurance, or if the person providing the earlier guarantee or insurance required under the present contract is not able to abide by his commitments.

**36.2** Termination shall be without prejudice to any other rights or powers of the Contracting Authority and the Contractor under the contract. The Contracting Authority may, thereafter, conclude any other contract with a third party on behalf of the Contractor. The Contractor's liability for delay in completion shall immediately cease upon termination without prejudice to any liability thereunder that may already have occurred.

**36.3** The Project Manager shall, upon the issue of the notice of termination of the contract, instruct the Contractor to take immediate steps to bring the execution of the supplies to a close in a prompt and orderly manner and to reduce expenditure to a minimum.

**36.4** In the event of termination, the Project Manager shall, as soon as possible and in the presence of the Contractor or his representatives or having duly summoned them, draw up a report on the supplies delivered and the work performed and take an inventory of the materials supplied and unused. A statement shall also be drawn up of monies due to the Contractor and of monies owed by the Contractor to the Contracting Authority as at the date of termination of the contract.

**36.5** The Contracting Authority shall not be obliged to make any further payments to the Contractor until the supplies are completed, whereupon the Contracting Authority shall be entitled to recover from the Contractor the extra costs, if any, of providing the supplies or shall pay any balance due to the Contractor prior to the termination of the contract.

- 36.6** If the Contracting Authority terminates the contract it shall be entitled to recover from the Contractor any loss it has suffered under the contractual conditions set out in Article 2 of the Special Conditions.
- 36.7** This contract shall be automatically terminated if it has given risen to no payment in the three years following its signing.

### **Article 37 Termination by the Contractor**

- 37.1** The Contractor may, after giving 14 days notice to the Contracting Authority, terminate the contract if the Contracting Authority:
- fails to pay the Contractor the amounts due under any certificate issued by the Project Manager after the expiry of the deadline stated in the Special Conditions;
  - consistently fails to meet its obligations after repeated reminders; or
  - suspends the delivery of the supplies, or any part thereof, for more than 180 days, for reasons not specified in the contract or not attributable to the Contractor.
- 37.2** Termination shall be without prejudice to any other rights or powers under the contract of the Contracting Authority and the Contractor.
- 37.3** In the event of such termination, the Contracting Authority shall pay the Contractor for any loss or damage the Contractor may have suffered.

### **Article 38 Force majeure**

- 38.1** Neither Party shall be considered to be in default or in breach of its obligations under the contract if the performance of such obligations is prevented by any event of force majeure arising after the date of notification of award or the date when the contract becomes effective, whichever is the earlier.
- 38.2** For the purposes of this Article, the term "force majeure" means acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars whether declared or not, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar unforeseeable events which are beyond the Parties' control and cannot be overcome by due diligence.
- 38.3** Notwithstanding the provisions of Articles 21 and 36, the Contractor shall not be liable to forfeiture of his performance guarantee, liquidated damages or termination for default if, and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure. Nor, notwithstanding the provisions of Articles 28 and 37, shall the Contracting Authority be liable for the payment of interest on delayed payments, for non-performance or for termination by the Contractor for default if, and to the extent that, the Contracting Authority's delay or other failure to perform its obligations is the result of force majeure.
- 38.4** If either Party considers that any circumstances of force majeure have occurred which may affect performance of its obligations, it shall promptly notify the other Party and the Project Manager, giving details of the nature, the probable duration and the likely effect of the circumstances. Unless otherwise directed by the Project Manager in writing, the Contractor shall continue to perform his obligations under the contract as far as is reasonably practicable, and shall employ every reasonable alternative means to perform any obligations that the event of force majeure does not prevent him from performing. The Contractor shall not employ such alternative means unless directed to do so by the Project Manager.

- 38.5** If the Contractor incurs additional costs in complying with the Project Manager's directions or using alternative means under Article 38.4, the amount thereof shall be certified by the Project Manager.
- 38.6** If circumstances of force majeure have occurred and continue for a period of 180 days then, notwithstanding any extension of time for completion of the contract that the Contractor may by reason thereof have been granted, either Party shall be entitled to serve the other with 30 days' notice to terminate the contract. If, on the expiry of the period of 30 days, the situation of force majeure still applies, the contract shall be terminated and, by virtue of the law governing the contract, the Parties shall be released from further performance of the contract.

### **Article 39 Death**

- 39.1** Where the Contractor is a natural person, the contract shall be automatically terminated if that person dies. However, the Contracting Authority shall examine any proposal made by the heirs or beneficiaries if they have notified their wish to continue the contract. The decision of the Contracting Authority shall be notified to those concerned within 30 days of receipt of such proposal.
- 39.2** Where the Contractor consists of a number of natural persons and one or more of them die, a report shall be agreed between the Parties on the progress of the contract, and the Contracting Authority shall decide whether to terminate or continue the contract in accordance with the undertaking given by the survivors and by the heirs or beneficiaries, as the case may be.
- 39.3** In the cases provided for in Articles 39.1 and 39.2, persons offering to continue to perform the contract shall notify the Contracting Authority thereof within 15 days of the date of decease.
- 39.4** Such persons shall be jointly and severally liable for the proper performance of the contract to the same extent as the original Contractor. Continuation of the contract shall be subject to the rules relating to establishment of the guarantee provided for in Article 11.

## ***DISPUTE SETTLEMENT***

### **Article 40 Amicable dispute settlement**

- 40.1** The Parties shall make every effort to settle amicably any dispute which may arise between them. Once a dispute has arisen, the Parties shall notify each other in writing of their positions on the dispute and any solution which they consider possible. If either Party deems it useful, the Parties shall meet and try and settle the dispute. A Party shall respond to a request for amicable settlement within 30 days of such a request. The maximum period laid down for reaching such a settlement shall be 120 days from the commencement of the procedure. Should the attempt to reach an amicable settlement fail or a Party fail to respond in time to requests for a settlement, either Party shall be free to proceed to the next stage of the dispute-settlement procedure by notifying the other.
- 40.2** If the amicable dispute-settlement procedure fails, the Parties may, in the case of decentralised contracts, agree to try conciliation through the European Commission. If no settlement is reached within 120 days of the start of the conciliation procedure, each Party shall be entitled to move on to the next state of the dispute-settlement procedure.



## **Article 41 Dispute settlement by litigation**

If no settlement is reached within 120 days of the start of the amicable dispute-settlement procedure, each Party may seek:

- a) either a ruling from a national court
- b) or an arbitration ruling

in accordance with the Special Conditions of this contract.

## ***ETHICS CLAUSES***

### **Article 42 Ethics clauses**

- 42.1** Any attempt by a candidate or tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders shall lead to the rejection of his candidacy or tender.
- 42.2** Without the Contracting Authority's prior written authorisation, a Contractor and his staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project.
- 42.3** This prohibition also applies to any other programmes or projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.
- 42.4** When putting forward a candidacy or tender, the candidate or tenderer shall declare that he is affected by no potential conflict of interest and has no particular link with other tenderers or parties involved in the project. Should such a situation arise during performance of the contract, the Contractor must immediately inform the Contracting Authority.
- 42.5** The Contractor must at all times act impartially and as a faithful adviser in accordance with the code of conduct of his profession. He shall refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.
- 42.6** For the duration of the contract the Contractor and his staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state.
- 42.7** The Contractor may accept no payment connected with the contract other than that provided for therein. The Contractor and his staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.
- 42.8** The Contractor and his staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor shall be confidential.
- 42.9** The contract shall govern the Parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.
- 42.10** The Contractor shall refrain from any relationship likely to compromise his independence or that of his staff. If the Contractor ceases to be independent, the Contracting Authority may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.

- 42.11** The Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.
- 42.12** Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company.
- 42.13** The Contractor undertakes to supply the Commission on request with all supporting documents relating to the conditions of the contract's execution. The Commission may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.

### **Article 43 Administrative and financial penalties**

- 43.1** Without prejudice to the application of penalties laid down in the contract, a Contractor who has been guilty of making false declarations or has been found to have seriously failed to meet his contractual obligations in an earlier procurement procedure shall be excluded from all contracts and grants financed by the Community budget for a maximum of two years from the time when the infringement is established, as confirmed after an adversarial procedure with the Contractor. The Contractor may present his arguments against this penalty within 30 days of notification of the penalty by registered letter with acknowledgement of receipt or any equivalent means. In the absence of any reaction on the part of the Contractor, or of withdrawal of the penalty by the Commission within 30 days of receipt of the Contractor's arguments against it, the decision imposing the penalty shall become enforceable. That period may be increased to three years in the event of a repeat offence within five years of the first infringement.
- 43.2** If the Contractor is found to have seriously failed to meet its contractual obligations, it shall incur financial penalties representing 10% of the total value of the contract in question. That rate may be increased to 20% in the event of a repeat offence within five years of the first infringement.

### **Article 44 Checks and audits by Community bodies**

- 44.1** The Contractor will allow the European Commission, the European Anti-Fraud Office and the European Court of Auditors to verify, by examining the documents or by means of on-the-spot checks, the implementation of the project and conduct a full audit, if necessary, on the basis of supporting documents for the accounts, accounting documents and any other document relevant to the financing of the project. These inspections may take place up to 7 years after the final payment.
- 44.2** Furthermore, the Contractor will allow the European Anti-Fraud Office to carry out checks and verification on the spot in accordance with the procedures set out in the European Community legislation for the protection of the financial interests of the European Communities against fraud and other irregularities.
- 44.3** To this end, the Contractor undertakes to give appropriate access to staff or agents of the European Commission, of the European Anti-Fraud Office and of the European Court of Auditors to the sites and locations at which the Contract is carried out, including its

information systems, as well as all documents and databases concerning the technical and financial management of the project and to take all steps to facilitate their work. Access given to agents of the European Commission, European Anti-Fraud Office and the European Court of Auditors shall be on the basis of confidentiality with respect to third parties, without prejudice to the obligations of public law to which they are subject. Documents must be easily accessible and filed so as to facilitate their examination and the Consultant must inform the Contracting Authority of their precise location.

- 44.4** The Contractor guarantees that the rights of the European Commission, of the European Anti-Fraud Office and of the European Court of Auditors to carry out audits, checks and verification will be equally applicable, under the same conditions and according to the same rules as those set out in this Article, to any sub-contractor or any other party benefiting from EC funds.

## **ANNEX II : TECHNICAL SPECIFICATIONS**

### **Part 1 - to be specified by the Contracting Authority in the tender dossier**

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### LIST OF ACRONYMS

<b>ADNS:</b> Animal Disease Notification System	<b>LAN:</b> Local Area Network
<b>ANIMO:</b> ANImal MOvements system	<b>LVU:</b> Local Veterinary Unit
<b>BIPs:</b> Border Inspection Posts	<b>MARA:</b> Ministry of Agriculture & Rural Affairs
<b>BSS:</b> Bovine Surveillance System	<b>MATRA/PSO:</b> Dutch Social Transition, Programme Cooperation East Europe
<b>CAP:</b> Common Agricultural Policy	<b>MTTR:</b> Mean Time To Repair
<b>CBAT:</b> Cattle Breeders' Association of Turkey	<b>PDs:</b> Provincial Directorates
<b>CEE:</b> Central and Eastern Europe	<b>PSC:</b> Project Steering Committee
<b>CV:</b> Curricula Vitae	<b>RDBMS:</b> Relational Database Management System
<b>DAMQ:</b> Department of Animal Movements and Quarantine	<b>SMS:</b> Sample Management System
<b>EUSG:</b> Secretariat General for European Union	<b>TA:</b> Technical Assistance
<b>Euro €:</b> European Currency	<b>TAIEX:</b> Technical Assistance and Information Exchange Office of the EU
<b>FMD:</b> Foot and Mouth Disease	<b>TOR:</b> Terms of Reference
<b>GIS:</b> Geographic Information System	<b>UPS:</b> Uninterrupted Power Supply
<b>GDPC:</b> General Directorate of Protection and Control	<b>VIS:</b> Veterinary Information System
<b>I&amp;R:</b> Identification and Registration	<b>WAN:</b> Wide Area Network
<b>ISP:</b> Internet Service Provider	<b>XML:</b> Extensible Markup Language
<b>IT:</b> Information Technology	

## **1 BACKGROUND INFORMATION**

### **1.1 Beneficiary Country and Beneficiary Organisation**

Turkey – Ministry of Agriculture and Rural Affairs (MARA)

### **1.2 Contracting Authority**

Central Finance and Contracting Unit (CFCU)

### **1.3 Relevant Country Background**

#### **1.3.1 General**

As a candidate country, Turkey has to fully approximate its veterinary legislation to the body of EU legislation (the “community acquis”). This is a lengthy process that must start many years prior to actual accession.

The establishment of a fully functional animal identification and registration system for livestock is one of the pre-conditions for accession to the EU. With the single market and the principle of the free movement of goods, such a system is considered essential for effectively controlling animal diseases and safeguarding veterinary public health. The system will also provide information for the payment of subsidies to livestock owners.

The EU is encouraging the candidate countries to establish veterinary surveillance and movement control systems based on their animal identification and registration databases. Since effective movement control depends on knowing the health status of animals and herds, an effective veterinary surveillance system can only be built on the animal database register. This is particularly important for Turkey where problems with diseases, such as foot and mouth, will mean that monitoring and surveillance are critical and will almost certainly form the basis of trade restrictions.

The Turkish Government has made the harmonisation of legislation with the EU regarding the identification and registration of bovine animals a short-term priority. Therefore, the Government started to implement a large-scale project to identify and register about 10 million bovine animals and about 2 million holdings in Turkey. The Veterinary Information System (VIS) project will build on these results and will deliver a fully operational VIS in line with EU requirements. This will enable the General Directorate of Protection and Control (GDPC) of the MARA to maintain better control over animal movement and enable them to track and trace animals more effectively in the event of a disease outbreak, making it easier to control epidemics. In implementing a VIS Turkey will be taking measures to comply with the following EU legislation: Directives 82/894/EEC (ADNS) and 92/102/EEC, Regulations 2628/97, 2629/97, 2630/97, 494/98 and 1760/2000 (Animal Identification and Registration), and Decision 91/398/EEC (ANIMO). The system will also act as a tool to assist with implementing Directive 64/432/EEC (Trade Directive).

#### **1.3.2 The Administrative Structure of Turkey**

From an administrative point of view, the country is divided into 81 Provinces, 801 Districts and 3,260 Municipalities. Each municipality should have a veterinarian allocated to it. However, in practice, some of the smaller municipalities are unable to attract veterinarians to work in their areas.

From a statistical point of view, the country is divided into 7 regions. These are, Marmara Region, (includes 11 Provinces) Aegean Region, (includes 8 Provinces) Central Anatolia Region, (includes 13 Provinces) Mediterranean Region, (includes 9 Provinces) Black Sea Region, (includes 18 Provinces) Eastern-Anatolia Region (includes 14 Provinces) and South-East Anatolia Region (includes 8 Provinces).

## 1.4 Current State of Affairs in the Related Sector

### 1.4.1 Animal Identification and Registration (I&R) in Turkey

During the past year, the Department of Animal Movements and Quarantine (DAMQ) under the GDPC of the MARA has progressed substantially towards implementing the EU directives regarding an I&R system for cattle in the country. This resulted in the launching of a national campaign to identify and register farms and cattle on the 10th of September 2001. The present activities consist of:

1. a village by village approach by the staff of the Animal Health sections of the District and Provincial Directorates of the MARA.
2. the collection and recording of data regarding the farms;
3. entering these data at the premises of the Provincial Directorates (PD's) through a PC with internet connection into a central web-based database at the GDPC in Ankara;
4. payment by the farmers for the ear tags.

At the same time the Cattle Breeders' Association of Turkey (CBAT) is continuing its campaign in 26 provinces to tag the animals of their members and to enter similar and additional (breeding) data into their databases. They are using the same type of tags with the same information.. The information collected by CBAT is provided also to the Animal Health sections at the Provincial Directorates for entering into the GDPC database on I&R in Ankara.

Additionally, the private veterinarians, who have a contract with the MARA for the application of Artificial Insemination (AI), can buy ear tags at the Provincial Directorate. This is done on condition that the data collected for AI and statistical purposes (and which is partly the same as the data being collected by staff of the Animal Health section) will be delivered at the Provincial Directorate for entering into the I&R system as described above.

In the period April – June 2002 an inquiry was held into data capture and with the following findings:

nr of cattle holdings	2.012.159
nr of holdings registered on form only	792.930
nr of holdings registered in central database	513.777
nr of cattle	9.325.769
nr of cattle tagged	4.452.331

nr of cattle registered in central database	3.424.963
% of farms who have tagged /registered new born calves	8%
% of cattle not tagged at market	32%
% not tagged at slaughterhouse	26%
% not tagged during transport	11%
% of farmers reject or refuse tagging	33%
availability of ear tags	61%
availability of equipment (e.g. cars)	44%
nr of vets in charge of tagging operation	1.166
nr of technicians for tagging	1.437

The study confirmed the view of MARA, the PDs and the major stakeholders, that the current I&R system is facing a series of constraints. These constraints concern:

#### Capacity aspects

The I&R programme started in provinces with staff that were trained and instructed to do the job. The competencies of this staff needs to be further improved, while additional staff (e.g. in the Animal Health sections of other provinces) still need to be trained. All the target-groups including farmers, traders, slaughterhouses, animal markets have not yet been addressed through proper channels. The working environment of the Animal Movement section is not optimal and its capacity is far below what is needed to operate such a national system particularly under Turkish conditions (large country, many farms and animals, remote areas). Steps are currently being undertaken to overcome such problems.

#### Logistical aspects

At the field level a number of practical issues related with the application of the tags on the animals need further attention in order to make the I&R system as foolproof as possible.

#### The Information Technology (IT) configuration, IT capacity and lack of interfaces

Apart from the I&R database, at present within the country different databases (for land, for land use, for farms) are being built to serve the information needs of different actors in the sector. A proper strategy and co-ordination is required to assure the compatibility of these databases and to ensure that resources are not being wasted in capturing and storing the same data several times over. Furthermore, at central and decentralised levels more capacity will be required for entering the data into the cattle database (at the Provincial and District Directorates) and verifying the information in the database.

In October 2002 new legislation for cattle identification and registration came into force, which is fully conform to the EU legislation.



### 1.4.2 Other Necessary Databases

In order to prepare for EU membership, Turkey is obliged to introduce the ANIMO (ANIMAL MOvements) system and ADNS (Animal Disease Notification System). ANIMO is an obligatory messaging system used by all Member States to provide advance warning to the recipient country of animals and animal products moving between Member States. ADNS is also used by all Member States and is a system for notifying the EU of animal disease outbreaks. In recent visits to Turkey, TAIEX (Technical Assistance and Information Exchange Office, DG Enlargement) have encouraged the GDPC to plan for the implementation of these two systems.

Another database system that is required is a Sample Management System for the Veterinary Institutes. This would assist with managing the samples that arrive into the Institutes for testing and this system would interface with the national bovine I&R database.

### 1.4.3 Institutional Framework

#### Overall Structure

In Turkey, the General Directorate of Protection and Control (GDPC) under the Ministry of Agriculture and Rural Affairs (MARA) is responsible for providing services related to animal health. There are three sections in the GDPC working directly on animal and veterinary public matters, i.e. the Animal Health Service, the Movement of Animals and Quarantine Service, and the Public Health Service. In addition, there are branches dealing with Veterinary Drugs, Food, and Foodstuffs and Fisheries in the other services. These departments are the policy makers and control/surveillance is carried out by the regional staff.

The GDPC carries out animal health services by means of:

- Provincial Directorates available in every province (81 in total);
- District Directorates available in every district (801 in total);
- Eight Veterinary Control and Research Institutes;
- One national Foot and Mouth Disease (FMD) Institute
- One national Poultry Disease Research and Vaccine Production Institute
- Six Custom Veterinary Directorates.

#### The Provinces

The Provincial Directorates have the following sections:

- Animal Health section
- Control section
- Plant Protection section
- Support section
- Project and Statistics section
- Farmer Training and Extension section

- Administration and Finance section

The provincial governor is appointed by the State and administers the above services within the province. The Director General for Protection and Control can give functional orders to the provincial governor but not hierarchical orders. There is the same relationship between the Provinces and the Districts. Provincial Stations also act a District Stations for the districts where they are located.

### The Districts

Within each Province there will be a number of Districts. Each District is headed by a Director, who will typically have working for him 1-3 veterinary practitioners and 5-10 veterinary technicians. District veterinarians are recruited by the GDPC and undertake control and supervisory functions under the direction of the GDPC. The District is the lowest administrative layer for the veterinarians, e.g. in the event of an outbreak of a notifiable disease, the veterinarian must report this to the District Director. Private veterinarians also undertake the treatment of animals in their districts.

It should be noted, however, that not all Districts are so well staffed and some, in remoter parts of the country, may have much fewer staff and no veterinarians at all.

### Private Veterinarians

Treatment of animals is more and more being taken over by private veterinarians. In addition to their private work, the GDPC have tried to encourage private veterinarians to participate in state work (the monitoring and prophylactic programmes), although so far this has met with limited success, due to poor financial inducements. All private veterinarians have to be registered and must belong to the Veterinary Chambre, which are involved in setting fees.

### Border Inspection Posts

The Border Inspection Posts (BIPs) come under the control of the Provinces. They perform veterinary control functions, e.g. collecting samples, sending them to a laboratory, and holding/releasing consignments. There are only 6 provinces where there is a Veterinary Customs Unit (namely Kapıkule, Istanbul, Izmir, İçel, Cilvegözü and Gürbulak) and these Veterinary Customs Units come under the control of the GDPC. To the other BIPs the GDPC has a functional relationship.

### Veterinary Institutes

There are ten Institutes which cover animal health; eight Regional Institutes, which service the field, undertake tests and produce vaccine; one national Food and Mouth Disease (FMD) Institute and one national Poultry Disease Research and Vaccine Production Institute. Turkey has also 38 Provincial Control Laboratories under the control of the GDPC. However some are very small and have few facilities and only ten currently have the capacity to undertake all the main activities (this number is expected to fall in the next few years).

### Relations with Other Ministries

Some Public Health responsibilities are shared with other Ministries. The police, working under the Ministry of Internal Affairs, undertake checks on animals moving within the country. At the markets, however veterinarians working for the GDPC undertake the

certificate checks. There is also cooperation with the Ministry of Health on matters relating to veterinary public health.

## **1.5 Related Programmes and other Donor Activities**

### **1.5.1 Previous EU Activities**

May – December 2002. Framework Contract with the European Union. Lot 1: Rural development and Food Safety.

Project: Support to the Turkish Authorities in charge of Legislative Alignment to the Acquis in the Veterinary Sector.

The global objective of this project is a strengthened capacity of the beneficiaries on legal, institutional, technical and investment matters related to the approximation process in the veterinary field.

The specific objectives are to support the beneficiaries in:

- (a) The definition of a strategic plan for harmonisation through analysis and prioritisation (thereby refining the relevant sections of the NPAA);
- (b) Preparing new, and/or revise existing, primary and secondary legislation conform to the EU veterinary acquis for subsequent adoption;
- (c) Institutional needs assessment and definition of reform proposals for the implementation, enforcement and monitoring of EU-harmonised legislation at local, regional and national levels.
- (d) Planning, identification of main areas and priorities for EU pre-accession aid and preparation of institution building and investment projects.

### **1.5.2 Other Donor Activities**

#### World Bank Farm Registration Project

This World Bank project has so far established a paper-based register of some Turkish farms and will be providing PCs and computer training to farmers. The project also aims to create an electronic register of farm keepers. Investigations will be made to see if this database of farm keepers and the cattle I&R database can be compared to validate the data in both systems.

#### MATRA/PSO Project: an Educational Project for "Identification and Registration of Bovine Animals in Turkey"

The Dutch Government within the framework of MATRA/PSO programmes in 2001 is delivering a technical assistance project for identification and registration of bovine animals in Turkey. The project started in January 2002 and is due to end on 30 June 2003. The MATRA/PSO project is carrying out a feasibility study for an animal I&R system and this project will build on this to realise a Veterinary Information System (VIS), the major component of which will be based on an animal I&R database.

## **2 PROJECT OBJECTIVES**

The immediate objectives of the project are to:

- Establish a new VIS including supply of hardware, software design and development and establishment of the necessary communication system;
- Provide related auxiliary services, such as training, technical assistance, management advice, etc.

## **3 ASSUMPTIONS AND RISKS**

### **3.1 Main Assumptions for Successful Project Implementation**

The project makes the following assumptions:

#### **3.1.1 Technical Assumptions:**

The VIS will have four components;

- A centralized Bovine Surveillance System (BSS), based on a cattle I&R database;
- A Sample Management System (SMS) for the Veterinary Institutes;
- ANIMO development, implementation and integration to European System;
- ADNS development, implementation and integration to European System.

VIS will be a centralized web-based application located at and supported by the GDPC in Ankara, to which many different types of users will have direct access, either through an intranet or the Internet.

The web-based application software for VIS must comply with international standards and must be able to handle a national database constituting many millions of records and access by hundreds of users simultaneously.

#### **3.1.2 The Role of the Recipient**

- MARA will co-operate in terms of providing information and make counterpart staff available to the project according to the needs. It is assumed that the Recipient will provide for the project:
  - **A Project Steering Committee (PSC)** – this will be a project management committee, constituted by representatives of the MARA-GDPC, the Project Managers. The PSC includes also as observers the representatives of the European Commission and the Central Finance and Contract Unit. Tasks of the PSC are detailed in section 4.4.1.
  - **A Full-time Turkish Project Manager** – the project will also require a full-time Turkish Project Manager from the GDPC, to work as counterpart of the Project Manager in managing all aspects of the project and in organizing the activities of the Project Working Group. He shall be appointed by the Head of the GDPC and shall be responsible for management of project resources (human and technical) on behalf of the GDPC.

- **A Project Working Group** - this will be a working group, constituted partly from the central GDPC but mostly from representatives of all the different types of end-users who work in the regions. The purpose of this group will be to establish the day-to-day working procedures that are necessary in order to capture the data, customize the databases and to make the best possible use of the system. The Project Working Group will also be responsible for the design of the paper-based forms for primary recording of data and for design of the application functions and screens.
- The Project Working Group should be representative of all the regions of Turkey and also of all the different types of users who will be part of the system (e.g. epidemiologists, statisticians, markets, abattoirs, dealers, farmers, laboratories, etc). Without such formal representation from all types of end-users, systems tend to be designed and developed according to the views of a few staff working in the central services. These staff may not have sufficient contact and experience of work in the field to really understand their detailed requirements.
- In view of the size of the country and the variety of users, it will certainly be necessary to create sub-groups with responsibility for the different sub-systems and aspects of the development, e.g. institutional aspects, database design, financial aspects, controls and sanctions, etc.
  - **An IT Support Team** - from which 2 full-time and 2 part-time IT specialist staff, will be made available to the project to get know-how about development, customization, interface writing, testing and implementation of the VIS. See Annex E for further details.
  - **Other Staff** – will be made available for training, as and when required.
  - **Documentation** - The necessary documentation for the realization of the project will be made available to the Contractor at the inception and analysis phases of the project.
  - **Transport Costs for GDPC staff and other End-Users** – the recipient will meet the cost of transport for these staff within Turkey (for attending Project Working Group meetings, for attending training, etc).
  - **Logistical support** - the Recipient will use its best endeavors to facilitate customs procedures and the freedom from clearance and taxes of luggage and experts equipment.
- In addition the GDPC will establish two support teams for the long-term support of the operational system (i.e. once the project is complete); an IT Support Team in the GDPC Headquarters in Ankara where the central application will be located, and a Provincial VIS Support Team distributed throughout the country. For more information see Annex E.

## 3.2. Risk Management

The following risks can be identified at the pre-inception stage:

### 3.2.1 Risks

**Lack of coordination:** The project requires excellent communication and co-operation between several institutions/ministries and also between the GDPC headquarters in Ankara and the Provincial and District Directorates. The data for the VIS will be collected in the field and the great majority of end-users of the system will be from the field. It is therefore important that their opinions are heard and that the system is designed for their convenience.

- **Non-availability of suitable personnel for the Project:** Management and staffing requirements (including incremental staff) are detailed and should be adhered to. This might happen because of lack of provision from the budget and/or pressure of other work.
- **Project size and complexity:** The VIS project is a big complex project, which will affect the whole system of animal identification and veterinary data recording in Turkey both on horizontal (area) and vertical (administrative) levels. It will therefore have a profound impact on the whole way of working of the GDPC. In its essence the project is institutional building type and as such is complex and requires coordination and consideration of many different issues, which must be addressed adequately for the success of the project.
- **Problems with incomplete data:** Turkey is a very large country by European standards, with a cattle population of some 9.8 million, approximately 2 million owners and some very remote districts with mountain pastureland. In addition to this a significant proportion of animals will move several times during their lifetime, often being raised on a farm in Eastern Turkey before being sold to a dealer and fattened in the west of the country prior to slaughter. There are many unofficial markets (unsupervised by veterinarians) where animals exchange hands and cattle dealers who operate by moving from village to village. The problems connected with collecting comprehensive, timely and accurate data will therefore be considerable and it is certain that current resources in the field are inadequate for the task. The project will need to address this issue very seriously if the system is to be effective and meet EU requirements (see Annex E).
- **Problems with developing interfaces:** The VIS database should interface with other related databases. Developing interfaces is always risky since the project is depending upon the co-operation of others outside the project authority.

### 3.2.2 Countermeasures

- Project Management and Project Organization Structure:
  - In order to counteract these risks the project will be run according to an internationally recognized project management methodology. Contractors should describe in detail the methodology they intend to use, including the approach taken to planning, monitoring, control and risk management and demonstrate that it is suitable for this particular project. A project organization structure will be established at the inception period of the project that will define the roles and responsibilities of everybody involved in the project.
  - The project will have an organization structure that will include the following elements:
    - Project Steering Committee (PSC)
    - Contract Manager
    - Project Manager.
    - Turkish Project Manager
    - Contractors IT team and experts
    - IT support team of GDPC
    - Working Staff made available by the GDPC for ad hoc working groups.
  - Application Development/Customization Methodology:
-

- The Contractor should adopt a methodology and should describe this in detail. They should demonstrate that their chosen methodology is suitable for this particular application and situation.
- The system development/customization methodology and project management methodology should support iterative development of the systems.
  
- Development Approach:
- In order to reduce the risks of the project the GDPC will provide, for the duration of the project 2 (two) full-time and 2 (two) part-time IT specialists who will get know-how by assisting to the development/customization, testing and implementation. These will be staff of the GDPC, and their work for the project will be managed by the Turkish Project Manager in close coordination with the Project Manager. The local knowledge brought to the project by the GDPC IT specialists will reduce the risks to the project and will also provide the local staff with a detailed knowledge of the system. Providing Support and Strengthening the Field See Annex E.

## **4 SCOPE OF WORK**

### **4.1 Expected State of Affairs after Project Completion**

A VIS will be delivered and made fully operational throughout Turkey. The VIS will have four components or sub-systems;

- 1) A centralized Bovine Surveillance System (BSS), based on a cattle identification and registration database (see details in Annex-A);
- 2) A Sample Management System (SMS) for the Veterinary Institutes (see details in Annex-B);
- 3) ANIMO module integrated to the European System;
- 4) ADNS module integrated to the European System.

The GDPC will be responsible for system operation, administration, security matters, and maintenance. The system will be made directly accessible to a number of different types of authorized users in order for the data to be added, updated and viewed. Each user type will have access to specific functions, screens and data sets and it is envisaged that the user types will include the following:

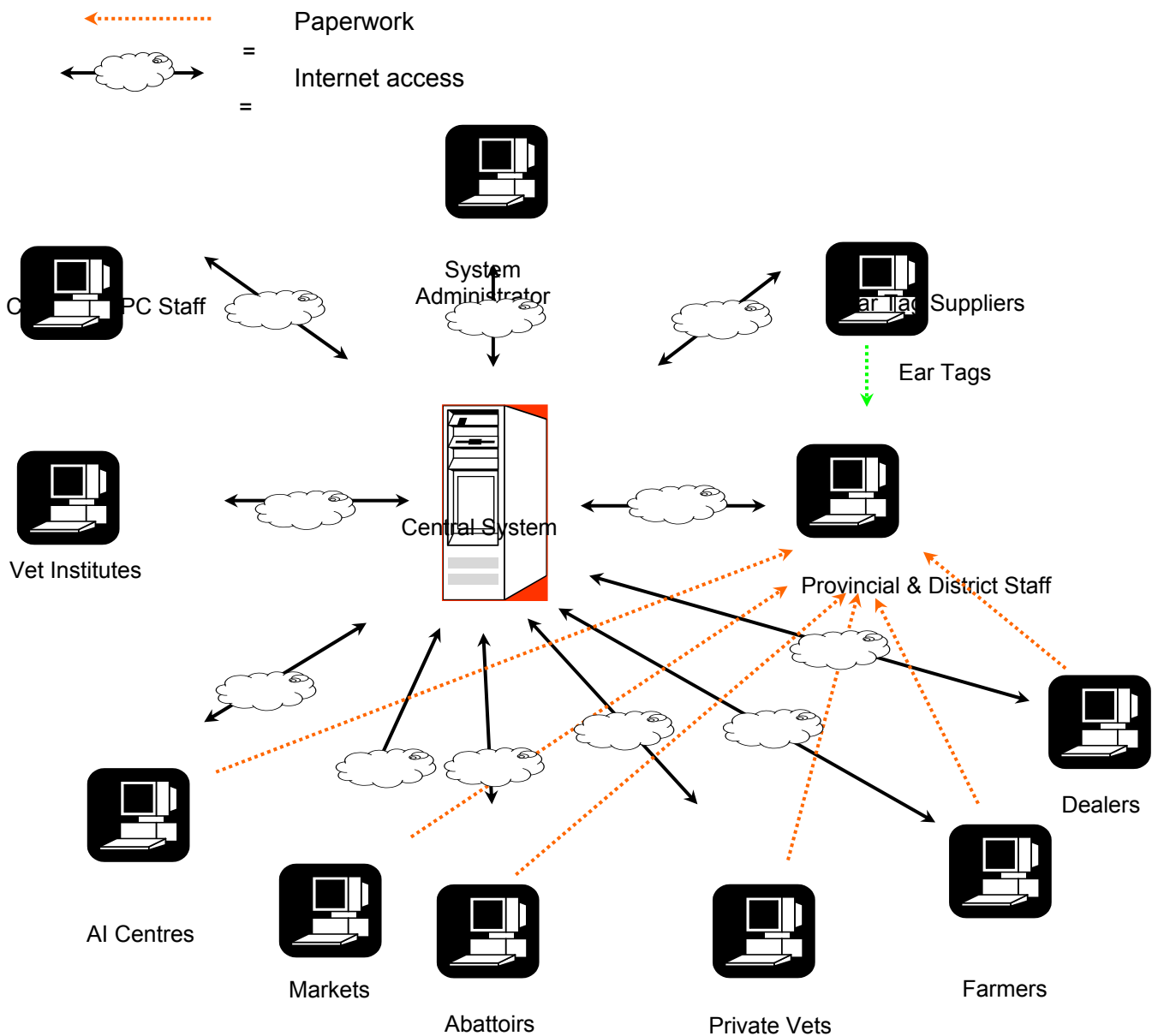
- System Administrators
- Other GDPC Headquarter Staff
- Provincial GDPC Staff
- District GDPC Staff
- Veterinary Institutes Staff
- Abattoirs
- Markets
- Private Veterinarians
- Dealers
- Farmers (State Farms, University Farms, Large Commercial Farms)
- AI Centres
- University Clinics

- Ear Tag Suppliers
- Farmer Organisations
- Breed Associations

However the final decision on the user types and their access rights will rest with analysis studies and the Contractor should make the system sufficiently flexible that these can be easily amended at any time by the System Administrator(s).

Although some farmers, abattoirs, markets, and dealers may be given direct access to the system, it is envisaged that the great majority of data will be entered into the system by staff working at the Provincial and District Directorates. The data will be conveyed to them by paperwork prepared by official veterinarians working in the field.

**Diagram to Show Information Flows**





The role of each of the main players is described below, although this should only be taken as indicative. During analysis phase Contractor's project team will review the user roles that will be needed and will define the access rights that each will be given. Other user roles may also need to be created, e.g. rendering plants.

### **System Administrator**

The System Administrator(s) will have full access to all functions and to all data sets. Their role will be to look after the system, ensure data integrity is maintained, maintain the disks in good working order, apply security measures (e.g. backing up), allocate user ids and passwords to users, etc.

### **GDPG Headquarter Staff**

Staff at the GDPG Headquarter will require read only access to many of the main functions and to all reports. They will have access to the data for the whole of Turkey. It may be necessary to sub-divide the GDPG Headquarter staff into further sub-user roles, if members of different departments have an interest in different functions.

### **Provincial GDPG Staff**

Provincial Stations also act as District Stations for the districts where they are located. Some provincial staff will therefore have the same access rights as the District staff.

In addition, provincial staff will also have access to additional functions, reports and information about the situation in their province. They will also have access to the ear tag allocation screens, since they are responsible for ordering and distributing ear tags to the District Stations.

### **District GDPG Staff**

District staff will have access to most functions, except those relating to security and maintaining the reference data, and they will be primarily responsible for updating the system data. They will collect large amounts of paperwork on behalf of farmers, dealers, private veterinarians, etc relating to the births, movements and deaths of animals. Other data will also be received, e.g. information on new holdings and herds, lost animals, lost ear tags, replaced ear tags, etc. District staff will enter all this data directly into the central database. District staff should have access to data from the whole of Turkey because animal movements may take place over great distances and they may need access to data relating to the health status of herds in other parts of the country.

### **Abattoirs**

Abattoir users will be responsible for entering data relating to the arrival and slaughter of animals at the abattoir. Users would only have access to data relating to the animals that have been registered as having arrived at that abattoir. It may be necessary to create a separate user role for veterinarians working at the abattoirs in order that they can enter data relating to tests and inspections. Most abattoirs will have computer workstations and direct access to the system. However some of the smaller abattoirs will not have computers and they must complete paperwork to inform the District Stations about arrivals and slaughters.

### **Markets**

Markets users will be responsible for entering data relating to the arrival and departure of animals to and from the market. Users would only have access to data relating to the animals that have been registered as having arrived at that market. It may be necessary to create a separate user role for veterinarians working at the markets in order that they can access animal and holding health data. Many markets will have computer workstations and direct access to the database, however those that will not must complete paperwork to inform the District Stations.

### **Private Veterinarians**

It is hoped that official private veterinarians (together with district veterinarians working in the field) will collect much of the data relating to births, movements and deaths of animals and will either convey this data to the district stations for data entry or enter the data directly into the system themselves. In addition the veterinarian may be collecting and reporting/entering animal health data and information on treatments and vaccinations. Few veterinarians currently have access to a computer and Internet access however numbers will increase in time.

### **Dealers**

Dealers will provide information regarding the movement of animals. Few dealers currently have access to a computer and Internet access however numbers will increase in time. In the meantime most will provide the District Stations with details via paperwork.

### **State Farms and University Farms**

The State and University farms will be provided with computers and authorized direct access to the system to record information on births, movements and deaths of animals.

### **University Clinics**

The same will apply to University Clinics.

### **AI Centres**

AI Centres with computers and Internet access can also be given direct access to the system to record animal births, movements and deaths. Otherwise information will be collected from them by the District Stations via paperwork.

### **Ear Tag Suppliers**

Ear tag suppliers should have direct access to the system so that they can pick up information about orders and the ear tag number ranges required.

### **Farmer Organisations and Breed Associations**

Access to certain functions only.

### **Veterinary Institutes**

The Veterinary Laboratories will be provided with a Sample Management System (SMS), which will enable them to register samples on arrival, record information about these samples, distribute them to the appropriate laboratories, and record the results of tests. The Sample Management System will be for all samples arriving at the Institutes for all species

of animals. SMS will be closely integrated with BSS through which functions & data regarding bovines will be used.

The ANIMO system will also be developed, implemented and integrated/linked to the Eurokom server in Dublin and will exchange ANIMO messages with the Member States of the EU.

Similarly the ADNS system will also be developed, implemented and integrated/linked with the Member States of the EU.

## **4.2 Specific Activities**

### **4.2.1 Project steps and delivery of supplies**

The supplies for the GDPC Headquarters in Ankara must be delivered, installed and put into operation, ready for acceptance, other supplies will be delivered to the address of the installation specified in “**D.4. List of Delivery Sites**” of the Technical Specification, free of all taxes and duties applicable to their importation and manufacture/sales including VAT from which they are exempted. The Tenderers must state their best delivery schedule in their bid.

For the supplies other than the ones will be used at the GDPC Headquarters, the contractor shall be responsible for sending the goods and supporting their installation by the receiver at the locations specified in “**D.4. List of Delivery Sites**” of the Technical Specification.

Delivery, installation, testing and running for the supplies for GDPC headquarters in Ankara, must be completed within 3 months from the contract signature by both parties. Delivery of other supplies to the sites, defined in part “**D.4. List of Delivery Sites**” of the Technical Specification in Annex II, must be completed within 5 months from the contract signature by both parties. Test period will start after all supplies delivered and installed at their destinations and will take 30 days. Within 15 days after the test period either supplies provincial acceptance certificate or a document of any problems about the supplies will be submitted to the contractor. The recovery of the problems must be completed within 30 days after receiving any problems encountered during test of the supplies

The project will also support the GDPC of MARA in implementing the developed/customized Veterinary Information System (VIS). The project will be divided into three main steps:

- a) System Development/Customization;
- b) Pilot Implementation;
- c) Wide Implementation;

#### **4.2.1.1 System Development/Customization**

Development/customization of the application software must be completed within 7 months from the contract signature by both parties. Testing at the headquarters will take 15 days. Within 15 days after the headquarters’ test period a test report indicating any problems about the development/customization of the application software will be submitted to the contractor. Recovery and improvement of the application software must be completed within 15 days after receiving any problems encountered during testing at the headquarters.

#### **4.2.1.2 Pilot Implementation**

Pilot tests will start just after the completion of recovery and implementation studies originating from the testing at the headquarters and will take 45 days. Within 15 days after the pilot test period a test report indicating any problems about pilot implementation of the application software will be submitted to the contractor. Recovery and improvement of the application software must be completed within 30 days after receiving any problems encountered during pilot test..

#### **4.2.1.3 Wide Implementation**

Wide implementation & test at all sites (including pilots and others) will start just after the completion of this recovery and improvement study. Wide implementation & test will take 90 days. Within 15 days after the wide implementation & test period either final acceptance certificate of the application software or a document of any problems about wide implementation & test of the application software will be submitted to the contractor. Recovery and improvement of the application software must be completed within 30 days after receiving any problems encountered during wide implementation & test.

#### **4.2.2 VIS Application Software Development/Customization & Implementation**

The following strategy is envisaged for the introduction of the VIS:

1. High level analysis of requirements, establishing the business and data models and the technical architecture, comparative analysis of existing applications with user requirements.
2. Design of new system. It is envisaged that this will be an iterative process involving a high level of direct contact with user representatives.
3. Development of the system together with interfaces with other databases and dynamic query & report production modules. Interfaces must be written between VIS on the one hand and the World Bank Farm Registry database and the Cattle Breeding database on the other hand. The purpose of the interfaces with the Farm Registry and Cattle Breeding databases would be to ensure that all the cattle holdings and cattle registered on these systems are also registered in VIS. Also integration with European ANIMO and ADNS systems should be handled.
4. System testing, bug-fixing, performance testing, system tuning.
5. Problem-fixing following testing.
6. Preparation of user documentation and systems manual(s).
7. Translation into the Turkish language (manuals and documentation)
8. User acceptance testing.
9. Data Conversion.
10. Development of Service Level Agreements
11. Delivery, installation and tests of supplies at pilot sites
12. Training and Implementation at pilot sites

13. Operation support for pilot tests
14. Recovery and improvement to the system as a result of pilot recommendations
15. Delivery, installation and tests of supplies at other sites
16. Training and Implementation at other sites

Although these technical specifications describe the principal functions of VIS at a very high level (see Annexes A and B), the Contractor is asked to undertake an analysis of the requirements for the system in much greater detail. The technical specifications describe “what” should be done and it will be left to the Contractor, working closely with the end-users, to decide exactly “how” the system will work. Although there is a recognized standard approach to many of the functions to which similar systems throughout Europe conform, there are also a number of functions that are more individual to the implementing country. These functions include the organisational registers specific to Turkey, ear tag management, passport production, recording loss/theft of passports, restrictions, reports and statistics, GIS functions and development of electronic interfaces. It is expected that the Contractor will pay particular attention to the development/customization of these functions.

Following are the minimum expectations for the technical structure of the application software:

- Software will be developed in platform free web based software languages. The offered solution, methodology and technology will be considered during the evaluation of the tender.
- GIS supports will be provided for outbreak, quarantine area calculations, animal population, vaccinations, holdings, red meat slaughterhouse establishments, poultry slaughterhouse establishments, milk processing establishments, feed establishments, premix establishments, rendering establishments.
- In the database all deleted records must be kept at a second table and they could be accesible by the users. Also, those records could be restored back to main table when needed.
- All insert, update and delete transactions will be kept with transaction date & time and username data, at a log table and this log records will be accessible to administrator by software.
- First insert datetime, insertedBy, last update datetime, last updatedBy informations for all records will be accessable by users.
- All application errors will be inserted into a table with the error code, user name and application query wich couased error. Errors will be accessible to the administrator by software.
- Advanced search (dynamic query) for each part with all related tables and table fields will be provided to users, in the application software
- In the application software there will be static reports which will be specified during analysis phase for each section and for all related tables. In addition to this reports, users should be able to design their own reports (dynamic reports) in xls and pdf formats.
- Using table names and table field names in Turkish will be prefered and also will be helpfull for dynamic report production by the users.
- Geographical coordinates and altitudes for provinces, towns and village; 1/250.000 altitudes and geographical information system vectoral data for all town borders, main roads, village roads, rail roads, rivers, lakes of Turkey; Data for country, province, town, village, neighbour, disease and vaccine tables will be provided by the contractor by central (development/customization) test of the application software.

- All Geographical Information System data will be both on paper and vectoral form and also must be produced or proven by General Command of Mapping - Turkey
- Table structures for the database given in Annex F and content of the current application software in use can be taken only to have an idea about the application and to specify a minimum starting base for the new application. Requirements for the new application software will be set during the requirement analysis studies.

#### 4.2.3 Training and Implementation

Training will need to be carefully planned and it is envisaged that the following steps will be taken for all the sub-systems of the VIS:

- Needs assessment for training (number and type of staff to be trained, assessment of their level of IT knowledge)
- Development of a training and implementation strategy, including defining the scope of the training. Training should cover the operation of the whole VIS system, including the use of software and paper-based procedures;
- Development of necessary training modules and programme
- Provision of training for the IT Support Team and the Provincial VIS Support Team;
- Provision of training to end-users located at the GDPC Headquarters, the Veterinary Institutes, the Provincial and District Stations, the State Farms, the University Farms, the University Clinics, the BIPs and selected Abattoirs, Markets, etc.

The exact number of staff to be trained will be identified during the needs assessment, however under no circumstance more than the following indicative list:

- IT Support Team at the GDPC/Veterinary Institutes
- Basic PC skills training for selected staff, identified by the needs assessment.
- 1.500 end-users (by means of training courses on a regional basis). Most sites will require one person to be trained. Some sites, e.g. the Provincial Directorates will require two staff to be trained.

Training places will be provided by the Veterinary Institutes. Ten type-2 work stations and one laser printer will be temporarily installed to each training place for user training. These equipments (total 80 type-2 workstations and 10 laser printers) will be sent to the final destination by the Beneficiary after the training is completed. So, the partial provincial acceptances of these temporary equipment will be performed at these Veterinary Institutes. Installation of these equipment together with other required facilities to establish the training environment will be the responsibility of the Contractor.

Training groups will be organized at maximum for 20 attendees and expected to take maximum 5 days for each group but this will be fixed by Beneficiary and Contractor in accordance with the content of the training program. Attendees will be from the closer sites to the Veterinary Institutes and as an average value (1500 total attendees / 8 Veterinary Institutes) 188 attendees will be trained at each Veterinary Institute. Approximately (188 / 20 ) 10 consecutive training sessions will be performed at each Veterinary Institute.

Training sessions will be in parallel at 8 Veterinary Institutes and total training period expected to take (10 sessions/Veterinary Institute \* 5 days/session = 50 days) 60 days with possible gaps in between the sessions. The training program will include a theory part at the first phase to give information about the implementation. The second phase will be user

training of the application software which will also include practice with the application software.

This technical specification assumes that much of the data stored by the current applications will be converted and taken across to the VIS. However this will depend on the reliability of the current data and an assessment should be made about this. The timing of the data conversion will also depend on how dynamic are the data. The static data can be loaded in advance of implementation; however the dynamic data (e.g. animal data) can only be loaded immediately prior to implementation, otherwise it will be unreliable. This adds a complication as the implementation is phased for the different regions and provinces, i.e. some start to use the system before others. This will be the situation in any case when during pilot operation when they will be using the system the rest of the country will not. With a system of double notification of movements it will not be possible to record movements in the normal fashion from a district that is using the system to one that has not yet started and vice versa. During pilot operation, the system will need to be adapted to take account of this situation.

The same sort of problems will arise during the main implementation phase. Whenever possible end-user training should be provided immediately prior to implementation – it is not effective to train staff if they cannot immediately put to use what they have learnt. Training all end-users simultaneously would be the best solution but may not prove logistically possible in view of the number of training courses to be given. Therefore it may be necessary to adopt a phased approach to the main implementation as well. The Tenderer should describe their favoured approach to implementation and how they will overcome these difficulties. However any decisions on the implementation strategy will be made during the project and in full consultation with the Project Manager(s) and the Project Steering Committee.

Approximately 3 months has been allowed for the main implementation phase, although this will depend entirely on the strategy adopted.

**4.2.6 Time Schedule**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Inception	■	■																	
Central hw&sw delivery, installation, testing	■	■	■																
IT Support Team training			■	■															
Other hw&sw delivery, installation, testing		■	■	■	■														
Appl.sw. requirement analysis		■	■	■															
Appl.sw. design			■	■	■														
Appl.sw. development/customization					■	■	■												
Appl.sw. central testing								■											
Appl.sw. recovery and improvement									■										
Appl.sw. pilot user & implementation training										■									
Appl.sw. pilot implementation & testing in field										■	■								
Recovery & Improvements resulting from pilot										■	■	■							
Appl.sw. other user & implementation training											■	■	■						
Appl.sw. other implementation & testing in												■	■	■	■	■			
Recovery&Improvements resulting from other													■	■	■	■	■		
Final Acceptance																		■	
Outputs	InR		TsR	AR TrR	DR TsR		OS	TsR	RIR	TrR	TsR	RIR OS	TrR				TsR	RIR OS	FR

Legend: InR: Inception Report, TsR: Test Report, AR: Analysis Report, DR: Design Report, OS: Object & Source Code, RIR: Recovery & Improvement Report, TrR: Training Report, FR: Final Report

Note: The Tenderer shall propose a detailed schedule.



### **4.3 Project Outputs**

The following paragraphs give the list of documentation, books, media to be delivered at the end of the project activities.

#### **4.3.1 Reports**

See section 7.

#### **4.3.2 Change Procedures**

The Contractor should explain their approach to and procedures for the following:

- Version control, delivery control, status management, and item tracking for all products associated with the project;
- Contract Change Management;
- Specification Change Management;
- Problem Reporting and Corrective Action;
- Document Update and Distribution Control;
- Project Library Management

#### **4.3.3 User Documentation**

The User Documentation for the VIS should be compiled in several variants:

- A detailed manual, describing all functions, all commands and examples. It should serve both the staff operating on the system and for eventual further development
- A concise handbook, which will be used by the staff directly involved in the operation of the system. It should describe the commands and their effect should be described in short
- The concise handbook should be realized also as a HELP online MENU
- List of commands and functions
- Dictionary of terms, used in the system and connected to it
- Codes and classifiers, used in the system

The language of the user documentation will be Turkish and English. Hard copies of the short handbook will be required for each end-user. Electronic versions of all user documentation are also required.

#### **4.3.4 Technical Documentation**

This should include all the technical instructions required to operate and maintain the system. It should include instructions for system installation and operations, e.g. backup, recovery, etc.

#### **4.3.5 Test Plans**

The detailed Test Plans for both the BSS and SMS shall include the following:

- Short test strategy
- Functionality test
- Performance test
- Integration and interfaces test
- User acceptance test

#### **4.3.6 Data Conversion Plan**

This is only required for the BSS and should include;

- Description of the inputs of data which should be converted
- Description of the output of data and of the systems
- Necessary checks for correctness and completeness of the data before and after converting it
- Archiving and storing of data

#### **4.3.7 Service Level Agreements (SLAs)**

It is required that all equipment, software and facilities supplied through the project are to be maintained by the Supplier up to the end of the warranty period.

SLAs covering post-project warranty services (technical helpdesk, maintenance, repairs, technical support, etc.) must be established and agreed with the Beneficiary. The SLAs must include details of procedures for on-site and off-site maintenance during normal hours of operation, for:

- on-site fault diagnostic techniques,
- remote fault diagnostic techniques,
- average time to arrive on-site at each system site,
- mean time to repair major system components,
- fault escalation procedures,
- maintenance logs.

#### **4.3.8 Application Software**

The VIS application software must be delivered and installed on the relevant server(s) and shall contain the following:

- Executable programme (object code/compiled file)
- Source code well documented
- Database Model and all data definitions and dictionaries

Details of the software applications are provided in Annexes A and B.

#### **4.3.9 Trained Staff**

The precise number and positions of the trainees will be specified after the need assessment, but under no circumstance more than indicated in paragraph 4.2.4

#### **4.3.10 Training Documentation**

This documentation is relevant to the training courses to be held. The language is **Turkish** and a copy of training materials will be provided to each participant while all deliverables (i.e: training modules, training materials, diskets/CDs including slides, diagrams, etc, and training handbooks) used in the training will be submitted to the Contracting authority two weeks before the relevant training starts at the latest.

#### **4.3.11 Satisfactory Implementation of the Project**

Before accepting the VIS, the following requirements are to be considered:

- All necessary data has been captured in the system
- All necessary electronic interfaces are operable
- All equipment specified in the technical specification has been delivered, installed and tested
- The application software is installed, tested and working satisfactorily for all end-users
- System is sufficiently reliable regarding the data – archiving, reliable storing archives and protection of data
- The system is robust
- The system is user-friendly and intuitive to use
- The necessary training and transfer of knowledge is completed
- Other requirements of the project have been realized as per the technical specification and inception report

The relevant test plans have to ensure the achievement of the above points.

### **4.4 Project Management and Contractor's Tasks and Responsibilities**

#### **4.4.1 Project Steering Committee**

A Project Steering Committee (PSC) – will be established. This will be the project management committee, constituted by the General Director of the GDPC or his delegated representative, 2-3 senior managers of the GDPC, Contract Manager and the Project Managers. The PSC includes also as observers the representatives of the European Commission and the Central Finance and Contract Unit. The PSC meets at least once a month and at key points during the project. The Contractor shall provide for its organisation, secretarial and interpretation support. The Project Steering Committee will be responsible for:

- Directing and controlling the project to ensure that the project is on schedule in all aspects;

- Taking high-level decisions which have a bearing on the outputs of the project and establishing the organization structure required for the VIS to work effectively. The PSC has the power to establish ad-hoc working groups to address specific technical and administrative issues of importance to the project. The PSC may appoint an Acceptance Committee for the duties specified in art. 7.3.
- Discussing and resolving high level problems and removing any barriers outside the authority/control of the Project Managers
- Reviewing progress of project activities, approving of Reports, plans and signing off the stages of the project.
- Ensuring that all recipients are informed of activities which will affect them.

#### **4.4.2 Project Controls**

The project shall be managed by the Contractor using recognized international IT project management standards and techniques.

Project Steering Committee meetings shall be held every month and at key points during the project to ensure that the project is “on track”, approve the next stage plan and to take any other important decisions, when necessary. The Project Managers shall prepare a progress report and plan of the next stage of the project for the Project Steering Committee at least 5 working days prior to each meeting (in English and Turkish).

Formal Checkpoint Meetings (with minutes) shall be held between the Project Managers once every 15 days, the purpose of which is to:

- establish a common understanding of progress on the project.
- provide an opportunity to identify the cause of problems.
- establish options, action plans and responsibility for resolving problems.

#### **4.4.3 Responsibilities of the Contractor**

The Contractor will be fully responsible for the supply and installation of necessary hardware, basic software, specialized software, application software and its development/customization, installation and training.

The Contractor is responsible for the constitution of the project team, which will consist of the Contract Manager (CM), Project Manager (PM), Software Development/Customization & Support Team and a pool of EU and local experts with a wide range of knowledge and experience (see point 8.2. for details).

The Project Manager is expected specifically to:

- Lead the team and manage all project activities;
- Prepare plans, monitor the plan implementation and ensure that the project is on target and the necessary quality is achieved;
- Manage the risk of the project and raise issues, when necessary;
- Participate and report to the Project Steering Committee;
- Participate and report at the Checkpoint Meetings;

- Identify short term specialist inputs, where appropriate (with the agreement of MARA and the Contracting Authority), and ensure that the short term mission results are able to contribute to the policy forming objectives of the overall consultancy;
- Give general policy and technical advice to MARA and the GDPC through seminars, debate, and review of alternative strategies;
- Co-ordinate the project activities with other donor activities.

The Contractor shall employ a Contract Manager to be responsible for all aspects of the contract and for co-ordination between the Contractor and the Contracting Authority (CFCU). The Contract Manager shall be responsible for discharging the Contractor's responsibilities under the contract, for coordination within the members of consortium, preparation of all reports (including short term experts reports), for financial matters, invoicing, etc.

It will be the responsibility of the Contractor to provide for the operational costs for telecommunications, e-mail, international and local transport and consumables. The Contractor will also be responsible for interpretation, translation, secretarial support and other project operating costs.

The Contractor shall demonstrate excellence in the professional areas described within the Specific Activities (see section 4.2). The Contractor will be accountable to the Beneficiary, the Contracting Authority and will be responsible for co-ordination with other donors.

## **5 LOGISTICS AND TIMING**

### **5.1 Project Location**

The Project will be based in Ankara, with field visits as required to the provinces and districts all over the country.

### **5.2 Project Period**

The duration of the project will be 18 months and the Tenderer shall submit a detailed proposal for project activities. The Contractor shall also produce a detailed updated time schedule of activities in the Project Inception Report, with clearly defined management stages of the project, milestones showing dates for completion of key activities and production of the related outputs and detailed Work Plans for any sequential and complex activities.

The Contractor will ensure that these Work Plans are monitored fortnightly and are made available to the Contracting Authority and the Project Steering Committee.

## **6 REQUIREMENTS**

### **6.1 Profile of the Contractor**

### **6.1.1 The Consortium**

The implementation of this complex project requires a strong interdisciplinary team of experts, able to undertake the specific and diverse activities described above. For this purpose, it is anticipated that the Contractor may form a consortium of companies capable of providing all necessary hardware, software, equipment, technical assistance and training inputs. The tenderer will have to demonstrate to satisfy the local needs in terms of software development, hardware/network installation, training, technical maintenance support. One possible solution can be the involvement of a local IT company in the consortium.

## **7 REPORTS**

### **7.1 Reporting Requirements**

The contractor shall submit the following reports:

#### **7.1.1 Inception Report**

An Inception Report will be submitted within one month from the date of commencement of the services. The following issues shall be included in the Inception report:

- clear definition of the project objectives;
- specification of the organization and management of the project – roles and responsibilities of all bodies involved;

The Inception Report shall further include:

- definition of the management stages of the project and outline the different plans – product plans, activities plan, resource plan, quality plan, etc and specify the decision points;
- specification of project controls – type, tolerances, etc.
- the detailed work plan of the technical activities. The expected achievement of the outputs should be clearly identified with milestones.

The Contractor has to propose effective allocation of resources to achieve specified objectives and specific timetables of the experts should be proposed at this stage.

#### **7.1.2 Analysis Report**

This report should be produced at the end of the Requirement analysis study. It should include a full review of the user requirements.

#### **7.1.3 Design Report**

This report should be produced at the end of the system design study. It should include a full view of the designed system.

#### **7.1.4 Test Reports**

These reports should be produced after the VIS has been running for the reletad test/implementation period. They should include a full review of the successes and the problems encountered and they should make recommendations for amendments,

adjustments and improvements to the system and the procedures/processes surrounding it. These periods are opportunities for a “dry run” of the system before it is taken to real operation and these reports should highlight any serious deficiencies with the system and what needs to be done to correct them in time for the main implementation.

#### **7.1.5 Recovery & Improvement Reports**

These reports should be produced after each recovery and improvement period. They should include a full review of the studies, the solutions produced, amendments, adjustments and improvements made to the system and to the procedures/processes surrounding it.

#### **7.1.6 Training Reports**

These reports should be produced after trainings. They should include a full review of the event, attendants, results, examination results and success/achievement ratios. These reports should highlight any problems with the event and what needs to be done to correct for the future events.

#### **7.1.7 Final Report**

The Final Report will be submitted no later than one month before the end of the provision of the services by the Contractor. This report shall include, where appropriate, a financial analysis of the project and a critical study of any major problems that may have arisen during the performance of the contract. It should include the final state of achievement for each activity and an assessment of the success or otherwise of that activity. For uncompleted or ongoing activities an assessment of the date for completion and the anticipated achievement will be made. Recommendations and Action Plans will be included for all major activities that require attention by the recipient to ensure future sustainability.

#### **7.1.8 Quarterly Progress Reports**

Progress reports shall be submitted quarterly. The Progress Report should provide a high-level review of the project, including progress to date compared to plan, detailed plans for the next stage and any problems or issues requiring resolution outside the Project Managers' competence or authority.

### **7.2 Report Content**

Reports should reach high international standards. It is expected that reports be written in concise, clear and standard English, with translation into Turkish. Acceptability of reports will be judged not on length but on the relevance of the content to providing solutions for the particular activity. Technical attachments and the final report should be well structured, contain an executive summary, and leave detailed, and in depth, subject matter in annexes. Results should be well structured. All reports will contain Recommendations and Action Plans, which will be clearly highlighted. Facts in text and data in tables should be consistent with each other, with cross-references if necessary. Precise sources of information must be critically assessed. A list of essential contact persons is to be included.

### **7.3 Report Submission (Number, Language and Recipients) and Approval Procedures**

Reports shall be submitted in 12 copies (5 in English and 7 in Turkish language). The recipients of the above reports are all located in Ankara:

1) The Commission Representation:	1 English and 1 Turkish
2) The Beneficiary (MARA-GDPC):	2 English and 4 Turkish
3) The CFCU:	1 English and 1 Turkish
4) The EUSG:	1 English and 1 Turkish

Each report is to be submitted initially in draft form, and will then be reviewed and commented by the Recipient and the Contracting Authority. The review must be completed and the report, plus any comments returned within a period of 2 weeks from submission. The report is then to be amended as necessary and submitted in final form, in the number of copies identified above after it is accepted formally by the Project Steering Committee.

## **8 REQUIRED INPUTS**

### **8.1 Hardware, Software and Communications**

All details for provision of hardware, system (package) software and application software, network, etc. are given in Annex D.

### **8.2 Experts**

The following are experts to be provided by the Contractor.

- a) Key experts
  - Contract Manager
  - Project Manager
  - The Software Development/Customization & Support Team
  - Experts in Animal Identification, Registration, Movement Recording, Veterinary Surveillance Systems, Epidemiology and Statistics.
- b) Other Experts
  - Expert(s) in ANIMO/ADNS
  - Expert in Laboratory/Sample Management Systems
  - Trainers

The Contractor should specify for all of the above experts the number of man-months input to be provided, together with an approximate timetable.

The quality of the Contract Manager, the Project Manager and the key experts are considered to be very important. Detailed Curricula Vitae (CVs) of experts are required for all the positions listed above, except for the Trainers, for whom summary CVs are sufficient. The Tenderer must show that all specialist(s) have the required knowledge, skills and experience.

The following Job Descriptions are a guide to the requirements for each of the above positions.

#### **8.2.1 Contract Manager**



The Contract Manager will be working part time for the contract duration and shall be responsible for organizing the contractual and administrative aspects of the project, e.g. financial arrangements, arranging travel and accommodation, reporting to the EU.

Job holder criteria:

a) Qualifications and skills:

- University degree in engineering, economics or business administration
- Excellent knowledge of EU contractual procedures
- Excellent communication and leadership skills as a Team Leader
- Speak fluent English language
- Full computer literacy,

b) General Experience

- Minimum 10 years of experience in management of large contracts,
- Minimum of 5 years solid experience in the management of international projects

c) Specific Experience

- Minimum 3 years of experience in a similar turn-key IT Project
- Minimum 1 year of management experience in a similar role in international projects.

**8.2.2 Project Manager**

The Project Manager will be working full time for the project duration and shall be ultimately responsible for the organisation and control of the project from the Contractors side and will be required to work very closely with the GDPC appointed Turkish Project Manager.

Job holder criteria:

a) Qualifications and skills:

- University degree in engineering, project management or similar (preferably on computer science, IT electric/electronic, industrial engineering).
- Proven excellent knowledge on RDBMS applications, networking (turnkey IT systems)
- Full computer literacy
- Basic knowledge on networking and communication systems (LAN, WAN, wireless, etc.)
- A good knowledge of structured project management techniques
- Speak fluent English language, Turkish language is an asset

b) General Experience

- Minimum 10 years of experience in organization and management of large-scale, turnkey IT development projects

c) Specific Experience

- Minimum 5 years experience in managing large-scale, national-wide, web-based MIS (Management Information System) or RDBMS projects,

- Minimum 5 years of international experience of working in a similar role in IT projects

### **8.2.3 Software Development/Customization & Support Team**

The Contractor shall provide a technical team (minimum 5 experts) who shall be responsible for analyzing, designing, developing and implementing an appropriate technical architecture for the system, for customization / development of the VIS application to meet user requirements, for developing interfaces with other databases, for developing the GIS system, for data conversion, for system and performance testing, for providing technical documentation, for installing the system in Turkey and for training the GDPC/Veterinary Institute IT/I&R Support Team.

The team should be formed by minimum five experts. Two of the experts will be available full time for the project duration. All of the experts will be working full time from the beginning of the inspection phase up to the central (development/customization) partial provincial acceptance of the application software. At least two of the experts should have an international experience on IT projects relevant to the proposed role. All should have direct experience of implementing and operating on large-scale, national-wide, turnkey IT projects (especially on software development and networking). They should have extensive practical knowledge of the problems, issues and obstacles to the successful development, implementation and operation of such a system and will have the ability to propose practical and workable solutions on IT for Turkey.

The technical team will have a wide range of IT skills and experience, including:

a) Qualifications and skills:

- University degree in engineering, (preferably on Computer Science / MIS-Industrial Engineering / IT Technology / Electric-Electronic Engineering)
- Ability to communicate effectively at all levels
- Strong decision making and problem solving skills
- Being a source of new ideas, views and information
- Full computer literacy
- Speak fluent English language, Turkish language is an asset

b) General Experience

- Minimum 5 years of professional experience
- Minimum 2 years of experience as a team member on large-scale, national-wide turn-key IT projects

c) Specific Experience

- Minimum 2 years of experience in the proposed fields/roles (e.g. designing and implementing hardware and communications infrastructures, developing large-scale, web-based RDBMS and/or MIS applications, systems integration, etc.)

### **8.2.4 Short Term Experts in Animal Identification, Registration, Movement Recording, Veterinary Surveillance Systems, Epidemiology and Statistics.**

Three experts should be provided to support analysis and design phases of the application software and planning phases of the training and implementation. Estimated total work duration of each expert is approximately 2 months distributed to the project life cycle. At

least two of the experts should be epidemiologist/veterinarians and one should be an zootechnician/statistician. All should have direct experience of implementing and operating an animal identification, registration and movement recording system in an EU Member State and/or a candidate country. At least two should have experience of identification and registration systems in candidate countries. They should also have experience of developing/operating the veterinary surveillance part of the system, either through integration with existing veterinary systems (animal health recording systems, residue monitoring systems, laboratory management systems, etc) or through development of a full package solution. They should have extensive practical knowledge of the problems, issues and obstacles to the successful implementation and operation of such a system and will have the ability to propose practical and workable solutions for Turkey.

The experts are expected to give particular attention to the institutional, organizational and procedural aspects of the VIS. Establishing adequate resources and effective procedures will be key to the success of the project.

The experts are expected to work closely with Turkish Project Manager and with the staff appointed by the GDPC to work on the project and other Working Group and will advise on and assist with the following:

- Establishing the organizational infrastructure required to support the system
- Establishing co-operation between the major stakeholders
- Establishing the financial support for the system
- Identifying the specific veterinary data to be collected
- Defining holdings and herds within the Turkish context
- Establishing practical data collection procedures for basic I&R information
- Establishing practical data collection procedures for veterinary information
- Paper-based forms (incl. for data collection)
- Data entry procedures
- Animal passports
- Holding registers
- Ear tags and numbering system (incl. bar codes and check digits, etc.)
- Publicity and Education (assist with preparing and implementing a Communication Plan)
- Establishing methods for motivating stakeholders to participate fully in the system
- Extracting maximum benefit from the database system
- Designing reports and statistical analyses
- Establishing and implementing a system monitoring and control, including inspections and sanctions
- Possibilities for future development of the system

#### Job holder criteria

##### a) Qualifications and skills:

- University Degree in veterinary/epidemiology/zootechnics/statistics

- Knowledge on institutional, organizational and procedural aspects of the VIS, extensive practical knowledge of the problems, issues and obstacles to the successful implementation and operation of such a system and ability to propose practical and workable solutions for Turkey.
- A detailed practical knowledge of animal identification, registration and movement control and Veterinary Surveillance Systems.
- Basic computer skills (word processing, spreadsheets, presentation softwares, etc)
- A good knowledge of English, Turkish language is an asset

b) General Experience

- Minimum 5 years general experience of implementing and operating an animal identification, registration and movement recording system

c) Specific Experience

- Minimum 3 years of direct experience in implementing and operating an animal identification, registration and movement recording system, at least two of the proposed experts should have experience of identification and registration systems in candidate countries developing large-scale RDBMS applications; systems integration; web-based GIS systems;
- Minimum 2 years experience of developing/operating the veterinary surveillance part of the system, either through integration with existing veterinary systems (animal health recording systems, residue monitoring systems, laboratory management systems, etc) or through development of a full package solution.

### **8.2.5 Short Term *Expert in Laboratory/Sample Management Systems***

An expert will be provided to assist with the development/customization of the SMS for the Veterinary Institutes. The expert is expected to support analysis and design phases of the application software and planning phases of the training and implementation. Estimated total work duration of the expert is approximately 2 months distributed to the project life cycle.

#### Job holder criteria

a) Qualifications and skills:

- University/College Degree/certificate on Laboratory/Sample Management Systems from a respectable professional institution
- A detailed practical knowledge of Laboratory/Sample Managements Systems and their practical operation in a Member State or a Candidate Country
- An ability to transfer knowledge and solutions to different local circumstances
- Basic computer skills (word processing, spread sheets, presentation softwares, etc)
- A good knowledge of English

b) General Experience

- 5 years of experience on Laboratory/Sample Managements Systems and their practical operation

c) Specific Experience

- 2 years of experience on Laboratory/Sample Managements Systems and their practical operation in a Member State or a Candidate Country

### **8.2.6 Short Term Expert(s) in ANIMO/ADNS**

Experts or an expert will be provided to advise the GPDC on the implementation of the ANIMO and ADNS systems. Technical assistance will be given on how best to define the LVUs, how to prepare data for both systems, liaison with Brussels and Eurokom, organisation and preparation of training, etc. The experts or an expert is expected to support analysis and design phases of the application software and planning phases of the training and implementation. Estimated total work duration of the expert is approximately 2 months distributed to the project life cycle.

#### Job holder criteria

##### a) Qualifications and skills:

- certificate on ANIMO/ADNS from a respectable professional institution
- A detailed practical knowledge of the ANIMO and ADNS systems and their practical operation in a Member State or a candidate country
- Basic computer skills (word processing, spread sheets, presentation softwares, etc)
- A good knowledge of English

##### b) General Experience

- 3 years of experience on the ANIMO and ADNS systems and their practical operation in a Member State or a candidate country

### **8.2.7 Trainers**

The Contractor shall provide a team of trainers who shall be responsible for training the following:

- GDPC/Veterinary Institute IT/I&R Support Team
- The Provincial VIS Support Team.
- The end-users.

#### Job holder criteria

- Extensive experience in the provision of training
- Excellent presentational and training skills
- Detailed knowledge of the web-based RDBMS applications as well as networking and their technical aspects
- Experience and detailed knowledge of IT
- Excellent Knowledge of Turkish

## **8.3 Auxiliary**

### **8.3.1 Translation and Interpretation**

The Contractor shall bear all translation and interpretation costs during the project. The Tenderer is therefore expected to make special provision for these services.

### **8.3.2 *Provision of Training Premises and Facilities***

The Tenderer will be expected to supply the necessary premises, equipment, materials and facilities for all the training courses to be provided.

## **Appendix A. Requirements for BSS Software Application**

A Bovine Surveillance System (BSS) will be established supporting bovine identification and registration (I&R), movement controls, disease control and residue monitoring programs that serves central, provincial and district veterinary directorates with links to laboratories, large markets, slaughterhouses, farms, etc. The system will enable veterinary information BIPs to communicate rapidly and accurately between the stakeholders. The system could be extended in future projects to other species, e.g. sheep and goats, pigs, equines. The BSS should be designed keeping in view its future development and extension to other species.

### **A.1. List of Functions**

The main functions of the BSS will be:

- 1) User Roles - creation and maintenance.
- 2) Reference Tables - creation and maintenance.
- 3) Registers of Regions, Provinces, Districts, Towns, Villages/Neighborhoods within Turkey
- 4) Participating Organisations register
- 5) Persons register
- 6) Holding register
- 7) Pastureland register
- 8) Herd register
- 9) Animal register
- 10) Database users register
- 11) Animals owners register
- 12) Animals keepers register
- 13) Official vets register
- 14) Private vets register
- 15) Ear taggers register
- 16) Ear tag management
- 17) Registration of new animals (incl. births)
- 18) Movement Notification recording
- 19) Movement recording
- 20) Late movement notification alerts
- 21) Movement notification reconciliation
- 22) Animal Health Certificate Checks
- 23) Death/slaughter recording
- 24) Imports/exports recording
- 25) Tracking and tracing of animals
- 26) Herd reconstruction

- 27) Animal Passport production
- 28) Ear tag loss and replacement, ordering & monitoring
- 29) Loss/theft of animals recording & recovery
- 30) Loss/theft of passports recording & re-issuing
- 31) I&R Inspection monitoring & sanctions
- 32) Diseases register
- 33) Disease outbreaks recording
- 34) Test registers, for diseases and residues
- 35) Test results recording
- 36) Herd health status recording
- 37) Manufacturers register
- 38) Vaccine register
- 39) Vaccination recording
- 40) Treatments/Medicines register
- 41) Treatments/Medicines recording
- 42) Recording of restrictions for movement and slaughter

## **A.2. Description of Functions**

### **1) User Roles - creation and maintenance.**

There will be many different types of end-user accessing the database for the purposes of viewing and updating information, e.g. farmers, district station staff, abattoirs, markets, etc. The different types of end-users will all require access to different functions and data sets. A type of user is equivalent to a User Role. The system must enable user roles to be created, maintained and deleted in a flexible manner. When a User Role is created each function of the system will be listed at the lowest level. For each User Role it must be possible to turn on or off these functions and to specify data access rights for each (e.g. own data, district data, provincial data, national data). For each function the user role can be allocated insert, update, delete or read only access rights.

The system should come with a few standard User Roles already defined. New User roles can be based on the existing standard User Roles and for some of these will be special introductory screens, e.g. when a farmer logs in they should see an introductory screen specific to somebody who has access only to their own holding/herd and animal data. This introductory screen will be quite different to that seen by a District Station user.

This function must allow new user roles to be created, for existing user roles to be amended and for user roles to be deleted as and when required. It is envisaged that this function will only be made available to the System Administrator(s) who will have full access rights to all functions and data.

### **2) Reference Tables - creation and maintenance.**

All database applications depend on reference data that forms the basis for the drop-down menus or look-up tables. These menus/tables are necessary to ensure that data is recorded in a consistent fashion. Examples of reference tables include animal breed,



animal colour, animal death type, animal purpose, animal sex, person role, veterinarian type, holding type, country, restriction type, restriction reason, restriction level, etc. There will be many more.

**3) Registers of Regions, Provinces, Districts, Towns, Villages/Neighborhoods within Turkey**

These registers are required in order that reports, statistics and data retrievals can be produced on the basis on all these categories and sub-categories. These fields should also be components of the addresses recorded in the database, particularly holding address. This will make it possible to produce reports and statistics in a flexible manner on a regional, provincial, district, town, village/neighborhood basis.

**4) Participating Organisations Register**

There must also be a register of all participating organizations (e.g. Veterinary Institutes, Provincial Stations, District Stations, Abattoirs, Markets, State Farms, University Farms, University Clinics, etc), which will be linked to the relevant registers above.

**5) Persons Register**

All persons involved in the BSS should be registered on the database, i.e. database users, animal owners, animal keepers, official veterinarians, ear taggers, etc. Some registered persons may have more than one role, e.g. they may be an animal keeper/database user or an official veterinarian/ear tagger/database user. Persons should be linked to the participating organisations and/or to holdings depending on their person role(s). The roles allocated to a registered person determine not only whether they have access to the database but also how the record of that person can be used within the system e.g. only ear taggers can be allocated ear tags and can apply ear tags to animals. Database access is controlled by allocating user ID numbers, passwords and user roles to database users. Database users may be allocated one or more user roles. If they have more than one user role they must select which one they will use for that particular session.

**6) Holding Register**

The holding register will be one of the key tables in the database. Holding must be defined according to the EU legislation, i.e. as a geographical location where animals are kept. Holdings therefore are of various types and include all farms, slaughterhouses, markets, fairs, collection centres, AI centres, university clinics, university farms, etc. All must be registered, although the type of holding will determine how it is handled within the database system. All holdings must have a GIS reference.

**7) Pastureland Register**

According to the EU definition, pasturelands are just a specific type of holding. However they must be handled in a special way by the database system and they must be linked to herds to indicate which herds currently graze on which pastureland. This linkage means it is possible to automatically restrict any animal or herd that shares a common pastureland, should a problem be identified with any of the herds linked to it. All pastureland must have a GIS reference.

**8) Herd Register**

The system must use the EU definition of the term, i.e. a group of animals of the same species located on the same holding sharing the same epidemiological status. In theory a holding may have a number of herds, although this would not be the normal situation in Turkey. The system should record the health status of all herds, which is important in determining and reporting to the EU the disease-free status of the provinces within the country. All herds should have a registered keeper.

**9) Animal Register**

This must be a list of all the individual animals in the country, registered according to their unique lifetime ear tags numbers. Basic details of the animals are recorded in line with the EU legislation. All animals should have a registered owner.

The holding/herd/animal screens must be closely linked, so that from the holding screen list the user can list all the herds on the holding, and from the herd screen can list all the animals in the herd, and from the animal list can enquire on details of all the animals. The herd screen should allow the user to select a list of all the current live animals, all deceased animals, all animals moved out, all animals moved in and all births in the herd.

**10) Database users register,**

**11) Animal owners register,**

**12) Animal keepers register,**

**13) Official vets register,**

**14) Private vets register**

**15) Ear taggers register**

All these registers should be available to authorised users and should be derived from the persons register together with the person roles that have been allocated. Other person roles and hence registers may have to be added if required – this will become apparent during the analysis stage of the project.

**16) Ear Tag Management**

The system should link the provincial stations, the district stations and the ear tag suppliers. When a district station requires ear tags (either new or replacements) they should register a request and the database should specify the ear tag number range required. The provincial station will then endorse this request before passing it on electronically as an order to the ear tag supplier. The ear tag supplier will confirm receipt of the order, specify the delivery date and arrange for production and distribution. Receipt of the ear tags should also be recorded at both provincial and district stations. An exact specification of this function will be drawn up during the analysis phase.

The system should also monitor the distribution and storage of ear tags, once delivered to the district stations and prior to application to the animal. It will monitor how ear tags are allocated to individual ear taggers and keep records of how many and which tags have been applied and which remain unused/lost/damaged.

**17) Registration of new animals, including births.**

All basic animal details should be recorded, in line with the EU legislation. Additional data can also be recorded at the request of the GDPC during the analysis phase. The person who applied the ear tag and the date of application should also be recorded for purposes of control and validation. Parental details should also be recorded in order to maintain information about ancestry and offspring.

#### **18) Movement Notification recording**

Whenever there is an animal movement there should be two notifications made; an “off” notification made by the originator and an “on” notification made by the recipient. This double system of notification is most important for validation of movement details prior to recording the movement to the database. The database should keep a record of all movement notifications. Movement notification details should include herd/holding of origin, herd/holding of destination, date of arrival, date of departure, authorising veterinarian, vehicle registration number, animal health certificate number, etc. In the same way the system should record the date of notification of all births and deaths/slaughters.

#### **19) Movement recording**

All movements of animals from one herd/holding to another should be recorded on the database. This should include movements through market places and to slaughterhouses and from farm to farm. However only once both the “off” and the “on” notification have been matched for certain details should the movement be recorded on the database. Daily movements to pastureland are handled by linking the herds to specific pastureland holdings and do not have to be recorded as individual movements.

The database system should be able to handle “out of order” notifications. In other words, if an animal were to move from holding A to holding B and then onto holding C in rapid succession, then the four resulting notifications should be able to be entered into the database in the order in which they are received, whatever that may be. If the animal is moving from a farm to a market and then onto a slaughterhouse, it is possible that the notifications will be received in the reverse order that the movements took place, i.e. the slaughterhouse notifies first, then the market and finally the farm. This would result in receiving a notification of the animal’s movement from holding B to holding C when the database still has the animal registered at holding A. In this situation the database should store the notification in an “unmatched/unresolved” notification area, until such time as all notifications have been received and both movements can be recorded to the database.

#### **20) Late movement notification alerts**

If only one movement notification has been received and a defined period of time has elapsed (e.g. 7 days, but set by the System Administrator) from the arrival date, then the system will provide an alert that the matching notification is overdue. The nature of the alert can be defined during the analysis stage of the project.

#### **21) Movement notification reconciliation**

If an alert tells the user that a notification has not been received there are two possible reasons; either the second notification really has not been made or else an error has resulted in the two notifications not quite matching. In this event the system should assist the user in determining whether an error has been made, i.e. the system should list all notifications where there is a mismatch on only one field. If the user then detects a

mistake they should be able to make a manual correction to the notification in error and then the movement should be recorded.

**22) Animal Health Certificate Checks**

Animal health certificate checks are designed to detect movements where no notification has been received. Since all notifications must record the animal health certificate number, it follows that by entering the animal health certificate number the system should be able to list all notifications matching that number. If, after a period of time, say 2 weeks, District Station users enter the animal health certificate number and find no matching notifications, there is a reasonable chance that a movement did take place that has not been notified and the District Station staff can then investigate.

**23) Death/slaughter recording**

All deaths and slaughters should be recorded with different functions/screens depending on whether it is a home death/slaughter or one at the abattoir. The data recorded and the volumes of records handled are different in these cases and therefore the screen design must reflect these differences. Death type, reason for death, fate of carcass, etc should be recorded where appropriate.

**24) Imports/Exports recording**

Imports of animals into the country should be recorded and this function should combine elements of recording a new animal and recording a movement. There should be two separate functions depending on whether the animals are imported for immediate slaughter or for other reasons (the legislation distinguishes between the two). If the animals are destined for immediate slaughter, the import and slaughter functions should be combined. The import functions should also vary depending on whether or not the animals are imported from an EU Member State (if so, they will retain their existing ear tags). Exports details should also be recorded.

**25) Tracking and tracing of animals.**

This is a most important function in the case of a disease outbreak. The movement history of each animal should be listed with links to details of all herds/holdings where the animal has been located between specified dates. Recording the parentage of each animal will also enable the system to show ancestry (family tree) and offspring lists.

**26) Herd reconstruction**

The system should list the animals present in any herd on a given date or within a specified date range, including links to the animals' subsequent movement history. This function will be critical to retrieving information quickly in the event of a disease outbreak.

**27) Animal passport production**

The system should print the animal passports at the centre(s) and in the format specified by the GDPC.

**28) Ear tag loss and replacement, ordering & monitoring**

If an animal loses an ear tag, this should be recorded on the database, and should generate a request/order for a replacement tag. Replacement tags should be given version numbers, indicating whether they are the first, second, third, etc replacement. Application of the replacement tag should also be recorded. The user should be able to view the ear tag loss and replacement history of each animal.

**29) Loss/theft of animals recording & recovery**

The loss, disappearance or theft of an animal should be recorded on the database together with the subsequent recovery of the animal, should that happen.

**30) Loss/theft of passports recording & re-issuing**

The loss/theft of a passport should be recorded on the database, together with information about subsequent recovery.

**31) I&R System Inspection monitoring & sanctions**

The database should record the results of the Identification and Registration (I&R) system inspections that must be conducted on 10% of holdings each year under EU Commission Regulation EC No 2630/97 and the sanctions that may be applied under Commission Regulation EC No 494/98. The database should record whether the results of each inspection were satisfactory or unsatisfactory and, if the latter, the nature of the deficiencies. It should also record whether or not a sanction was applied and, if so, the nature of the sanction. Reports generated from this data should assist the risk assessment required for future inspections and also providing statistics required for the EU (as per Directive 1898/2000).

**32) Diseases Register**

This should be a register of all the diseases that may be recorded in the system e.g. for recording disease outbreaks, reason for death, reason for test, herd health status, etc. The Database Administrator should update this register as and when required, under veterinary direction.

**33) Disease outbreaks recording**

The system should record any outbreaks of a registered disease and provide a disease history for every animal on the database between specified dates.

**34) Test registers, for diseases and residues**

There should be two registers, one for animal disease tests and another for residue/substance tests. These registers should record basic information about the tests. The Database Administrator(s) should update these registers as and when required, under veterinary direction.

**35) Test results recording**

The system should record the results of a registered animal health test or a residue/substance test and provide a test result history for every animal on the database between specified dates.

**36) Herd health status recording**

The system should be able to record the herd health status of all herds for the registered disease under surveillance. The system should show the current herd health status and the history of any changes to the herd health status.

**37) Manufacturers register**

This should be a register of all manufacturers of medicines and vaccines registered on the database.

**38) Vaccine register**

This should be a register of vaccines in use by the GDPC. Withdrawal periods should be recorded together with details of any restriction following application.

**39) Vaccination recording**

The system should record all vaccinations to animals and should provide a vaccination history for every animal on the database between specified dates.

**40) Treatments/Medicines register**

This should be a register of all treatments and medicines in that the GDPC wishes to record on the system. Withdrawal periods should be recorded together with details of any restriction following application.

**41) Treatments/Medicines recording**

The system should record the application of registered treatments and medicines to animals and should provide a treatment/medicine history for every animal on the database between specified dates.

**42) Recording of restrictions for movement and slaughter**

This is a complex function and it will have to be carefully designed with the assistance of the Project Working Group. Essentially the system should record any restriction to movement or slaughter. The system will have to handle different types of restriction, e.g. all movements prohibited, all movements prohibited except movement to the abattoir, all movements prohibited except movements between herds with a positive health status, slaughter prohibited, etc. Also restrictions may be placed at different levels, i.e. at animal, herd, holding, village/neighborhood or area level. The reason for a restriction should also be recorded.

Where practical the system should record a restriction automatically if an action is recorded resulting in a restriction, e.g. a positive test result, application of a treatment or vaccination with a withdrawal period, the loss of an ear tag, imposition of a sanction, etc. The business rules determining the placement of automatic have to be carefully considered. The system should also allow restrictions to be recorded "manually".

The system should allow restriction records to be amended and lifted and restriction histories should be kept and available for animals, herds, holdings, villages/neighborhoods.

When an animal movement or slaughter is recorded in contravention of an existing restriction the system should alert the user. Also, when users view records, the system

should highlight to them if the animals, herds, holdings, villages/ neighborhoods are the subject of a current restriction.

### **A.3. Reports**

The Contractor should supply the GIPC with a report-writing tool to be installed on the central server. This will give the System Administrator(s) the ability to create new reports and to undertake ad hoc queries in a completely flexible manner. However there will also be a number of standard reports provided by the Contractor. The reports and GIS will be specified during the analysis stage of the project (in close consultation with the Project Working Group and the Project Epidemiological expert) and the following is an indicative list of what may be required.

#### Identification and Registration (I&R) Reports

All the I&R reports below should provide numbers, listed by Town or Village/Neighborhood or District or Province or Region and filtered by Town or Village/Neighborhood or District or Province or Region.

- Current Numbers of Holdings – also filtered by Holding Type and number ranges of animals.
- Current Numbers of Owners - also filtered by Holding Type and number ranges of animals.
- Current Number of Keepers – also filtered by Holding Type and number ranges of animals.
- Current Number of Animals - also filtered by Holding Type, Breed, Cattle/Buffalo, Sex, Age and Purpose.
- Statistical Reports on Births - also filtered by Date Range.
- Statistical Reports on Movements - also filtered by Date Range and Movement Type.
- Statistical Reports on Deaths/Slaughters - also filtered by Date Range and Death Type.

#### Tracking and Tracing Reports

- Animal tracking and tracing report.
- Vehicle trace report.
- Family tree
- Offspring report
- Herd Reconstitution report

#### Slaughterhouse Reports

- Statistical slaughterhouse report – number of animals slaughtered, listed by District or Province or Region, filtered by date range and age range of animals.
- Individual Slaughter report - number of animals slaughtered, together with list of animals, filtered by date range, age range of animals, previous holding ID and vehicle registration number.

#### Market Reports

- Statistical market report – number of animals processed, listed by District or Province or Region, filtered by date range.

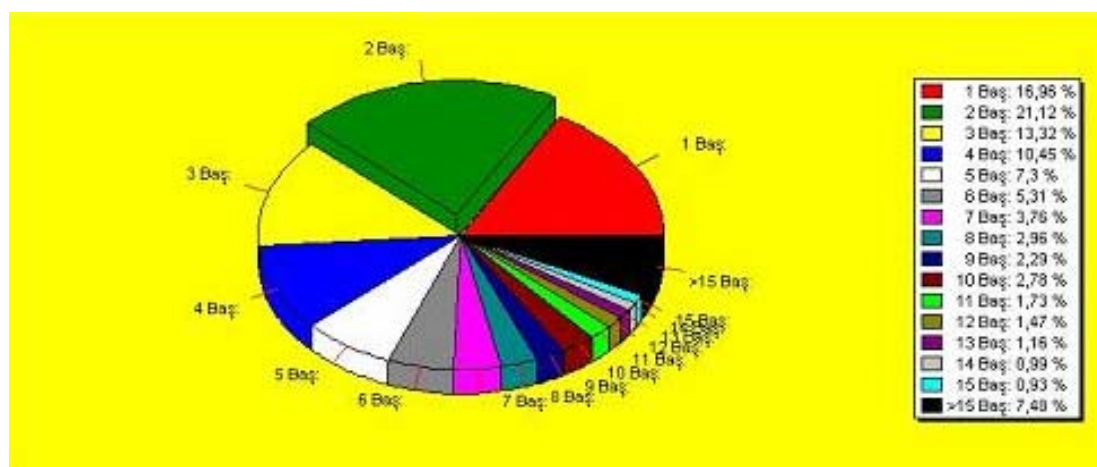
- Individual Market report - number of animals processed, together with list of animals, filtered by date range, previous holding ID, destination holding ID and vehicle registration number.

## Veterinary Reports

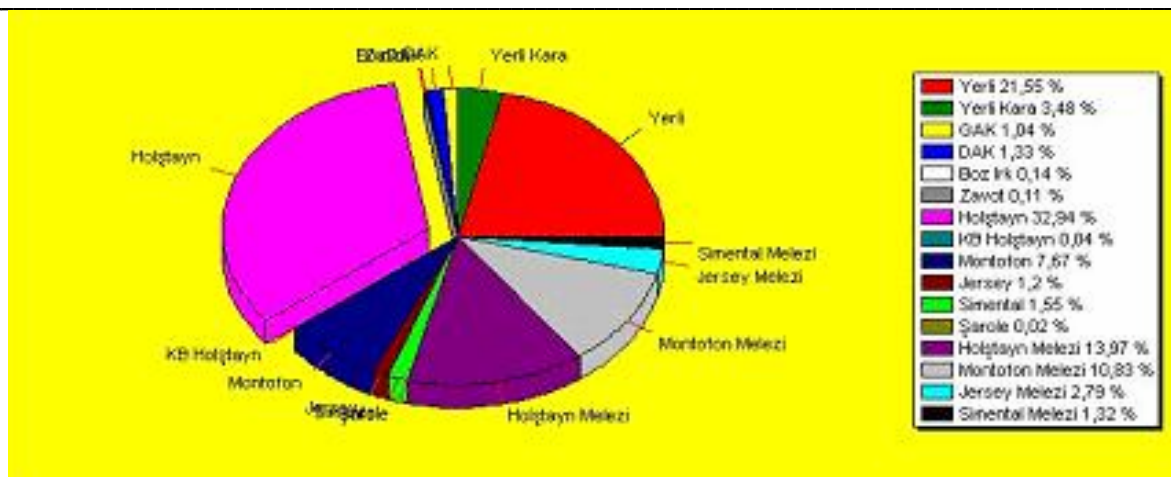
All the Veterinary Reports below should provide numbers, listed by Town or Village/Neighborhood or District or Province or Region and filtered by Town or Village/Neighborhood or District or Province or Region.

- Disease Outbreaks Report – also filtered by Date Range, Disease Type, Breed, Sex and Cattle/Buffalo.
- Test Result Report – providing numbers of positive and negative results, % of total tests - also filtered by Date Range, Test Type, Breed, Sex and Cattle/Buffalo.
- Vaccination Report - also filtered by Date Range, Vaccine Type, Vaccine Producer, Serum Number, Production date, Breed, Sex and Cattle/Buffalo.
- Treatment/Medicine Report - also filtered by Date Range, Treatment/Medicine Type, Producer, Breed, Sex and Cattle/Buffalo.
- Other Irregularity Report - also filtered by Date Range, Irregularity Type, Breed, Sex and Cattle/Buffalo.
- Current Herd Health Status Report, provides totals and % of herds with problematic herd health status, including herd list, listed by District or Province or Region, filtered by Disease Type.
- Ear Tag Loss Rate Report, provides numbers and % of animals with lost tags, listed by District or Province or Region, filtered by date range.
- I&R System Inspection Report, provides statistics about the numbers and % of unsatisfactory inspections, including reasons and sanctions applied, listed by District or Province or Region, filtered by date range.

Many of these reports can also benefit from a graphical represented and this should be provided where appropriate. For example, pie charts such as the following (produced by the current Turkish I&R database system) can be useful for showing respectively data about the size of cattle herds in the country or the distribution of breeds:







#### A.4. GIS

The GIS component will add a spatial dimension to the BSS allowing spatial data, such as the location of holdings, to be represented graphically on electronic maps.

Successful implementation of the GIS component requires that basic location data is available for the holdings within a country - if such information is not available or not of sufficient quality the outputs will not be very meaningful. To help place data in context and improve understanding of some of the reports good quality digital background mapping data should also be available to integrate with the BSS reports.

Users will often only be aware of the GIS component through their use of map-enhanced reports. These reports should provide a different, more intuitive, way of presenting the tabular data associated with many of the textual reports. Additionally, some functions should be provided to allow users to capture and update the GIS data stored within Europe.

For holdings, a point representing the location of the holding is stored. For pastureland and for restrictions, a polygon representing the extent of the area of pastureland or the area being restricted should be stored. Using spatial analysis the system can determine the holdings that fall within a restricted area and automatically place restrictions on those holdings.

A Web Mapping Server (WMS) should be used to provide access to map data stored with the BSS. The WMS, similar to a normal web server, will receive specially formatted URLs (universal resource locator) and respond with an image or web page as requested. In this way, the GIS data from the BSS will be embedded into the standard web access front end of the BSS.

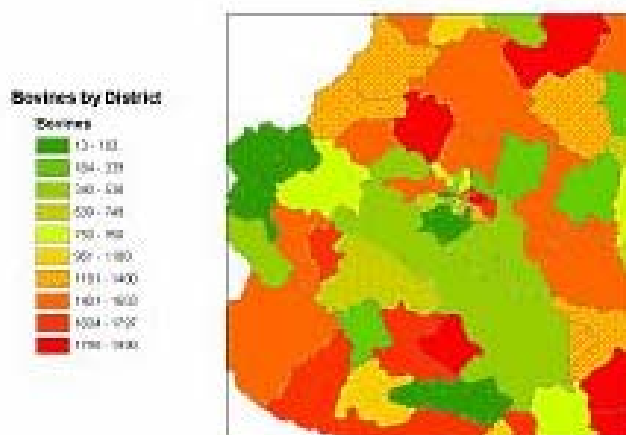
#### GIS Reports

The reports that provide statistics on a District, Provincial, Regional and Town / Village / Neighborhood basis should also be viewable in a GIS form. It is anticipated that the Contractor will make use of both thematic maps and attribute display maps in order to achieve this.

A Map is a representation of the earth's surface. The general public usually thinks of topographic maps, i.e. maps showing the physical and superficial features as they appear on the ground such as roads, rivers, lakes, etc.

A thematic map displays a particular theme, such as vegetation or population density, usually overlaid on a topographic map. Thematic maps can be generated for any data (such as population

density, incidents of diseases, numbers of cattle, etc) that can be related to map features such as administrative boundaries (eg districts, provinces, or regions).



*Figure 1*

The example map here illustrates a thematic map showing the number of bovines in each district. The colours are graded from green to red with green having the lowest number of bovines, red the highest.

Many of the statistical reports can also be presented graphically using charts. These charts can be integrated into maps of the areas concerned to better illustrate the spread or incidence of the data in question. These we will term 'Attribute Display Maps'. Below are some samples of these maps. They show, using different types of charts, the breakdown of the total number of animals in herds, per district. These types of map are useful for showing groupings of related information such as the many different reasons for slaughter or the incidences of a group of diseases whereas a thematic map will generally only show one set of information such as the total number of slaughters or the incidences of a particular disease.

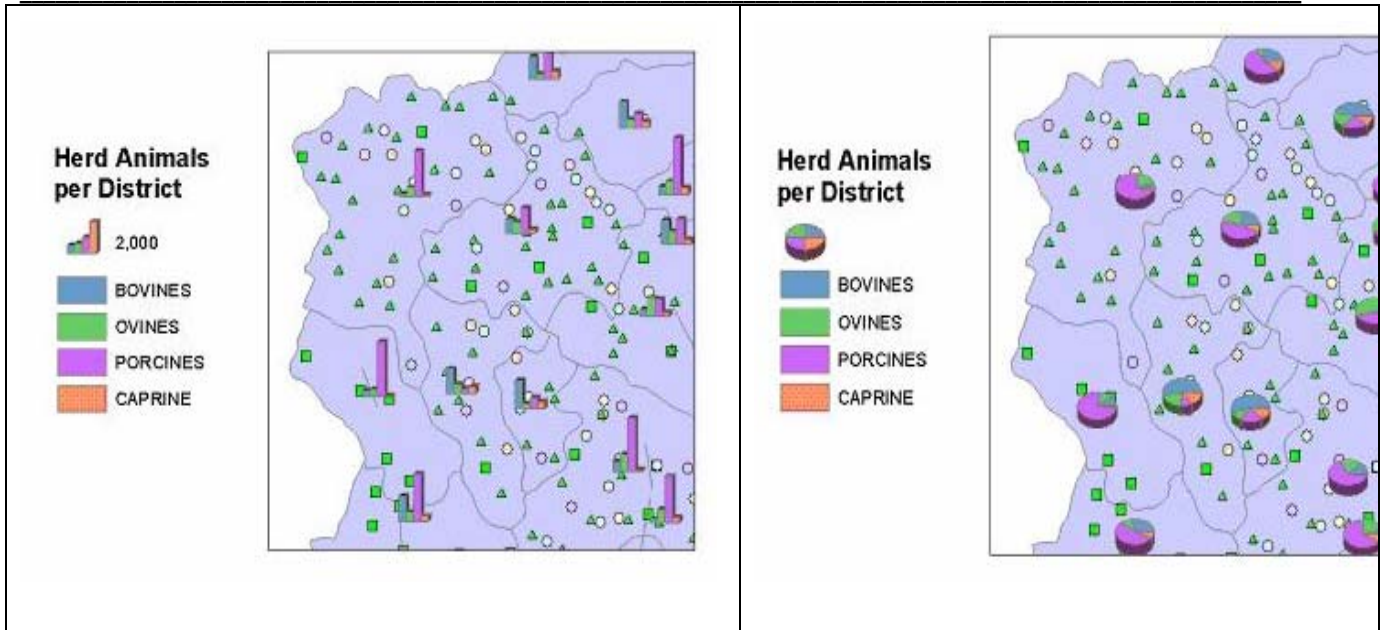
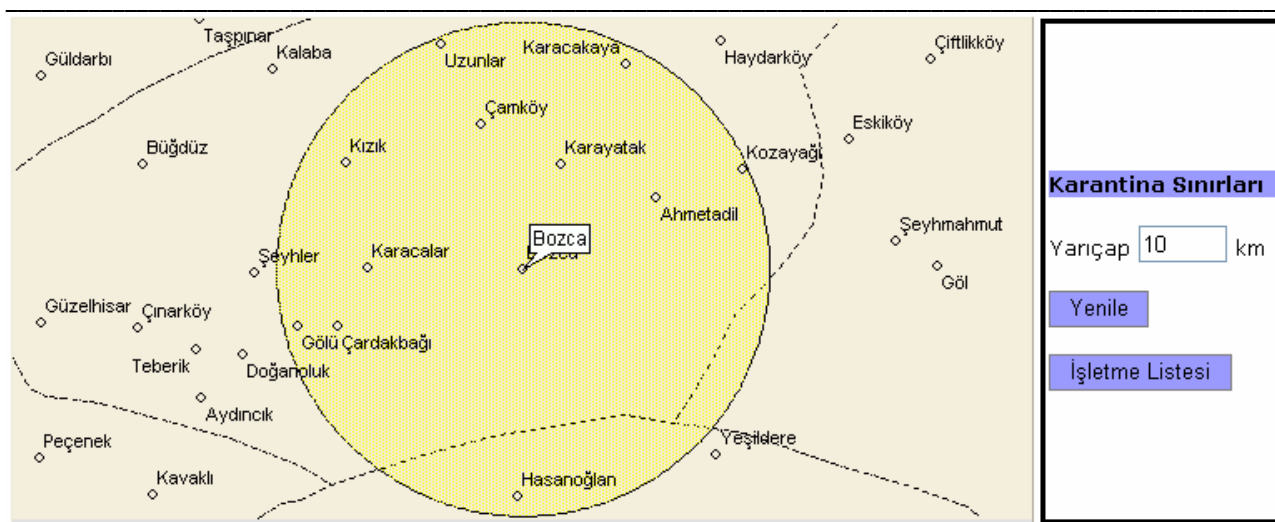


Figure 2- Bar Charts/ Pie Charts



Figure 3- Outbreak notification



**Figure 4- Quarantine area calculation**

### Town/Village and Holding Data

Topological maps should also be used so that Town/Villages and individual holdings can be represented and viewed. This can be very important in the event of a disease outbreak.

Holdings should be represented by coloured points on the topological map or as polygons in the case of larger holdings (e.g. pastureland). Colour should be used as a key, e.g. to represent different holding types. The holdings that are displayed should be filtered according to the following parameters:

- Holding type
- Number of Animals
- Restriction applied
- Herd Health Status (by disease)
- Latest I&R Inspection Unsatisfactory
- I&R Sanctions currently in force

There will be other parameters that will be decided by the Project Working Group during the project. Careful thought should be given as to how animal health and veterinary public problems can be highlighted.

When holdings are displayed on the topological map, the user should be able to click on an individual holding point to view basic relevant information about the holding, e.g. the number of the herds and animals located there, restriction information, herd health status, etc – the exact fields to be determined during the project.

It should be possible to view Towns/Villages in the same manner on the map and to obtain basic information about them, e.g. number of animals, etc.

### Restrictions

The application of a restriction to a holding may require restrictions to be placed on adjacent holdings. A spatial query can quickly determine which holdings are affected by a restriction.

A facility should be provided for drawing a circle of any specified radius around any particular holding and for displaying all other (filtered) holdings within that area. This can be helpful in identifying holdings that need to fall within a restriction area. It should then be possible to automatically apply restrictions on the database to all identified holdings. It should also be possible to draw restriction areas on the map using a free-hand technique.

### User Interface

The reports menu should provide access to all reports. Selection of a report type from this menu will bring a user to a screen where they can specify the appropriate parameters for the report and also choose to generate the report immediately, schedule it for batch processing later or, if appropriate, view an already generated report. User access to reports will be determined through the normal BSS User Roles security.

Many reports will share common parameters such as selection of a holding or animal(s) and/or a date range. It is necessary to maintain a similar look and feel between all these reports and to provide common functionality on these screens. For example, where a date range is required for a report the user will be able to specify an exact start and end date or choose from some predefined standard time periods such as 'last month', 'year to date' or 'last three months'.

Each report page should also have a button allowing the document to be formatted into a suitable, simplified layout for printing as it is recognised that some browsers can have problems correctly reproducing a screen document on a printed page.

## **Appendix B. Requirements for SMS Software Application**

The requirement is for a Sample Management System that will enable the Veterinary Institutes to do the following:

1. to individually register all samples that arrive at the Institutes for testing;
2. to allocate these samples to the appropriate laboratories within the Institute;
3. to record appropriate information about the samples;
4. to record information about the tests and the test results;
5. to link to the BSS to extract useful information about bovine animals;
6. to link to the BSS to export data regarding tests and test results;
7. to provide relevant management reports and statistics about the tests undertaken at the Institutes.

The SMS should be able to encompass all the different types of tests and analyses undertaken at the Veterinary Institutes for all different species of animals, e.g. cattle, sheep, goats, horses, pigs, poultry, fish, etc. The tests and analyses should include animal disease tests and residue, hormone and other substance tests undertaken on different tissue types. It is envisaged that the system will be sufficiently general to meet the requirements of all the laboratories and their different kinds of tests, although specific functions and screens may have to be prepared for certain of the laboratories. It is not envisaged that the system will be electronically linked to the specific instruments, such as the mass spectrometers that automatically record residues results.

It is envisaged that the following 16 Institutes will use the SMS:

- The 8 Regional Veterinary Institutes
- The National Food and Mouth Disease (FMD) Institute
- The National Poultry Disease Research and Vaccination production Institute
- The 6 Provincial Control Laboratories, which also undertake animal health tests -  
Antalya, Afyon, Eskişehir, Denizli, Kayseri, Balıkesir PCL

It is envisaged that the Tenderer will supply a database system that is already tried and tested in an EU Member State or a Candidate Country. The system would then need to be adapted and customized to meet the specific requirements of the Turkish Veterinary Institutes and it would then be electronically linked to the BSS.

The Tenderer should be very specific about the existing functions and capability of the system they are proposing. A centralized database that all the laboratories can access would be considered favourably.

## Appendix C Security & Copyright

All the sub-systems of the VIS should have a clear, centralized, comprehensive and reliable security policy. The security policy consists of the system of measures and communication solutions that will ensure the performance, reliability and crash-free operation of the systems, as well as the protection of the confidentiality, the trustworthiness and the data integrity. It is acknowledged that the ANIMO and ADNS systems already have established security procedures, which should be observed.

### C.1 Communications

The communications should guarantee reliability, confidentiality and protection of the data, as well as the real-time exchange of information.

### C.2 Data Access

Access to the VIS sub-systems will only be for authorised users who have been allocated user identifications and passwords. The combination of user id and password identifies the user and determines their access rights within the systems.

In order to carry out an analysis with respect to the specific data, which a specific user has received, each instance of access to the system should be registered. Information concerning the names, the passwords, and the transactions undertaken should be logged. The allocation of user names and passwords itself should be carried out at central level by the System Administrator(s).

### C.3 Data Security

Counteraction measures against unauthorized intrusion into the operation of the VIS sub-systems should be proposed. The security concept must include administrative, networking, software measures, identification and authentication of the user and reliable recording of each interaction with the system.

### C.4 Administrative Protection

The access to the premises of servers and communication equipment should be controlled and limited. Access conditions should be established by an administrative order for strict observance. A log should be kept concerning the access to premises with the following information: name, date of entry, time of entry, date of exit, time of exit, type of activity and name of authorizing person.

### C.5 Software Protection

In order to guarantee the security of the systems against intrusions, all alterations to records in the databases should be logged. If there is a problem with unauthorized access the applications software should register the intrusion and alert the Database Administrator(s).

With a view to control and monitor the modifications in the contents of the databases, the software packages of each of the VIS sub-systems must maintain a log file to store the following information:

- User
- date and hour of the modification
- transaction.

The log file is written in sql table format and its contents shall be protected from manual changes.

## **C.6 Backup, Archiving and Recovery**

The VIS sub-systems must be highly reliable and exclude all risks of data loss. In addition to the reliability of the software and hardware, a backup system must be provided and maintained. The backup information shall be kept on magnetic media. The detailed design must propose the measures with which to ensure the integrity of system data in case of a breakdown of equipment together with the recovery of the operation of the system within one day in case of physical destruction of server equipment.

The entire database shall be backed up daily on magnetic/electronic/optical media or a separate disk drive in a different building. The backup process must be made maximally automatic by the application software that must be able to provide the possibility to start a backup process at any desired moment. Each backup action shall be recorded in a log file.

The system must be able to establish whether a break of integrity or loss of data has occurred and to determine whether the data must be recovered from the backup maintained with this purpose. The detailed design must propose a technology to secure the data against technological failures and to provide the process able to recover the data in a number of ways with the view of their protection. The recovered data should go through a full set of verifications ensuring their integrity.

## **C.7 Reliability**

The system should be developed and operate in a highly effective environment with high reliability which insures the normal technological process, gives tools for information backup and recovering from failures without information loss and technological waste. The database management system should realise transaction servicing of the requests and manage simultaneous processes thus achieving logical and physical integrity of the data during multi-user processing.

## **C.8 Copyright**

The copyright of all customized software written under the condition of the Technical Specifications shall be vested in perpetuity with ““Support to the Alignment of Turkey to the EU Veterinary Acquis Project” and ultimately to the beneficiary. No other copyright authorship shall be entertained.



## **APPENDIX D: DETAILED HARDWARE SPECIFICATIONS**

### **D.1. Requirements**

#### ***D.1.1. Mandatory Requirements***

Offered equipment must be originated in the Member States of the European Union and Turkey and the beneficiary countries of the PHARE, MEDA and CARDS programme. Products must be adapted for the Turkish environment.

#### ***D.1.2. Openness***

The technical specification specifies a particular operating system (Microsoft Windows XP Pro Turkish), types of computer (Intel based, or equivalent compatible architecture) and systems architecture in order to ensure full compatibility between existing systems. Specifications are intended to be as open as possible and Tenderers may offer functional equivalents.

It should be noted that whenever a specific name of a product is mentioned in the Technical Specifications, a sufficiently precise and fully intelligible description is not possible, and it has to be understood as that product or its equivalent.

#### ***D.1.3. Standards, Practices and Conventions***

In its procurement policy for computer, office automation or telecommunications equipment, the European Commission places great emphasis on acquiring equipment, which conforms to international and European standards and applicable technical regulations on safety (EMC, etc.), as produced and published principally by CEN/CENELEC, ETSI, ISO/IEC & ITU.

All items supplied conforming to the necessary CE regulation / norm must carry a suitable CE badge of conformity, permanently fixed to the machine, where applicable.

#### ***D.1.4. Warranty Services***

The Contractor shall provide on site warranty for specified periods for each item at least in accordance with Article 32 of the Special Conditions, as from the date of provisional acceptance up to the end of the project execution period. Apart from the warranty to be provided by the Contractor, all the equipment must have at least 2 years of manufacturer warranty.

#### ***D.1.5. Power Requirements***

All equipment should be supplied to work with the Turkish mains power supply

The type of the supplied current in Turkey is 220 V (monophase) and 380 V (triphase + neutral). The quality and stability of the supplied current may undergo fluctuations (+ and -) of more than 10%. All hardware must operate on 220 V  $\pm$  20 V, 50 Hz  $\pm$  0.5 Hz, power supply and be suitable for direct connection to the standard power outlets in Turkey. The type of electrical outlets generally installed in Turkey is the type with 2 side mounted earthing poles. All plugs of all the supplied equipment will have to fit exactly.

#### ***D.1.6. Deliveries and Installation***

The deliveries should be prioritized. The initial delivery installation, necessary for the development (development server), should be made to the GDCP Headquarters in Ankara before the start of the development phase (i.e. Month 2), including appropriate software and peripherals. The Contractor shall supply and install the remaining (larger) part of the equipment at the specified locations after the end of the software development phase, just prior to the pilot and then the main implementation.

#### ***D.1.7. Service and Maintenance***

A detailed Maintenance Plan during the warranty period shall be submitted with proposal and updated after the design of the application system. The Contractor must provide or assure technical assistance online within eight working hours and on site within forty-eight hours (defined as the hours 09.00 to 17.00 Turkish time, Monday to Friday) of a reported hardware or equipment failure for the pilot sites, and the future installations. The Contractor must satisfy the requirements which are minimum as laid down in Article 32 of the special conditions.

The Contractor shall also provide the following further information:

- How the anticipated and guaranteed response times for hardware engineering support, etc. will be accomplished;
- The preventative hardware maintenance and software update schedule;
- A list of the spare parts and replacements units which are expected to be held;
- Updates to both code and documentation of all software in a timely manner. There should be a response within 24 hours of being informed officially of an error in the application software within the contractual period, and effective repair of the fault should be within two weeks of notification (maximum);
- How an effective "hot line telephone and support desk" service will be established.
- Apart from the warranty provided by the Contractor, all the equipment must have at least 2 years of manufacturer warranty.

#### ***D.1.8. Turkish Characters Support***

All computer systems should be capable of supporting Turkish fonts and character sets. Screen, keycap, and printer representations must be consistent and correct.

#### ***D.1.9. Anti-virus Software***

It is essential that all the new servers and workstations specified in the tender be adequately protected against viruses. The Contractor should provide any updates for at least the first year as part of the contract.

#### ***D.1.10. Software and Licenses***

It is required that all software is purchased outright. The Tenderer should include within the quotation the indication of the nature of the license, i.e. per machine, site license (per location), for "n" users, per network etc.

**D.1.11. Operating System and Conformance to Specification**

The servers specified below shall have Windows 2003 Enterprise Server operating system or equivalent. Workstations shall have Windows XP Pro Turkish operating system or equivalent.

**D.1.12. Presentation of Bids**

In order to facilitate evaluation of their bids the Tenderers are asked to present their proposal according to the following format:

Item .... (number)                      Description: .....

Equipment description - From Specification	Equipment description Tenderer's offer	Quantity	Conformity	Variation
(Here copy the detailed description as per tender dossier)	(Here provide detailed description of the offered equipment)	(Quantity being proposed by tenderer)	(Tick if you match exact specification of 1st column)	(if you do not meet criteria explain reason and indicate alternative)

Signature of Tenderer

**D.1.13. Delivery Sites**

The list of all sites, where the delivery will take place is at section D.4 below. The full addresses and pointed out contact persons, will be provided by the GDPC at the time of the contract signature. The Tenderer should note that the list is indicative and reflects the situation at the time that the Technical Specification was written. However, since it may be another a year before much of the equipment will be supplied and delivered, the GDPC reserve the right to amend some of the sites on the list, although not to increase the overall number of sites.

**D.1.14. Ownership**

Contract No. [2002/TR 0203.05]/Item No...../Serial No.....

The final acceptance shall include the signed up to date asset registration as accepted by the Contracting Party.

## D.2. Detailed Specification of the Required Equipment

This section gives the specification of the hardware and basic software required for the operation of the VIS.

### **Item 1: 19 inch Rack-Mountable Database Server** **Quantity: 2 (clusted)**

PARAMETER	MINIMUM REQUIRED CHARACTERISTICS
Operating System	MS Windows 2003 Enterprise Server 64-bit version or equivalent.
Central Processing Units	4 x 64 bit processors (upgradable to 8 processors), 1 GHz with 3 MB L3 cache for each processor
Memory	16 GB ECC registered SDRAM (upgradable to 32 GB)
Internal Hard Disks	2 x 36 GB SCSI, 320 MB/s, hot-pluggable and RAID-1
Network Adapters	3 x 10/100/1000 Ethernet Controller (2 for clustering)
Video Controller	16 MB
Fiber Connection Interface	2 x 200 MB/s fiber driver cards, which will backup each other and will have load balancing future
Ports	1 series, 1 parallel, 2 USB 2.0
Power Supplies	2 x hot-swappable, redundant, 220 V
CD Rom Drive	Internal
Floppy Disk Drive	Internal 1.44 MB, 3.5 inch
Cluster Architecture	Database servers will be connected to each other at cluster architecture. Each server will perform its own function during normal cases, in case of a fail at any one of the servers, unfailed server will take the instance running on the failed server on its own and will continue to without any service cut.

**Item 2: 19 inch Rack-Mountable Application Server** **Quantity: 2 (clustred)**

PARAMETER	MINIMUM REQUIRED CHARACTERISTICS
<b>Operating System</b>	MS Windows 2003 Enterprise Server 64-bit version or equivalent.
<b>Central Processing Units</b>	2 x 64 bit processors (upgradable to 8 processors), 1 GHz with 3 MB L3 cache for each processor
<b>Memory</b>	16 GB ECC registered SDRAM (upgradable to 32 GB)
<b>Internal Hard Disks</b>	- 2 x 36 GB SCSI, 320 MB/s, hot-pluggable and RAID-1
<b>Network Adapters</b>	3 x 10/100/1000 Ethernet Controller (2 for clustering)
<b>Video Controller</b>	16 MB
<b>Fiber Connection Interface</b>	2 x 200 MB/s fiber driver cards, which will backup each other and will have load balancing future
<b>Ports</b>	1 series, 1 parallel, 2 USB 2.0
<b>Power Supplies</b>	2 x hot-swappable, redundant, 220 V
<b>CD Rom Drive</b>	Internal
<b>Floppy Disk Drive</b>	Internal 1.44 MB, 3.5 inch
<b>Cluster Architecture</b>	Application servers will be connected to each other at cluster architecture. Each server will perform its own function during normal cases, in case of a fail at any one of the servers, unfailed server will take the instance running on the failed server on its own and will continue to without any service cut.

**Item 3: 19 inch rack mountable External Disk Unit** **Quantity: 1**

PARAMETER	MINIMUM REQUIRED CHARACTERISTICS
<b>Disk Units</b>	- 15 x 72 GB SCSI, 320 MB/s, hot-pluggable and RAID-5  - expandable up to 40 disk units

<b>Control Units</b>	2 x Dual Channel Ultra 320 SCSI RAID Controllers, each has 512 MB cache
<b>Connection Units</b>	2 x fiber switches each with eight, 200 MB/s speed ports for connection to the servers which will backup each other,
<b>Power Units</b>	2 x hot-swappable, redundant, 220 V

**Item 4: Hardware Firewall**

**Quantity: 1**

PARAMETER	MINIMUM REQUIRED CHARACTERISTICS
<b>Processor</b>	Intel Celeron, min 433MHz or equivalent
<b>Memory</b>	Min 16 MB Flash and 32 MB RAM
<b>Ethernet</b>	min 3 x 100Mbps Ethernet
<b>Must support</b>	TFTP for software update, ASA (Adaptive Security Algorithm), Java Applet and ActiveX filtering, Mail Guard, Intrusion Detection
<b>Other</b>	<ul style="list-style-type: none"> <li>- must provide route redistribution between OSPF processes, including OSPF, static, and connected routes.</li> <li>- must provide rich dynamic/static NAT (Network Address Translation) and PAT (Port Address Translation) capabilities.</li> <li>- hardware firewall will be compatible with switch and router.</li> </ul>

**Item 5: Local Area Network Equipment**

**Quantity: 1 (set of equipments)**

PARAMETER	MINIMUM REQUIRED CHARACTERISTICS
<b>Network Switch</b>	Ethernet, manageable
	24 x 10/100 ports and 2 x 10/100/1000 ports
	SNMP, RMON, port based VLANs are supported
<b>Router</b>	10/100 Ethernet port that supports IP routing and bridging
	2 x Voice channels for phone and fax

	1 x WAN interface up to 2 MB and 1 x ADSL interface
	Supported WAN protocols: PPP, HDLC, Frame Relay, NET-3 (Euro ISDN)
	VoIP on same platform
	Routing and IP features: DDR, BOD, EIGRP, OSPF, NAT, PAT, DHCP Server, packet filtering IPsec, GRE, L2TP, L2F
<b>Modem</b>	Leased line and Frame Relay support
	Up to 2Mbps connection speed
	Modem should be appropriate to the Turkish Telecom infrastructure, and should be tested and certified by the Turkish Telecom
	Modem should be 19 inch rack mountable type.
<b>Other</b>	Switch and router will be compatible with hardware firewall.

**Item 6: 19 inch Rack-Cabinet**

**Quantity: 2**

PARAMETER	MINIMUM REQUIRED CHARACTERISTICS
<b>Cabinet-1</b>	<p>19 inch, 42U rack type cabinet with the following features:</p> <ul style="list-style-type: none"> <li>• should be appropriate to place servers, external disk unit, hw firewall, LAN equipment (switch, router, modem) and console (15 inch LCD monitor, 102 key Turkish Q keyboard, 2 buttons mouse with scroll wheel) inside,</li> <li>• should have console switch with 1 input and 8 output ports for connection to the equipment included in the cabinet by software and hardware selections,</li> <li>• have maximum 2U height, movable console tray,</li> <li>• have necessary capacity of cooling (fans) and power (fuses, sockets) facilities and breakable wheels,</li> <li>• have all necessary cables &amp; connectors and original montage screws</li> <li>• carry 42U rack modules.</li> <li>• Be min. 60 cm width and 100 cm dept.</li> </ul>

<b>Cabinet-2</b>	<p>19 inch, 42U rack type cabinet with the following features:</p> <ul style="list-style-type: none"> <li>• should be appropriate to place UPS together with control unit and all necessary batteries.</li> <li>• have necessary capacity of cooling (fans) and power (fuses, sockets) facilities and breakable wheels,</li> <li>• have all necessary cables &amp; connectors and original montage screws</li> <li>• carry 42U rack modules.</li> <li>• Be min. 60 cm width and 100 cm depth.</li> </ul>

**Item 7: Uninterruptible Power Supply (UPS)**

**Quantity: 1**

PARAMETER	MINIMUM REQUIRED CHARACTERISTICS
<b>Structure</b>	<ul style="list-style-type: none"> <li>- Modular design, rack-optimized, 12kW, 230 V Output / 230 V Input.</li> <li>- Hot swap batteries to ensure continuous operation of the load even when the batteries are being replaced. Battery modules should be connected in parallel for the event of a single battery module failure, other battery modules should still have ability to power up the load.</li> <li>- Hot swap electronics to ensure continuous operation of loads even when the electronics of the UPS are being replaced.</li> <li>- Power expansion capability to allow future growth and protects initial investment.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>- Included UPS Network Management Card with Environmental Monitoring to provide management of the UPS by connecting directly to the network via web browser, Telnet or SSH. Notification features should inform problems as they occur. For protected servers, unattended shutdown software should be provided.</li> <li>- The product LCD Alphanumeric Display panel information should cover utility power, battery status, output volume, and capacity percentage. In case if an alarm condition occurred. The product should also maintain a time-stamped log of all important power</li> </ul>



and UPS events. The log should be accessible from the display for easy diagnostics.

**Item 8: Workstation type-1**

**Quantity: 9**

➤ PARAMETER	➤ MINIMUM REQUIRED CHARACTERISTICS
➤ Operating System	➤ Windows XP pro (pre-installed) or equivalent with separate licence for each workstation
➤	➤ Norton Anti-Virus Software (pre-installed) or equivalent with separate licence for each workstation
➤ Central Processing Unit	➤ Intel Pentium IV 2.8 GHZ or equivalent
➤ Memory	➤ 256 MB, minimum 400 MHz DDR-RAM
➤ Hard Disk	➤ 40 GB Ultra ATA/100
➤ Network Adapter	➤ 10/100 Ethernet adapter
➤ Video Controller	➤ 32 MB (1280x1024 dpi/85 Hz, 16 bit color, TCO 99)
➤ Port	➤ 1 series, 1 parallel, 2 USB 2.0
➤ CDROM Drive	➤ 52x
➤ Floppy Disk Drive	➤ 1.44 MB, 3.5 inch
➤ Monitor	➤ 17 inch LCD, flat panel
➤ Keyboard	➤ 102 key Turkish Q
➤ Mouse	➤ 2 button with scroll wheel, with mouse pad
<b>Other</b>	Mother board, monitor, keyboard and mouse will have same brand with the workstation.

**Item 9: Workstation type-2**

**Quantity: 1196**

➤ PARAMETER	➤ MINIMUM REQUIRED CHARACTERISTICS
➤ Operating System	➤ Windows XP pro (pre-installed) or equivalent with separate licence for each workstation
➤	➤ Norton Anti-Virus Software (pre-installed) or equivalent with separate licence for each workstation
➤ Central Processing Unit	➤ Intel Pentium IV 2.8 GHZ or equivalent
➤ Memory	➤ 256 MB, minimum 400 MHz DDR-RAM
➤ Hard Disk	➤ 40 GB Ultra ATA/100

➤ Network Adapter	➤ 10/100 Ethernet adapter
➤ Video Controller	➤ 32 MB (1280x1024 dpi/85 Hz, 16 bit color, TCO 99)
➤ Port	➤ 1 series, 1 parallel, 2 USB 2.0
➤ CDROM Drive	➤ 52x
➤ Floppy Disk Drive	➤ 1.44 MB, 3.5 inch
➤ Monitor	➤ 15 inch, max. 0.28 dp (or better), low radiation
➤ Keyboard	➤ 102 key Turkish Q
➤ Mouse	➤ 2 button with scroll wheel, with mouse pad
<b>Other</b>	Mother board, monitor, keyboard and mouse will have same brand with the workstation.

**Item 10: Laser Printer**

**Quantity: 85**

➤ PARAMETER	➤ MINIMUM CHARACTERISTICS	REQUIRED
➤ Printing speed	➤ 24 ppm for A4 size papers	
➤ Print quality (resolution)	➤ Up to 1200x1200 dpi	
➤ Memory	➤ Should have 32 MB RAM expandable up to 256 MB	
➤ Connection	➤ 1 parallel and 1 USB interface ➤ Internal 10/100 base Ethernet interface	
➤ Other	➤ Should be able to print on A4 size papers ➤ Should have Turkish character support ➤ Should have paper tray for 250 pages	

**Item 11: Global Positioning Transponders**

**Quantity: 900**

MINIMUM REQUIRED CHARACTERISTICS
Good performance in the Turkish co-ordinate system
160 x 100 Pixel screen quality
15 Hours battery usage time
Record capacity 18.000 co-ordinates
Maximum 2-3 meter error margin

**Item 12: Relational Data Base Management System (RDBMS)**

**Quantity: 1 (clustered)**

<b>MINIMUM REQUIRED CHARACTERISTICS</b>
The Relational Data Base Management System should be offered with suitable licence to be installed on the offered clustered Database Servers.
The database management system should be based on relational architecture (RDBMS).
THE RDBMS should be available on at least the following platforms: HP Tru64 Unix, HP-UX, IBM AIX, IBM OS/390, Linux, Sun SPARC Solaris, Microsoft Windows NT/2000/XP. The RDBMS should have 64-bit support on all 64-bit operating systems it is available on. Please explain any limitations on 64-bit support
The RDBMS should not limit the size of the database to be created
The RDBMS should support concurrent multi-user access
The RDBMS should %100 be compatible with internet/intranet platforms
The RDBMS should support ISO 8859-9 and/or TS 5881 character sets (Turkish) for object names and data. It should be possible to use Turkish collating sequences during sort and comparison operations. There should not be any programming required for this task
The RDBMS should support "online table reorganization/redefinition", "online index defragmentation", "incremental backup and recovery", "parallel backup and recovery", "single sign-on", "replication for sync/async and heterogen data resources", "serial/parallel query", "common code base for compatibility" features.
The RDBMS should have an integrated diagnostic, tuning and ETL (data transfer & conversion) tools.
The RDBMS should support OLAP (Online Analytical Processing), DM (Data Mining), Kerberos,
The RDBMS should support a console interface for administration, maintenance, monitoring and tuning.
The RDBMS should support certified C2 Level security, Public Key Infrastructure (PKI), "network packet encryption".
The RDBMS should support Active Directory integration.
The RDBMS should be certified for the server.

**Item 13: Web-based GIS Publication Software**

**Quantity : 1**

➤

<b>MINIMUM REQUIRED CHARACTERISTICS</b>
Direct read all relevant GIS data formats (MGE, Arc/Info, MicroStation, Oracle SC, Access, AutoCAD, MapInfo and SQL Server) without translation
Distribution of GIS information with vector-based smart maps
Live connecting to more spatial databases
GML support
Continuous support for raster data (ortophoto basemap underlying vector data)
Support by the end of the warranty period of the project

A local representative for the chosen WebGIS is required to be present in the Turkey for support purposes

### D.3.Summary of the Quantities

Item No	Item name	Locations				Total number
		Central	Institutes/ Universities (Refer to D.4.2, D.4.6)	Provinces/ BIPs	Districts/ Abattoirs/ Markets/ State Farms (Refer to D.4.1, D.4.3, D.4.4, D.4.5)	
Item 1	Database server (clustered)	2				2
Item 2	Application server (clustered)	2				2
Item 3	External disk unit	1				1
Item 4	Hardware firewall	1				1
Item 5	LAN equipment (1xswitch, 1xrouter, 1xmodem)	1				1
Item 6	Rack cabinet	2				2
Item 7	UPS	1				1
Item 8	Workstation type- 1	9				10
Item 9	Workstation type- 2		39	88	1.069	1.195
Item 10	Laser printer	4		81		85
Item 11	Global Positioning Transponders	18		81	801	900
Item 12	RDBMS	1				1
Item 13	Web-based GIS Publication Software	1				1
Item 14	VIS Application Software	1				1

## D.4. List of Delivery Sites

### D.4.1. List of the Provincial and District Directorates

ADANA	Karayazı	NEVŞEHİR
Aladağ	Köprüköy	Acıgöl
Ceyhan	Narman	Avanos
Feke	Oltu	Derinkuyu
İmamoğlu	Olur	Gülşehir
Karaisalı	Pasinler	Hacıbektaş
Karataş	Pazaryolu	Kozaklı
Kozan	Şenkaya	Ürgüp
Pozantı	Tekman	NİĞDE
Saimbeyli	Tortum	Altunhisar
Tufanbeyli	Uzundere	Bor
Yumurtalık	ESKİŞEHİR	Çamardı
Yüreğir	Alpu	Çiftlik
ADIYAMAN	Beylikova	Ulukışla
Besni	Çifteler	ORDU
Çelikhan	Günyüzü	Akkuş
Gerger	Han	Aybastı
Gölbaşı	İnönü	Çamaş
Kahta	Mahmudiye	Çatalpınar
Samsat	Mihalgazi	Çaybaşı
Sincik	Mihalıççık	Fatsa
Tut	Sarıcakaya	Gölköy
AFYON	Seyitgazi	Gülyalı
Başmakçı	Sivrihisar	Gürgentepe
Bayat	GAZİANTEP	Kabadüz
Bolvadin	Araban	Kabataş
Çay	İslahiye	Kumru
Çobanlar	Karkamış	Korgan
Dazkırı	Nizip	İkizce
Dinar	Nurdağı	Mesudiye
Emirdağ	Oğuzeli	Ulubey
Evciler	Yavuzeli	Perşembe
Hocalar	GİRESUN	Ünye
İhsaniye	Alucra	RİZE
İscehisar	Bulancak	Ardeşen

Kızılören	Çamoluk	Çamlıhemşin
Sandıklı	Çanakçı	Çayeli
Sincanlı	Dereli	Derepazarı
Sultandağı	Doğankent	Fındıklı
Şuhut	Espiye	Güneysu
<b>AĞRI</b>	Eynesil	Hemşin
Diyadin	Görece	İkizdere
Doğubeyazıt	Güce	İyidere
Eleşkirt	Keşap	Kalkandere
Hamur	Piraziz	Pazar
Patnos	Ş.Karahisar	<b>SAKARYA</b>
Taşlıçay	Tirebolu	Akyazı
Tutak	Yağlıdere	Ferizli
<b>AMASYA</b>	<b>GÜMÜŞHANE</b>	Geyve
Göynücek	Kelkit	Hendek
Gümüşhacık.	Köse	Karasu
Hamamözü	Kürtün	Karapürçek
Merzifon	Şiran	Kaynarca
Suluova	Torul	Kocaali
Taşova	<b>HAKKARİ</b>	Pamukova
<b>ANKARA</b>	Çukurca	Sapanca
Sincan	Şemdinli	Söğütlü
Akyurt	Yüksekova	Taraklı
Ayaş	<b>HATAY</b>	<b>SAMSUN</b>
Bala	Altınözü	Alaçam
Beypazarı	Belen	Asarcık
Çamlıdere	Dört Yol	Ayvacık
Çubuk	Erzin	04-Bafra
Elmadağ	Hassa	Çarşamba
Evren	İskenderun	Havza
Gölbaşı	Kırıkhan	Kavak
Güdü	Kumlu	Ladik
Haymana	Reyhanlı	Mayıs
Kalecik	Samandağı	Salıpazarı
Kazan	Yayladağı	Tekkeköy
Kızılcahamam	<b>ISPARTA</b>	Terme
Nallıhan	Aksu	Vezirköprü
Polatlı	Atabey	Yakakent
Ş.Koçhisar	Eğirdir	<b>SİİRT</b>
<b>ANTALYA</b>	Gelendost	Aydınlar
Akseki	Gönen	Baykan
Alanya	Keçiborlu	Eruh

Elmalı	Senirkent	Kurtalan
Finike	Sütçüler	Pervari
Gazipaşa	Şarkikaraağaç	Şirvan
Gündoğmuş	Uluborlu	SİNOP
İbradı	Yalvaç	Ayancık
Kale	Yenişarbademli	Boyabat
Kaş	MERSİN	Dikmen
Kemer	Anamur	Durağan
Korkuteli	Aydıncık	Erfelek
Kumluca	Bozyazı	Gerze
Manavgat	Çamlıyayla	Saraydüzü
Serik	Erdemli	Türkeli
ARTVİN	Gülnar	SİVAS
Ardanuç	Mut	Akıncılar
Arhavi	Silifke	Altunyayla
Borçka	Tarsus	Divriği
Hopa	İSTANBUL	Doğanşar
Murgul	Beykoz	Gemerek
Şavşat	Eyüp	Gülova
Yusufeli	Kartal	Gürün
AYDIN	Sarıyer	Hafik
Bozdoğan	B.Çekmece	İmranlı
Buharkent	K.Çekmece	Kangal
Çine	Çatalca	Koyulhisar
Didim	Silivri	Suşehri
Germencik	Şile	Şarkışla
İncirliova	İZMİR	Ulaş
Karacasu	Aliağa	Yıldızeli
Karpuzlu	Bayındır	Zara
Koçarlı	Bergama	TEKİRDAĞ
Köşk	Beydağı	Çerkezköy
Kuşadası	Çeşme	Çorlu
Kuyucak	Dikili	Hayrabolu
Nazilli	Foça	Malkara
Söke	Karaburun	M.Ereğlisi
Sul.Hisar	Kemalpaşa	Muratlı
Yenipazar	Kınık	Saray
BALIKESİR	Kiraz	Şarköy
Ayvalık	Menderes	TOKAT
Balya	Menemen	Almus
Bandırma	Ödemiş	Artova
Bigadiç	Seferihisar	Başçiftlik

Burhaniye	Selçuk	Erbaa
Dursunbey	Torbali	Niksar
Edremit	Tire	Pazar
Erdek	Urla	Reşadiye
Gömeç	KARS	Sulusaray
Gönen	Akyaka	Turhal
Havran	Arpaçay	Yeşilyurt
İvrindi	Digor	Zile
Kepsut	Kağızman	TRABZON
Manyas	Sarıkamış	Akçaabat
Marmara	Selim	Araklı
Savaştepe	Susuz	Arsin
Sındırgı	KASTAMONU	Beşikdüzü
Susurluk	Abana	Çarşıbaşı
BİLECİK	Ağlı	Çaykara
Bozüyük	Araç	Dernekpazarı
Gölpazarı	Azdavay	Düzköy
İnhisar	Bozkurt	Hayrat
Osmaneli	Cide	Köprübaşı
Pazaryeri	Çatalzeytin	Maçka
Söğüt	Daday	Of
Yenipazar	Devrekani	Sürmene
BİNGÖL	Doğanyurt	Şalpazarı
Adaklı	Hanönü	Tonya
Genç	İhsangazi	Vakfikebir
Karlıova	İnebolu	Yomra
Kığı	Küre	TUNCELİ
Solhan	Pınarbaşı	Mazgirt
Yayladere	Seydiler	Ovacık
Yedisu	Şenpazar	Hozat
BİTLİS	Taşköprü	Çemişgezek
Adilcevaz	Tosya	Pertek
Ahlat	KAYSERİ	Pülümür
Güroymak	Akkışla	Nazımiye
Hizan	Bünyan	ŞANLIURFA
Mutki	Develi	Akçakale
Tatvan	Felahiye	Birecik
BOLU	Hacılar	Bozova
Dörtdivan	İncesu	Ceylanpınar
Gerede	Özvatan	Halfeti
Göynük	Pınarbaşı	Harran
Kıbrısçık	Sarıoğlan	Hilvan



Mengen	Sarız	Siverek
Mudurnu	Talas	Sürüş
Seben	Tomarza	Viranşehir
Yeniçağa	Yahyalı	UŞAK
BURDUR	Yeşilhisar	Banaz
Ağlasun	KIRKLARELİ	Eşme
Altınyayla	Babaeski	Karahallı
Bucak	Demirköy	Sivaslı
Çavdır	Koçaz	Ulubey
Çeltikçi	Lüleburgaz	VAN
Göhlisar	Pehlivan köyü	Bahçesaray
Karamanlı	Pınarhisar	Başkale
Kemer	Vize	Çaldıran
Tefenni	KIRŞEHİR	Çatak
Yeşilova	Akçakent	Edremit
BURSA	Akpınar	Erciş
Büyükorhan	Boztepe	Gevaş
Gemlik	Çiçekdağı	Gürpınar
Gürsu	Kaman	Muradiye
Harmancık	Mucur	Özalp
İnegöl	KOCAELİ	Saray
İznik	Gebze	YOZGAT
Karacabey	Kandıra	Akdağmadeni
Keles	Gölcük	Aydıncık
Kestel	Karamürsel	Boğazlıyan
Mudanya	Körfez	Çandır
M.K.paşa	Derince	Çayıralan
Orhaneli	KONYA	Çekerek
Orhangazi	Ahırılı	Kadışehir
Yenişehir	Akören	Saraykent
ÇANAKKALE	Akşehir	Sarıkaya
Ayvacık	Altınekin	Sorgun
Bayramiç	Beyşehir	Şefaatli
Biga	Bozkır	Yenifakılı
Bozcaada	Cihanbeyli	Yerköy
Çan	Çeltik	ZONGULDAK
Eceabat	Çumra	Alaplı
Ezine	Derbent	Çaycuma
Gelibolu	Derebucak	Devrek
Gökçeada	Doğanhisar	Gökçebey
Lapseki	Emirgazi	Krd.Ereğli
Yenice	Ereğli	AKSARAY

ÇANKIRI	Güneysınır	Ağaçören
Atkaracalar	Hadım	Eskil
Bayramören	Halkapınar	Gülağaç
Çerkeş	Höyük	Güzelyurt
Eldivan	İlgın	Ortaköy
İlgaz	Kadınhanı	Sarıyahşi
Kızılırmak	Karapınar	BAYBURT
Korgun	Kulu	Aydıntepe
Kurşunlu	Sarayönü	Demirözü
Orta	Seydişehir	KARAMAN
Şabanözü	Taşkent	Ayrancı
Yapraklı	Tuzlukçu	Başyayla
ÇORUM	Yalıhöyük	Ermenek
Alaca	Yunak	K.Karabekir
Bayat	KÜTAHYA	Sarveliler
Boğazkale	Altıntaş	KIRIKKALE
Dodurga	Aslanapa	Bahşılı
İskilip	Çavdarhisar	Balıseyh
Kargı	Domaniç	Çelebi
Laçın	Dumlupınar	Delice
Mecitözü	Emet	Karakeçili
Oğuzlar	Gediz	Keskin
Ortaköy	Hisarcık	Sulakyurt
Osmançık	Pazarlar	Yahşihan
Sungurlu	Simav	BATMAN
Uğurludağ	Şaphane	Beşiri
DENİZLİ	Tavşanlı	Gercüş
Acıpayam	MALATYA	Hasankeyf
Akköy	Akçadağ	Kozluk
Babadağ	Arapgir	Sason
Baklan	Arguvan	ŞIRNAK
Bekilli	Battalgazi	Beytüşşebap
Beyağaç	Darende	Cizre
Bozkurt	Doğanşehir	Güçlükonak
Buldan	Doğanyol	İdil
Çal	Hekimhan	Silopi
Çameli	Kale	Uludere
Çardak	Kuluncak	BARTIN
Çivril	Pötürge	Amasra
Güney	Yazihan	Kurucaşile
Honaz	Yeşilyurt	Ulus
Kale	MANİSA	ARDAHAN

Sarayk�y	Ahmetli	G�le
Serinhisar	Akhisar	Hanak
Tavas	Alařehir	Damal
<b>DİYARBAKIR</b>	Demirci	Posof
Bismil	G�lmarmara	Çıldır
Çermik	G�rdes	<b>İĞDIR</b>
Çınar	Kırkağaç	Aralık
Çüng�ř	K�prubaşı	Karakoyunlu
Dicle	Kula	Tuzluca
Eğil	Salihli	<b>YALOVA</b>
Ergani	Sarıg�l	Altınova
Hani	Saruhanlı	Armutlu
Hazro	Selendi	Çiftlikk�y
Kocak�y	Soma	Çınarcık
Kulp	Turgutlu	Termal
Lice	<b>KAHRAMANMARAŐ</b>	<b>KARAB�K</b>
Silvan	Afřın	Eflani
<b>EDİRNE</b>	Andırın	Eskipazar
Enez	Çağlıyancerit	Ovacık
Havsa	Ekin�z�	Safranbolu
İpsala	Elbistan	Yenice
Keřan	G�ksun	<b>KİLİS</b>
Lalapařa	Nurhak	Elbeyli
Meriç	Pazarcık	Musabeyli
S�leođlu	T�rkođlu	Polateli
Uzunk�pr�	<b>MARDİN</b>	<b>OSMANİYE</b>
<b>ELAZIĞ</b>	Dargeçit	Bahçe
Ađın	Derik	D�ziçi
Alacakaya	Kızıltepe	Hasanbeyli
Arıcak	Mazıdađı	Kadirli
Baskil	Midyat	Sumbas
Karakoçan	Nusaybin	Toprakkale
Keban	�merli	<b>D�ZCE</b>
Kovancılar	Savur	Akçakoca
Maden	Yeřilli	Cumayeri
Palu	<b>MUĐLA</b>	Çilimli
Sivrice	Bodrum	G�lyaka
<b>ERZİNCAN</b>	Dalaman	G�m�řova
Çayırılı	Datça	Kaynařlı
İliç	Fethiye	Yiđilca
Kemah	Kavaklıdere	
Kemaliye	K�yceđiz	

Otlukbeli	Marmaris	
Refahiye	Milas	
Tercan	Ortaca	
Üzümlü	Ula	
ERZURUM	Yatağan	
Aşkale	MUŞ	
Çat	Bulanık	
Hınıs	Hasköy	
Horasan	Korkut	
Ilıca	Malazgirt	
İspir	Varto	
Karaçoban		

#### D.4.2 List of the Veterinary Institutes

- Eight Veterinary Control and Research Institutes at Etlik Ankara, Pendik Istanbul, Bornova Izmir, Konya, Erzurum, Elazig, Samsun, and Adana.
- One national Foot and Mouth Disease (FMD) Institute in Ankara.
- One National Poultry Research and Vaccine Production Institute in Manisa

#### D.4.3 List of Abattoirs

	Name	Address
1.	Şuhut Belediyesi Et Kombinası	Hacımusa Mah. Şuhut/ AFYON
2.	EBK Manisa Et Kom.	Organize Sanayi Bölgesi/ MANİSA
3.	Hacıbey Et ve Gıda San.	Turhal, TOKAT
4.	Özerler Holding	Ordu Bul. No: 7, AFYON
5.	Çelikler Gıda ve Turizm San. Tic. Ltd. Şti.	Karacaören Mah. KARS
6.	Kastamonu Et Gıda Turizm A. Ş.	İnönü Mah. KASTAMONU
7.	Karapınar Et ve Et Mam.Tic. San. A. Ş.	İpekçi Mah. Karapınar/ KONYA
8.	Suluova Belediye Mezbahası	Eymir Mahallesi Yedikir, Cadd. Suluova, AMASYA
9.	Vahdet Hayvancılık	Şuhut, AFYON
10.	Et- Ba Ortak Girişim	Ankara Asfaltı, BURSA
11.	Mezitli Belediyesi Mezbahası	Mezitli, MERSİN
12.	Van Et Entegre A. Ş.	Gevaş Yolu Gürpınar / VAN
13.	Hadi DOĞAN Et Kombinası	Kazanlı Kasabası/ MERSİN
14.	Sultan Et ve Gıda Üretim Paz. Tic. Ltd. Şti.	Hasanoğlan ANKARA
15.	Pınar Et ve Yem San. A.Ş	Ankara Asfaltı Kemalpaşa/ İZMİR
16.	Al-Et	Cikcilli Köyü Alanya/ANTALYA
17.	Göbekli Kardeşler Et ve Et Mam. San.	Organize Sanayi Bölgesi AFYON
18.	Tarım Et Gıda San. A. Ş.	İskilip Yolu 5. Km. ÇORUM
19.	ET SAN Apikoğlu	Tuzla/ ISTANBUL
20.	İKBAL	Organize San. Böl. AFYON
21.	Turhal Belediye Mezbahası	Borsa Mah. Turhal/TOKAT
22.	Akbulut Et Kom. Entegre Et ve Mam. Paz. Tic. Ltd. Şti.	Yavuz Cad. No:33 Hasanoğlan/ANKARA

23.	Bolu Belediyesi Mezbahası	Aktaş Mah., Akıncı Sok. No:109 BOLU
24.	Mısırdalı Et Entegre San. Tic. Ltd. Şti.	Sincan Sanayi Sitesi 3. Cad. No: 109 Sincan/ANKARA
25.	Devrakani Belediye Mezbahası	Koru Çayırı Mevkii, Devrakani/KASTAMONU
26.	Ardahan Et ve Et Ürünleri San.Tic.A.Ş.	Halil Efendi Mah.Körpınar Mevkii ARDAHAN
27.	Nur Tat	Çil çil Mevkii -BAYBURT
28.	Kule Kardeşler Et ve Et Ürünleri	Şuhut, AFYON
29.	Özgül Madencilik	MERSİN
30.	Alptürk	Emirdağ Asfaltı 3 Km. AFYON
31.	Çoban Et Entegre	Aydın Asfaltı, mersinli kahve mevki İZMİR
32.	Düzce Belediye Et Kombinası	Mergiç (Esen) Köyü, DÜZCE
33.	KlassEntegre Et ve Gıda San.	Konya Yolu Üzeri 7. Km. KARAMAN
34.	Zile Belediye Mezbahası	Maden Cad. Akbaba Yolu Zile- TOKAT
35.	Coşkun Et	Kemerburgaz Cad. No: 160 Kağıthane-İSTANBUL
36.	Maret	Tepeören Köyü, Gölbaşı Mevki Pendik-İSTANBUL
37.	Harmancı	Elmadağ İlçesi, Yenikent No: 80 Hasanoğlu/ANKARA
38.	Yayla Akar Et Kombinası	31 Ağustos Mah. Haliyazı Mevki Banaz-UŞAK
39.	Tanşaş Perakende Mağazacılık Ticaret A.Ş.	Kaynaklar Köyü, Olduruk Mevki Buca-İZMİR
40.	T-T Gıda Turz. İnş. Petro Kimya Taşım. San. Ve Tic. Ltd. Şti.(Eski SMS)	1 Kombina Cad. No: 61 ERZURUM
41.	Özbeyle Et Gıda San. ve Tic. A.Ş.	İstasyon Mah. EBK yanı ERZURUM
42.	Türkmen Tarım Hayvan Gıda San. Tic. A.Ş.	Çat Yolu 5. Km., Çat- NEVŞEHİR
43.	Ağrı Et Entegre Tes. Tic. San. A.Ş.	Mehmet Akif Ersoy Mah. Doğubeyazıt Yolu üzeri AĞRI
44.	Afyon Et ve Et Mamülleri San. ve Tic. Ltd. Şti.	İzmir İstasyonu civarı No: 38 AFYON
45.	AFES Gıda ve İht.Mad.Amb.Tekel Ür.İh.İth.Tic.A.Ş:	Organize Sanayi Bölgesi 106. Sokak AFYON
46.	Ahmet Mühsürler Et Kombinası	Dolapönü Mevkii, AFYON
47.	Özlem Et ve Mam.Gıda San.Tic.Ltd.Şti	Tepeören Köyü Tuzla/İSTANBUL
48.	Balıkesir Belediye Mezbahası	Ağır Sanayi Bölgesi Kepsut Caddesi BALIKESİR
49.	Tan-Et ve Süt Mam.İth.İhr.Tic.San.Ltd.Şti	Erzincan Karayolu 8.Km. SİVAS
50.	Yeşildere Belediye Mezbahası	Yeşildere Belediyesi Oğuzeli/GAZİANTEP
51.	Maç Tarımsal San.Tic.A.Ş.	Burhaniye Köyü Ereğli KONYA
52.	Aytaç Et Kombinası	Bedilönü Mevkii.İstasyon Mh.Çerkeş /ÇANKIRI
53.	Çorum Belediye Mezbahası	İskilip Yolu 2.Km. ÇORUM
54.	Gün Et Ent.Ürün İnş.Malz.Maden San.Ltd.Şti.	Baskil Yolu 5.Km., ELAZIĞ
55.	Elif Et Mam.San.Tic.A.Ş.	Sultan Çiftliği Hürmüz Sokak No:3 Ümraniye İSTANBUL
56.	Arapoğlu Et Kesim	Kalaba Kasabası Avanos/NEVŞEHİR
57.	Şahin Et ve Et Mamülleri Gıda San.Tic.Ltd.Şti.	Karpuzatan Mevkii Azimkar Sokak No:8 KAYSERİ
58.	Malet Malatya Et ve Et Ürünleri San.ve Tic.A.Ş.	Malatya – Elazığ karayolu, 7.Km. MALATYA
59.	Eğirlioğlu Et Kombinası Et ve Et Mamülleri Gıda San.Tic.Ltd.Şti	Biriktçiler sitesi doğusu Tren yolu altı, ERZİNCAN
60.	Portakaloğulları Et Gıda San.ve Tic.A.Ş.	Organize Sanayi Bölgesi 1. Cadde 101.Sokak No:205, AFYON
61.	Dört Eylül Et Kombinası Tar.Tic.A.Ş.	Sivas Ankara Kara yolu 12. Kilometre, SİVAS

62	Dört mevsim Et ve Mamüleri San.Tic.A.Ş	Balıklidere Köyü Buzağılık Mevkii Susurluk BALIKESİR
63	Nizip Et Kombinası	E.90 Karayolu Üzeri Dutlu, Köyü civarı –NİZİP, GAZİANTEP
64	İmamoğlu sucukları	Karpuzatan Mevkii 2.Cadd, No:52 KAYSERİ
65	Öz Etsan Entegre Et Sanayi ve Pazarlama	Kombina Cadd.No:6, ERZURUM
66	Başyazıcıoğlu Et ve Gıda San.Tic.A.Ş.	Karpuzatan Mevkii No:12, Kocasinan, KAYSERİ
67	Dem-Et Demir Et Entegre Tes.San.Tic.A.Ş.	Akcakale Yolu Üzeri, (Et Balık Tesisleri), ŞANLIURFA
68	Gaziantep Et Kombinası Gıda A.Ş.	Oğuzeli Yolu Humanız, Mevkii, GAZİANTEP
69	Özdanacı Et ve Et Mamüleri Tic.San.A.Ş.	Karpuzatan Mevkii No:36, KAYSERİ
70	Konya Et ve Et Ürünleri San.Tic.A.Ş.	Ereğli Yolu Üzeri Hayvan, Pazarı yanı Karatay, KONYA
71	Tamet Et ve Et Mamüleri Gıda San.ve Tic.A.Ş.	Karpuzatan Mevkii No:48, KAYSERİ
72	Ünlü Et Kombinası	Karpuzatan Mevkii No:6, KAYSERİ
73	Kellecioğlu Et Kombinası	Karpuzatan Mevkii 2.cadd., No:107, KAYSERİ
74	Ege Et Mamüleri Yem ve Yağ San.Tic.A.Ş.	3,5 Km.Yolboyu Köyü, Çine, AYDIN
75	Özbağ Et Kombinası Yem San.ve Tic.A.Ş.	Ankara Asfaltı 5Km, KIRŞEHİR
76	ET ENTEGRE TESİSLERİ	Doğanbey Kasabası, Beyşehir, KONYA
77	ANET –Antalya Entegre Et San.ve Tic.A.Ş.	Akdeniz Organize San.Böl., Yeniköy, ANTALYA
78	SEY-ET Entegre Tesisleri	Karabulak Köyü, Seydişehir, KONYA
79	PAN-ET Amasya Tarım Hayv.ve Gıda Ürünleri Tic.ve San.A.Ş.	Borsa Mah.İstiklal Cadd., No:31 Suluova, AMASYA
80	Özel İtimat Et Kombinası Ve Entegre Et Tesisi	Organize Sanayi Bölgesi, 101.Sokak, AFYON
81	Yorulmaz Et ve Et Mamüleri San.Ve Tic.A.Ş.	Karpuzatan Mevkii No:95, KAYSERİ
82	Mühsürler Et Kom.Entegre İşl.San.Tic.Ltd.Şti.	Dolapönü Mevkii, AFYON
83	Burdur Güçbirliği Gıda San.Tic.A.Ş.	Aydınlıkevler Mh.Armağan, İlici Cadd.No:201 - BURDUR
84	Beşler Et-Gıda San.ve Tic. A.Ş.	Kemberburgaz Cadd.No:76, Kağıthane - İSTANBUL
85	Merve Gıda Tar.Hay.Et ve Et Ürün.İmalat Paz.San.Tic Ltd.Şti	Karpuzatan Mevkii No:42 - KAYSERİ
86	Tarsus Belediye Mezbahası	Fevzi Çakmak Mah., Adana Caddesi No:352, TARSUS /MERSİN
87	Erzurum Et Kombinası Müdürlüğü	İstasyon Mh.Kombina Cadd.
88	Özel Efendioğlu Et Kombinası ve Entegre et Tesisi	Organize Sanayi Bölgesi, 101.Sokak - AFYON
89	Müslümoğlu Gıda Tarım Hayv.Et ve Et Ürünleri İm. Paz.San.Tic.Ltd.Şti.	Karpuzatan Mevkii No:4 - KAYSERİ

90	Oral Et Entegre Tesisleri A.Ş	A.Sanayi Tortum Yolu Cdd., No:8 - ERZURUM
91	Elbistan Belediyesi Mezbahası	Karaelbistan Mevkii, Elbistan - KAHRAMANMARAŞ
92	Ürgüp Belediye Mezbahası	Kavaklıönü Mh. Avanos, Cadd.Ürgüpönü Mevkii, Ürgüp – NEVŞEHİR
93	Suluova Belediye Mezbahası	Eymir Mh.Yedikır Cadd., Suluova - AMASYA
94	Istanbul Et ve Gıda Paz. San.ve Tic.Ltd.Şti.	Çiçekdağı Yolu 8.Km. - KIRŞEHİR
95	Pamukcu Belediye Mezbahası (Sınıf değişikliği yapıldı)	Pamukçu Kasabası - BALIKESİR
96	Konya Et Balık Kurumu Kombinası	Küçük Kovanağzı Mh., Azerbaycan Cad. - KONYA
97	İşleroğlu Et Gıda San.Tic. Ltd.Şti.	Cevdetiye Kasabası Kadiri Yolu üzeri 6.Km. – OSMANIYE
98	Göbel Belediye Mezbahası	Cumhuriyet Mahallesi Göbel-Susurluk / BALIKESİR
99	Şalgamli Belediye Mezbahası	Kaya Mh.Çevre Yolu, Şalgamli-Hayrabolu / TEKİRDAĞ
100	Çankırı Belediye Mezbahası	Fatih Mahallesi Şehit, Abdülkadir Acar Sokak No:1 ÇANKIRI
101	E.B.Ü.A.Ş. Kayseri Et Kombinası Müdürlüğü	Karpuzatan Cad.No:79, Kocasinan - KAYSERİ
102	Çelikler Turizm ve Gıda San.Tic.Ltd.Şti.	Muttalıp Yolu 2.Km. - ESKİŞEHİR
103	Develi Belediye Mezbahası	G.Aşağı Mh.Hacıpınar Mevkii - KAYSERİ
104	EBÜ.Van Et Kombinası Müdürlüğü	Erciş Yolu Üzeri - VAN
105	İsparta Belediye Mezbahası	Gülcü Mh.Antalya Yolu, Adnan Menderes Bulvarı, Demir Köprü Mevki. - İSPARTA
106	Arvasi Hayvansal Ürünler San.Tic.A.Ş.	Sazgeçit Beldesi Kıraçhan Mevkii, Ereğli - KONYA
107	Gönen Belediye Mezbahası (Çoban Et adına Ruh.Yen)	Gündoğdu Mh.Manyas yolu Üzeri 2.Km. Gönen – BALIKESİR
108	Milas Belediyesi Mezbaha Ve Soğuk hava İşletmesi	Hacıaptı Mh.Deppoy Mevkii. Milas - MUĞLA
109	Kütahya Et Kombinası	Yıldırım Beyazıt Mh (Perli Yolu ) (Eski Belediye Mezbahası) - KÜTAHYA
110	Siirt Et Entegre Sanayi ve Ticaret A.Ş.	Kurtalan Yolu 10.Km., Kezer Köprüsü Bitişiği - SİİRT
111	Gezlıler Et Entegre Tesisleri A.Ş.	Organize Sanayi Bölgesi, No:46 - ERZURUM
112	Hayrabolu Belediye Mezbahası	İlyas Mahallesi Alpullu, Cadd.No:83, Hayrabolu – TEKİRDAĞ
113	Başak Et ve Gıda San.Tic. Ltd.Şti	E-90 Karayolu 8.Km., Topakkaya - AKSARAY
114	Hasandede Belediye Mezbahası	Aşağıyazı Mevkii, Hasandede - KIRIKKALE
115	Kısmet Deri Tic.Ltd.Şti.	Organize Sanayi Bölgesi, 4.Parsel No:1 - KIRŞEHİR
116	E.B.Ü.A.Ş.Diyarbakır Et Kombinası Müdürlüğü	Şehitlik-Köşkler Mh.No:20, DİYARBAKIR
117	Şirin Et ve Sucuk Ltd.Şti.	Tunçbilek Yolu 4.Km., Tavşanlı - KÜTAHYA

118	Erzincan Belediye Mezbahası	Çağlayan Yolu Üzeri - ERZİNCAN
119	Ödemiş Belediye Mezbahası	Üç Eylül Mahallesi, Mezbaha Sokak. Ödemiş - İZMİR
120	Erşan Et ve Et Ürünleri San.Tic.A.Ş.	Bilecik Eskişehir Karayolu, 17.Km. - BİLECİK
121	Bayındır Belediye Mezbahası	Yenimahalle, Çayır Caddesi, No17 Bayındır - İZMİR
122	Sakarya Et Kombinası	Sakarya Cad., Adapazarı - SAKARYA
123	Özgiray Et ve Et Mamülleri İhracat,İthalat San.Tic.Ltd.Şti	Ziya Gökalp Mh.Türkmen Köyü Yolu Üzeri 4.Km., Ereğli - KONYA
124	Abazlar Et Kombinası	Dalyan Mh.Şehit İbrahim Bey Cad.Cezaevi Yanı, No:101 KONYA
125	Aksaray Belediyesi Et Entegre Tesisi	Merkez İlçe Hassas Mh. - AKSARAY
126	Bağyurdu Belediye Mezbahası	Köycivarı Mevkii, Bağyurdu Kemalpaşa - İZMİR
127	Sames Gıda Tar.Hay.Su Ür.Tav.Tur.Oto Mak.İnş.Tem.Dan.San.Tic.A.Ş. (Mülk:Samsun Büy.Şeh.Bl)	Yavuz selim Mh., Muhammet İkbal Cad.No:5 - SAMSUN
128	Ender Entegre Et ve Mam. San.ve Tic.Ltd.Şti.	Tepeören Köyü Kurugöl Mevki orhanlı - İSTANBUL
129	Özüiçli Tarım Hayvancılık Et Kombinası ve Gıda San Tic.Ltd.Şti.	Köycivarı Mevki, Eskihisar Köyü - DENİZLİ
130	İskilip Belediye Mezbahası	Bahabey Mh. Stadyum Altı, İskilip - ÇORUM
131	Gürcan Et Gıda Ticaret San.ve Paz.Ltd.Şti. (Mülkiyeti Sarıköy Bld )	Orta Mahalle, Soğuk hava Deposu Arkası Sarıköy, Gönen - BALIKESİR
132	Sevilmiş Özel Et Kombinası ve Et Entegre Tesisi	Köseler Köyü - BALIKESİR
133	Akçova Belediye Mezbahası	Akcaova Beldesi, Çine - AYDIN
134	Karaman Belediye Mezbahası	Urgan Mh.1991 Sokak, No:1 - KARAMAN
135	Saftat Et Kombinası	Payamlı Köyü Mevki, Çevik kuvvet Yanı - ADIYAMAN
136	Nazilli Belediye Mezbahası	Sümer Mahallesi Çatal Yol Sokağı, NAZİLLİ - AYDIN
137	Orhan Ağaçlı Akhan Çiftlik İşletmesi	Ağaçlı Çiftliği Akhan, Yenikent - AKSARAY
138	Etsa Et Entegre	Çalıköy - BURSA
139	Pınar Anadolu Gıda San. Ve Tic.A.Ş.	Kırıklı Mevki - YOZGAT
140	Torbalı Belediye Mezbahası	Muratbey Mahallesi, Abdi erel Cad.No:56, Torbalı / İZMİR
141	Et ve Balık Ürünleri A.Ş. Adana Kombinası	Ceyhan Yolu 5.Km., Yüreğir - ADANA
142	Tokat Belediye Mezbahası (Kadioğlu Müh.İnş.ve Tic. A.Ş.)	Yeniyurt Mahallesi,Kumluk, Lar Mevkii - TOKAT
143	Tanç Dericilik ve Hayvancılık Ltd.Şti	Karpuzatan Mevkii 3.Cad., No:53 Kocasinan - KAYSERİ
144	Yıldız Et Tar .Hayvancılık Tic.Ltd.Şti.	Gökcekler Gölü Mevki - SIVAS
145	Bonfilet Genel Gıda Pazarlama ve ticaret Ltd.Şti.	Gavur çayırı mevki, İnönü - ESKİŞEHİR



146	EBK.Bingöl Et Kombinası	Bingöl-Muş Çevreyolu Üzeri Kaleönü Mh. Sanayi Bölgesi Karşısı - BİNGÖL
147	Beşkardeşler Mezbahası	Susuz Köyü 23.Km., Yenimahalle - ANKARA
148	Çubuk Belediyesi Mezbaha Tesisleri	Cumhuriyet Mh.Sanayi Cd., Bila No. ÇUBUK - ANKARA
149	Sarıköz Entegre Et Gıda ve Tarım Ürünleri San.ve Tic. A.Ş.	Yeniköy Mevki - BALIKESİR
150	Tekirdağ Belediye Mezbaha Tesisleri	Hayrabolu Yolu Üzeri - TEKİRDAĞ
151	Aygüler Der.Nak.İnş.Taah. Mak.Teks.Gıda.Mad.San. Tic.Ltd.Şti.(Mülkiyeti Kazan Belediyesi)	Atatürk Mh.Göktürk Cad. No:1, KAZAN - ANKARA
152	Güler Et Entegre Tes.Akar. Nak.İnş.Teks.A.Ş.	Mardin Yolu Üzeri 12.Km. - DİYARBAKIR

#### **D.4.4 List of State Farms**

ALPARSLAN	ÇUKUROVA	KARACABEY	MALYA
ALTINOVA	DALAMAN	KARAKÖY	SULTANSUYU
ANADOLU	GÖKÇEADA	KAZOVA	TAHIROVA
BALA	GÖKHÖYÜK	KOÇAS	TÜRKGELDI
CEYLANPINAR	KAHRAMANMARAS	KONUKLAR	ULAS

#### **D.4.5 List of Markets**

ADANA	DİYARBAKIR	KOCAELİ	TRABZON
ADIYAMAN	EDİRNE	KONYA	TUNCELİ
AFYON	ELAZIĞ	KÜTAHYA	Ş.URFA
AĞRI	ERZİNCAN	MALATYA	UŞAK
AMASYA	ERZURUM	MANİSA	VAN
ANKARA	ESKİŞEHİR	K.MARAŞ	YOZGAT
ANTALYA	GAZİANTEP	MARDİN	ZONGULDAK
ARTVİN	GİRESUN	MUĞLA	AKSARAY
AYDIN	GÜMÜŞHANE	MUŞ	BAYBURT
BALIKESİR	HAKKARİ	NEVŞEHİR	KARAMAN
BİLECİK	HATAY	NİĞDE	KIRIKKALE
BİNGÖL	ISPARTA	ORDU	BATMAN
BİTLİS	MERSİN	RİZE	ŞİRNAK
BOLU	İSTANBUL	SAKARYA	BARTIN
BURDUR	İZMİR	SAMSUN	ARDAHAN
BURSA	KARS	SİİRT	İĞDIR
ÇANAKKALE	KASTOMONU	SİNOP	YALOVA
ÇANKIRI	KAYSERİ	SİVAS	KARABÜK
ÇORUM	KIRKLARELİ	TEKİRDAĞ	OSMANİYE
DENİZLİ	KIRŞEHİR	TOKAT	DÜZCE

#### **D.4.6 List of University Farms and Clinics**

<b>University Farms</b>	
<b>University</b>	<b>Location</b>
ADNAN MENDERES	AYDIN
ANKARA	ANKARA
ATATÜRK	ERZURUM
ÇUKUROVA	ADANA
EGE	İZMİR
HARRAN	SANLI URFA
KAHRAMAN MARAS	KAHRAMAN MARAŞ
ONDOKUZ MAYIS	SAMSUN
SELÇUK	KONYA
TRAKYA	TEKİRDAĞ
ULUDAG	BURSA
YÜZÜNCÜ YIL	VAN
FIRAT	ELAZIG
<b>University Veterinary Clinics</b>	
<b>University</b>	<b>Location</b>
ADNAN MENDERES	AYDIN
AKDENİZ	BURDUR
ANKARA	ANKARA
ATATÜRK	ERZURUM
DİCLE	DİYARBAKIR
ERCIYES	KAYSERİ
FIRAT	ELAZIG
HARRAN	SANLI URFA
ISTANBUL	ISTANBUL
KAFKAS	KARS
KIRIKKALE	KIRIKKALE
KOCATEPE	AFYON
MUSTAFA KEMAL	HATAY
SELCUK	KONYA
ULUDAG	BURSA
YÜZÜNCÜ YIL	VAN

#### **D.4.7 List of BIPs**

Seven EU compatible BIPs which will be established.

## **Appendix E: Current IT Architecture in GDPC**

**Router:** Cisco 2600  
**Firewall:** Cisco Pix  
**Switches:** 10 x 24 port, Cisco Catalyst 2950  
**Modem:** Alcatel HDSL 256 kbps – 4 bmps  
**UPS:** 1 x 3 KW (for only server unit)  
**Generator:** 1 x 10 KW (for only server unit)  
**Internet Connection:** 1 mbps frame relay (2mbps ADSL Planned)

### **Servers:**

<b>Quantity</b>	<b>CPU</b>	<b>HDD</b>	<b>RAM</b>	<b>Operating System</b>	<b>Functions</b>
1	4 x 2 GHz Intel Xeon MP	6 x 36 GB	8 GB	Win 2000 Advanced	MS SQL Database
1	2 x 900 MHz Intel Xeon	3 x 18 GB	2 GB	Win 2000 Advanced	Mail Server (2500 Accounts)
1	2 x 900 MHz Intel Xeon	3 x 18 GB	1 GB	Win 2000 Advanced	Secondary Domain Controller, Web Server (20 Sites), Print Server (15 Printers)
1	2 x 500 MHz Intel Xeon	2 x 9 GB	1 GB	Win 2000 Advanced	Primary Domain Controller, Internal DNS, DHCP
1	1 x 500 MHz Intel Xeon	1 x 9 GB	256 MB	Win 2000 Advanced	External DNS

**WEB Clients for VIS (Veterinary Information System) and I&R (Animal Identification and Registration) database:**

**Internet Connection:** Dial-up (ADSL 128 mbps planned)

<b>Quantity</b>	<b>CPU</b>	<b>HDD</b>	<b>RAM</b>	<b>Operating System</b>	<b>Applications</b>
1500 (3000 planned)	Intel PII – PIV	2 GB – 40 GB	64 MB – 256 MB	Win 95, Win 98, Win XP Pro	MS Office 97, 2000, XP

**VIS and I&R Software Language:** ASP

**GIS Application Development interface:** Map Info 7.0

**GIS WEB Engine:** Freeware (MapxTreme 3.0 planned)

## **Appendix F: Data Base Table Structure of Current Application**

### **F.1. Country**

Continent	ISO_Code_Numerical
Country_Name_EN	ISO_Code_Alphabetical
CapitalCity_EN	Traffic_Code
Country_Name_TR	EU_Code
CapitalCity_TR	EU_Member_YesNo
Area	Explanation
Languages	InsertedBy
Religions	Insert_Date_Time
Money	Last_UpdatedBy
Telephone_Code	Last_Update_Date_Time

### **F.2. Province**

Region	eMail
Province_Code	Internet_Site
Province	Multible_Manicipality_YesNo
Town	CentralTown_YesNo
Neighbour	Animal_Movement_Restriction_Date
MainRoad	Director_FirstName
Street	Director_SurName
BuildingNo	Geographical_Coordinate_X
Post_Code	Geographical_Coordinate_Y
Post_Office_Box	Geographical_Coordinate_Altitude
Telephone_Code	InsertedBy
TelephoneNo_1	Insert_Date_Time
TelephoneNo_2	Last_UpdatedBy

FaxNo	Last_Update_Date_Time
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### F.3. Town

Province_Code	Internet_Site
Town_Code	Ministry_Office_YesNo
Town	Distance_To_Province
Neighbour	Animal_Movement_Restriction_Date
MainRoad	Director_FirstName
Street	Director_Surname
BuildingNo	Director_Profession
Post_Code	Geographical_Coordinate_X
Post_Office_Box	Geographical_Coordinate_Y
Telephone_Code	Geographical_Coordinate_Altitude
TelephoneNo_1	InsertedBy
TelephoneNo_2	Insert_Date_Time
FaxNo	Last_UpdatedBy
eMail	Last_Update_Date_Time

### F.4. Village

Province_Code	Geographical_Coordinate_X
Town	Geographical_Coordinate_Y
Village	Geographical_Coordinate_Altitude
Post_Code	InsertedBy
Distance_To_Town	Insert_Date_Time
Management_Level	Last_UpdatedBy
Manicipality_YesNo	Last_Update_Date_Time
Animal_Movement_Restriction_Date	

### F.5. Neighbour

Province_Code	Geographical_Coordinate_X
Town	Geographical_Coordinate_Y

Village	Geographical_Coordinate_Altitude
Neighbour	InsertedBy
Post_Code	Insert_Date_Time
Animal_Movement_Restriction_Date	Last_UpdatedBy
	Last_Update_Date_Time

#### F.6. Animal Disease

OIE_Code	Effect_Donkey
OIE_List	Effect_Dog
Protect_Type	Effect_Cat
Notifiable_YesNo	Effect_Poultry
Disease_TR	Effect_BeeHive
Disease_EN	Effect_Pig
Effect_Cattle	Effect_Other
Effect_Buffalo	InsertedBy
Effect_Sheep	Insert_Date_Time
Effect_Goat	Last_UpdatedBy
Effect_Horse	Last_Update_Date_Time

#### F.7. Animal Disease Vaccine

Disease_Code	For_Dog
Protect_Type	For_Cat
Vaccine_Code	For_Poultry
Vaccine_TR	For_BeeHive
Vaccine_EN	For_Pig
For_Cattle	For_Other
For_Buffalo	InsertedBy
For_Sheep	Insert_Date_Time
For_Goat	Last_UpdatedBy

For_Horse	Last_Update_Date_Time
For_Donkey	

**F.8. Animal Disease Vaccination Program**

Year	For_Donkey
Province_Code	For_Dog
Town	For_Cat
Village	For_Poultry
Neighbour	For_BeeHive
Vaccine_Code	For_Pig
For_Cattle	For_Other
For_Buffalo	InsertedBy
For_Sheep	Insert_Date_Time
For_Goat	Last_UpdatedBy
For_Horse	Last_Update_Date_Time

**F.9. Animal Population and Land**

Year	Cat
Province_Code	Poultry
Town	Pig
Village	BeeHive
Neighbour	Land_Irrigated
Cattle	Land_Not_Irrigated
Buffalo	Land_Grass
Sheep	InsertedBy
Goat	Insert_Date_Time
Horse	Last_UpdatedBy
Donkey	Last_Update_Date_Time
Dog	

**F.10. Animal Disease Outbreak**

OIE_Code	Sick_Cattle_2
----------	---------------

OIE_Reporting_Date	Sick_Buffalo_2
Province_Code	Sick_Sheep_2
Town	Sick_Goat_2
Village	Sick_Horse_2
Neighbour	Sick_Donkey_2
MainRoad	Sick_Dog_2
Street	Sick_Cat_2
BuildingNo	Sick_Poultry_2
Post_Code	Sick_BeeHive_2
Holding_ID	Sick_Pig_2
GDPC_Approval	Sick_Other_2
Outbreak_Start_Date	Death_Cattle_2
Outbreak_Recort_Date	Death_Buffalo_2
Sick_Cattle_1	Death_Sheep_2
Sick_Buffalo_1	Death_Goat_2
Sick_Sheep_1	Death_Horse_2
Sick_Goat_1	Death_Donkey_2
Sick_Horse_1	Death_Dog_2
Sick_Donkey_1	Death_Cat_2
Sick_Dog_1	Death_Poultry_2
Sick_Cat_1	Death_BeeHive_2
Sick_Poultry_1	Death_Pig_2
Sick_BeeHive_1	Death_Other_2
Sick_Pig_1	Slaughtered_Cattle_2
Sick_Other_1	Slaughtered_Buffalo_2
Death_Cattle_1	Slaughtered_Sheep_2
Death_Buffalo_1	Slaughtered_Goat_2
Death_Sheep_1	Slaughtered_Poultry_2
Death_Goat_1	Slaughtered_Pig_2



Death_Horse_1	Destroyed_Cattle_2
Death_Donkey_1	Destroyed_Buffalo_2
Death_Dog_1	Destroyed_Sheep_2
Death_Cat_1	Destroyed_Goat_2
Death_Poultry_1	Destroyed_Horse_2
Death_BeeHive_1	Destroyed_Donkey_2
Death_Pig_1	Destroyed_Dog_2
Death_Other_1	Destroyed_Cat_2
Slaughtered_Cattle_1	Destroyed_Poultry_2
Slaughtered_Buffalo_1	Destroyed_BeeHive_2
Slaughtered_Sheep_1	Destroyed_Pig_2
Slaughtered_Goat_1	Destroyed_Other_2
Slaughtered_Poultry_1	Possible_Contamination_Cattle_2
Slaughtered_Pig_1	Possible_Contamination_Buffalo_2
Destroyed_Cattle_1	Possible_Contamination_Sheep_2
Destroyed_Buffalo_1	Possible_Contamination_Goat_2
Destroyed_Sheep_1	Possible_Contamination_Horse_2
Destroyed_Goat_1	Possible_Contamination_Donkey_2
Destroyed_Horse_1	Possible_Contamination_Dog_2
Destroyed_Donkey_1	Possible_Contamination_Cat_2
Destroyed_Dog_1	Possible_Contamination_Poultry_2
Destroyed_Cat_1	Possible_Contamination_BeeHive_2
Destroyed_Poultry_1	Possible_Contamination_Pig_2
Destroyed_BeeHive_1	Possible_Contamination_Other_2
Destroyed_Pig_1	Suspicious_Cattle_2
Destroyed_Other_1	Suspicious_Buffalo_2
Possible_Contamination_Cattle_1	Suspicious_Sheep_2
Possible_Contamination_Buffalo_1	Suspicious_Goat_2
Possible_Contamination_Sheep_1	Suspicious_Horse_2

Possible_Contamination_Goat_1	Suspicious_Donkey_2
Possible_Contamination_Horse_1	Suspicious_Dog_2
Possible_Contamination_Donkey_1	Suspicious_Cat_2
Possible_Contamination_Dog_1	Suspicious_Poultry_2
Possible_Contamination_Cat_1	Suspicious_BeeHive_2
Possible_Contamination_Poultry_1	Suspicious_Pig_2
Possible_Contamination_BeeHive_1	Suspicious_Other_2
Possible_Contamination_Pig_1	Tested_Cattle_2
Possible_Contamination_Other_1	Tested_Buffalo_2
Suspicious_Cattle_1	Tested_Sheep_2
Suspicious_Buffalo_1	Tested_Goat_2
Suspicious_Sheep_1	Tested_Horse_2
Suspicious_Goat_1	Tested_Donkey_2
Suspicious_Horse_1	Tested_Dog_2
Suspicious_Donkey_1	Tested_Cat_2
Suspicious_Dog_1	Tested_Poultry_2
Suspicious_Cat_1	Tested_BeeHive_2
Suspicious_Poultry_1	Tested_Pig_2
Suspicious_BeeHive_1	Tested_Other_2
Suspicious_Pig_1	Vaccinated_Cattle_2
Suspicious_Other_1	Vaccinated_Buffalo_2
Tested_Cattle_1	Vaccinated_Sheep_2
Tested_Buffalo_1	Vaccinated_Goat_2
Tested_Sheep_1	Vaccinated_Horse_2
Tested_Goat_1	Vaccinated_Donkey_2
Tested_Horse_1	Vaccinated_Dog_2
Tested_Donkey_1	Vaccinated_Cat_2
Tested_Dog_1	Vaccinated_Poultry_2
Tested_Cat_1	Vaccinated_BeeHive_2

Tested_Poultry_1	Vaccinated_Pig_2
Tested_BeeHive_1	Vaccinated_Other_2
Tested_Pig_1	Compensation_Cattle_2
Tested_Other_1	Compensation_Buffalo_2
Vaccinated_Cattle_1	Compensation_Sheep_2
Vaccinated_Buffalo_1	Compensation_Goat_2
Vaccinated_Sheep_1	Compensation_Horse_2
Vaccinated_Goat_1	Compensation_Donkey_2
Vaccinated_Horse_1	Compensation_Dog_2
Vaccinated_Donkey_1	Compensation_Cat_2
Vaccinated_Dog_1	Compensation_Poultry_2
Vaccinated_Cat_1	Compensation_BeeHive_2
Vaccinated_Poultry_1	Compensation_Pig_2
Vaccinated_BeeHive_1	Compensation_Other_2
Vaccinated_Pig_1	Explanation
Vaccinated_Other_1	InsertedBy
Outbreak_End_Date	Insert_Date_Time
Outbreak_End_Recort_Date	Last_UpdatedBy
	Last_Update_Date_Time

**F.11. Animal Disease Vaccination (Monthly Report)**

Year	Private_Cattle
Month	Private_Buffalo
Vaccine_Code	Private_Sheep
Province_Code	Private_Goat
Town	Private_Horse
Village	Private_Donkey
Neighbour	Private_Dog
Programed_Cattle	Private_Cat

Programed_Buffalo	Private_Poultry
Programed_Sheep	Private_BeeHive
Programed_Goat	Private_Pig
Programed_Horse	Private_Other
Programed_Donkey	PrivateVet_Cattle
Programed_Dog	PrivateVet_Buffalo
Programed_Cat	PrivateVet_Sheep
Programed_Poultry	PrivateVet_Goat
Programed_BeeHive	PrivateVet_Horse
Programed_Pig	PrivateVet_Donkey
Programed_Other	PrivateVet_Dog
Outbreak_Cattle	PrivateVet_Cat
Outbreak_Buffalo	PrivateVet_Poultry
Outbreak_Sheep	PrivateVet_BeeHive
Outbreak_Goat	PrivateVet_Pig
Outbreak_Horse	PrivateVet_Other
Outbreak_Donkey	Explanation
Outbreak_Dog	InsertedBy
Outbreak_Cat	Insert_Date_Time
Outbreak_Poultry	Last_UpdatedBy
Outbreak_BeeHive	Last_Update_Date_Time
Outbreak_Pig	
Outbreak_Other	

**F.12. Animal Movement (Monthly Report)**

Year	Goat
Month	Horse
Reported_YesNo	Donkey
Leave_Province_Code	Dog

Leave_Town	Cat
Leave_Village	Poultry
Leave_Neighbour	BeeHive
Destination_Province_Code	Pig
Destination_Town	Other
Destination_Village	Explanation
Destination_Neighbour	InsertedBy
Cattle	Insert_Date_Time
Buffalo	Last_UpdatedBy
Sheep	Last_Update_Date_Time

**F.13. Animal Product Movement (Monthly Report)**

Year	Poultry_Meat
Month	Egg
Reported_YesNo	Pork
Leave_Province_Code	Honey
Leave_Town	Cattle_Skin
Leave_Village	Sheep_Skin
Leave_Neighbour	Wool
Destination_Province_Code	Offal
Destination_Town	Explanation
Destination_Village	InsertedBy
Destination_Neighbour	Insert_Date_Time
Beef	Last_UpdatedBy
Lamb	Last_Update_Date_Time

**F.14. Herd**

Holding_ID	Explanation
Herd_ID	InsertedBy
Herd_Type	Insert_Date_Time
Building_Type	Last_UpdatedBy

Building_usage_Type	Last_Update_Date_Time
Building_Capacity	

**F.15. Holding**

Province_Code	TelephoneNo_1
Holding_ID	TelephoneNo_2
Holding_Name	FaxNo
Holding_Type	Land_Irrigated
Start_Date	Land_Not_Irrigated
Breeding_Association_Member_Date	Land_Grass
Disease_Free_Certificate_Date	Max_Cattle_Capacity
Animal_Movement_Restriction_Date	Sheep
Responsible_Person_FirstName	Goat
Responsible_Person_Surname	Horse
Responsible_Person_FatherName	Donkey
Responsible_Person_Birth_Year	Poultry
Responsible_Person_Birth_ID	Dog
Owner_FirstName	Cat
Owner_Surname	Pig
Owner_Birth_ID	BeeHive
Responsible_Vet_FirstName	Geographical_Coordinate_X
Responsible_Vet_Surname	Geographical_Coordinate_Y
Responsible_Vet_Birth_ID	Geographical_Coordinate_Altitude
Town	Closing_Reason
Village	Closing_Date
Neighbour	Active_YesNo
Region	Explanation
MainRoad	InsertedBy
Street	Insert_Date_Time
BuildingNo	Last_UpdatedBy

Post_Code	Last_Update_Date_Time
Post_Office_Box	

**F.16. Animal Identification**

Country_Code	Breeding_Type
Birth_Holding_Province_Code	EarTag_Producer
Birth_Holding_ID	EarTag_Distributor
Animal_ID	EarTag_Version
Animal_ID_Before_Import	EarTag_SetBy_FirstName
Animal_ID_Before_Changed	EarTag_SetBy_Surname
Current_Holding_Province_Code	Animal_Movement_Restriction_Date
Current_Holding_ID	Record_Delete_Reason
Current_Holding_Entry_Date	Record_Delete_Date
Name	Slaughterhouse
Sex	InsertedBy
Species	Insert_Date_Time
Breed	Last_UpdatedBy
Birth_Date	Last_Update_Date_Time
Mother	Explanation
Father	

**F.17. Animal Movement (registered animal)**

Animal_ID	Destination_Holding_ID
Leave_Holding_Entry_Date	Entry_Date
Leave_Holding_Province_Code	Vehicle_ID
Leave_Holding_ID	Movement_RecortedBy
Leave_Date	Movement_ApprovedBy
Destination_Holding_Province_Code	Approval_Date

**F.18. Premium Parameters**

Insemination_1	Heifer_2
----------------	----------

Calf_1	DiseaseFree_Holding_2
Heifer_1	InsertedBy
DiseaseFree_Holding_1	Insert_Date_Time
Insemination_2	Last_UpdatedBy
Calf_2	Last_Update_Date_Time

**F.19. Insemination**

Animal_ID	InseminatedBy_Surname
Insemination_Date	InseminatedBy_Title
Insemination_Type	InsertedBy
Insemination_Repeat	Insert_Date_Time
Bull_ID	Last_UpdatedBy
InseminatedBy_FirstName	Last_Update_Date_Time

**F.20. Insemination Premium**

Animal_ID	Responsible_Person_Title
Pedigri_Record_YesNo	InsertedBy
Payment_Date	Insert_Date_Time
Payment	Last_UpdatedBy
Responsible_Person_FirstName	Last_Update_Date_Time
Responsible_Person_Surname	

**F.21. Calf Premium**

Animal_ID	Responsible_Person_Title
Pedigri_Record_YesNo	InsertedBy
Payment_Date	Insert_Date_Time
Payment	Last_UpdatedBy
Responsible_Person_FirstName	Last_Update_Date_Time
Responsible_Person_Surname	



#### F.22. Heifer Premium

Animal_ID	Responsible_Person_Title
Pedigri_Record_YesNo	InsertedBy
Payment_Date	Insert_Date_Time
Payment	Last_UpdatedBy
Responsible_Person_FirstName	Last_Update_Date_Time
Responsible_Person_Surname	

#### F.23. Clinical Disease

Animal_ID	Vet_ID
Disease_Date	InsertedBy
Disease	Insert_Date_Time
Treatment	Last_UpdatedBy
Result	Last_Update_Date_Time

#### F.24. Disease Test

Animal_ID	Vet_ID
Disease_Date	InsertedBy
Disease	Insert_Date_Time
Result	Last_UpdatedBy
	Last_Update_Date_Time

#### F.25. Residue Test

Animal_ID	InsertedBy
Test_Date	Insert_Date_Time
Residue	Last_UpdatedBy
Sample	Last_Update_Date_Time

Result	
--------	--

**F.26. Vaccinate (registered animal)**

Animal_ID	AppliedBy_Surname
Vaccination_Date	AppliedBy_Title
Vaccine	InsertedBy
Producer	Insert_Date_Time
Production_Date	Last_UpdatedBy
Serial_No	Last_Update_Date_Time
AppliedBy_FirstName	

**F.27. Official Vet**

FirstName	Ministry_ID
Surname	Last_Working_Office
Sex	Managing_Title
Title	Province_Code
Birth_Date	Town
Birth_Place	Leaving_Date
Birth_ID	Leaving_Reason
Graduate_School	Explanation
Graduate_Date	InsertedBy
Diploma_No	Insert_Date_Time
Expert_Subject	Last_UpdatedBy
eMail	Last_Update_Date_Time
WorkStart_Date_inGovernment	

**F.28. Official Vet Working Places**

Ministry_ID	Leave_Reason
Province_Code	InsertedBy

Town	Insert_Date_Time
Office	Last_UpdatedBy
Start_Date	Last_Update_Date_Time
Leave_Date	

**F.29. Vet Clinic**

License_ID	Neighbour
License_Date	Region
License_Update_Date	MainRoad
Medicine_License_ID	Street
Medicine_License_Date	BuildingNo
Clinic_Name	Post_Code
Working_Code	Post_Office_Box
FirstName	TelephoneNo_1
Surname	TelephoneNo_2
Sex	FaxNo
Birth_Date	eMail
Birth_Place	Internet_Site
Graduate_Date	Closing_Date
Graduate_School	Closing_Reason
Expert_Title	Explanation
Diploma_No	InsertedBy
Birth_ID	Insert_Date_Time
Province_Code	Last_UpdatedBy
Town	Last_Update_Date_Time
Village	

**F.30. Vet Polyclinic**

License_ID	Post_Code
License_Date	Post_Office_Box
License_Update_Date	TelephoneNo_1

Medicine_License_ID	TelephoneNo_2
Medicine_License_Date	FaxNo
Policlinic_Name	eMail
Province_Code	Internet_Site
Town	Closing_Date
Village	Closing_Reason
Neighbour	Explanation
Region	InsertedBy
MainRoad	Insert_Date_Time
Street	Last_UpdatedBy
BuildingNo	Last_Update_Date_Time

**F.31. Vet Polyclinic Stuff**

License_ID	Graduate_Date
Birth_ID	Expert_Title
Diploma_No	Responsible_For_Policlinic
FirstName	Explanation
Surname	InsertedBy
Sex	Insert_Date_Time
Birth_Date	Last_UpdatedBy
Birth_Place	Last_Update_Date_Time
Graduate_School	

**F.32. Feed Establishment**

License_ID	TelephoneNo_1
License_Date	TelephoneNo_2
General_Capacity	FaxNo
Poultry_Feed_Capacity	eMail
Fish_Feed_Capacity	Internet_Site
Pet_Feed_Capacity	Technical_Person_FirstName
Firm_Name_Full	Technical_Person_Surname

Firm_Name_Short	Technical_Person_Profession
Post_Code	Technical_Person_agreement_Date_Start
Post_Office_Box	Technical_Person_agreement_Date_End
Firm_Code	Active_YesNo
Province_Code	Explanation
Town	Geographical_Coordinate_X
Village	Geographical_Coordinate_Y
Neighbour	Geographical_Coordinate_Altitude
Region	InsertedBy
MainRoad	Insert_Date_Time
Street	Last_UpdatedBy
BuildingNo	Last_Update_Date_Time

**F.33. Rendering Establishment**

License_ID	BuildingNo
License_Date	TelephoneNo_1
Meat_Flour_Capacity	TelephoneNo_2
Bone_Flour_Capacity	FaxNo
Meat_Bone_Flour_Capacity	eMail
Poultry_Flour_Capacity	Internet_Site
Blood_Flour_Capacity	Technical_Person_FirstName
Fish_Flour_Capacity	Technical_Person_Surname
Firm_Name_Short	Technical_Person_Profession
Firm_Name_Full	Technical_Person_agreement_Date_Start
Post_Code	Technical_Person_agreement_Date_End
Post_Office_Box	Geographical_Coordinate_X
Firm_Code	Geographical_Coordinate_Y
Province_Code	Geographical_Coordinate_Altitude
Town	Active_YesNo
Village	Explanation

Neighbour	InsertedBy
Region	Insert_Date_Time
MainRoad	Last_UpdatedBy
Street	Last_Update_Date_Time

**F.34. Vet Medicine Establishment**

License_ID	FaxNo
License_Date	eMail
Production_YesNo	Internet_Site
Firm_Name_Full	Technical_Person_FirstName
Firm_Name_Short	Technical_Person_Surname
Post_Code	Technical_Person_Profession
Post_Office_Box	Technical_Person_agreement_Date_Start
Province_Code	Technical_Person_agreement_Date_End
Town	Geographical_Coordinate_X
Village	Geographical_Coordinate_Y
Neighbour	Geographical_Coordinate_Altitude
Region	Active_YesNo
MainRoad	Explanation
Street	InsertedBy
BuildingNo	Insert_Date_Time
TelephoneNo_1	Last_UpdatedBy
TelephoneNo_2	Last_Update_Date_Time

**F.35. Vet Medicine**

License_ID	Selling_Type
License_Date	Species
Medicine	Agent_Matter
Firm	Production_Import
Pharmacology_Type	ActiveInMarket_YesNo
Pharmacology_Class_1	Explanation

Pharmacology_Class_2	InsertedBy
Apply_Type	Insert_Date_Time
Apply_Dose	Last_UpdatedBy
Receipt_Type	Last_Update_Date_Time

**F.36. Milk Establishment**

License_ID	FaxNo
License_Date	eMail
General_Capacity	Internet_Site
Firm_Name_Full	Technical_Person_FirstName
Firm_Name_Short	Technical_Person_Surname
Province_Code	Technical_Person_Profession
Town	Technical_Person_agreement_Date_Start
Village	Technical_Person_agreement_Date_End
Neighbour	Geographical_Coordinate_X
Region	Geographical_Coordinate_Y
MainRoad	Geographical_Coordinate_Altitude
Street	Active_YesNo
BuildingNo	Explanation
Post_Code	InsertedBy
Post_Office_Box	Insert_Date_Time
TelephoneNo_1	Last_UpdatedBy
TelephoneNo_2	Last_Update_Date_Time

**F.37. Premix Establishment**

License_ID	FaxNo
License_Date	eMail
Production	Internet_Site
Firm_Name_Full	Technical_Person_FirstName
Firm_Name_Short	Technical_Person_Surname
Province_Code	Technical_Person_Profession

Town	Technical_Person_agreement_Date_Start
Village	Technical_Person_agreement_Date_End
Neighbour	Geographical_Coordinate_X
Region	Geographical_Coordinate_Y
MainRoad	Geographical_Coordinate_Altitude
Street	ActiveInMarket_YesNo
BuildingNo	Explanation
Post_Code	InsertedBy
Post_Office_Box	Insert_Date_Time
TelephoneNo_1	Last_UpdatedBy
TelephoneNo_2	Last_Update_Date_Time

**F.38. Premix**

License_ID	Active_YesNo
License_Date	Explanation
Premix	InsertedBy
Production_Import	Insert_Date_Time
Firm	Last_UpdatedBy
Cut_Firm	Last_Update_Date_Time
Agent_Matter	

**F.39. Slaughter House (Poultry) Establishment**

License_ID	FaxNo
License_Date	eMail
Class	Internet_Site
Firm_Name_Full	Technical_Person_FirstName
Firm_Name_Short	Technical_Person_Surname
Province_Code	Technical_Person_Profession
Town	Technical_Person_agreement_Date_Start
Village	Technical_Person_agreement_Date_End
Neighbour	Geographical_Coordinate_X



Region	Geographical_Coordinate_Y
MainRoad	Geographical_Coordinate_Altitude
Street	Active_YesNo
BuildingNo	Explanation
Post_Code	InsertedBy
Post_Office_Box	Insert_Date_Time
TelephoneNo_1	Last_UpdatedBy
TelephoneNo_2	Last_Update_Date_Time

**F.40. Slaughter House (Red Meat) Establishment**

License_ID	FaxNo
License_Date	eMail
Class	Internet_Site
Firm_Name_Full	Technical_Person_FirstName
Firm_Name_Short	Technical_Person_Surname
Province_Code	Technical_Person_Profession
Town	Technical_Person_agreement_Date_Start
Village	Technical_Person_agreement_Date_End
Neighbour	Geographical_Coordinate_X
Region	Geographical_Coordinate_Y
MainRoad	Geographical_Coordinate_Altitude
Street	Active_YesNo
BuildingNo	Explanation
Post_Code	InsertedBy
Post_Office_Box	Insert_Date_Time
TelephoneNo_1	Last_UpdatedBy
TelephoneNo_2	Last_Update_Date_Time

**F.41. Forum Answers**

Question_ID	Answer_Date
Answer_Owner	Answer

#### F.42. Forum Questions

Question_Owner	Question
Question_Date	Total_Answers
Question_Title	

#### F.43. Error Log

Err_Asp	Province_Code
Err_Sql	Town
Appl_Part	User
Query_String	Error_Date

#### F.44. Query Log

Appl_Part	Town
Query_String	User
Province_Code	Query_Date

## **Part 2 - the Contractor's technical offer**

**ANNEX III : Model financial offer** (to be tailored to the specific project)

Page No [...of...]

PUBLICATION REFERENCE: EUROPEAID/116300/D/S/TR

NAME OF TENDERER: [.....]

A	B	C	D	E
ARTICLE	QUANTITY	DESCRIPTION OF ARTICLE	UNIT COSTS WITH DELIVERY DDP AND INSTALLATION  PLACE OF ACCEPTANCE DEFINED IN ANNEX( D.4) <b>EUROS</b>	TOTAL  <b>EUROS</b>
<b>Hardware &amp; System Software</b>				
1	2	Database server (clustered)		
2	2	Application server (clustered)		
3	1	External disk unit		
4	1	Hardware firewall		
5	1	LAN equipment (1xswitch, 1xrouter, 1xmodem)		
6	2	Rack cabinet		

7	1	UPS		
8	10	Workstation type-1		
9	1195	Workstation type-2		
10	85	Laser printer		
11	900	Global positioning transponders		
12	1	Relational Database Management System		
13	1	Web-based GIS publication software		
			Subtotal	
<b>Application Software</b>				
14	1	Veterinary Information System Application Software	Lump sum	
<b>Technical assistance for the implementation of the system</b>				
15	1	Training and other ancillary services	Lump sum	
			Total cost	

Done at: [.....], [././.]  
 On behalf of [.....]

by [name]  
 [tenderer's stamp and signature]

## **ANNEX IV : MODEL PERFORMANCE GUARANTEE**

**[On the headed notepaper of the financial institution providing the guarantee]**

Title of contract: **Veterinary Information System**

Identification number: **EUROPEAID/116300/D/S/TR**

We the undersigned, [*name, company name, address*], hereby declare that we will guarantee, not merely jointly and severally, but as principal debtor, to the **Central Finance and Contracts Unit, Ehlibeyt Mahallesi 6.Sokak, No: 16/8, Ekşioğlu İş Merkezi, Balgat, Ankara, TURKEY** on behalf of [*Contractor's name and address*], the payment of [*amount of the performance guarantee Euro*], representing the performance guarantee mentioned in Article 11 of the Special Conditions without dispute, on receipt of a first written request from the beneficiary.

This guarantee shall enter into force and take effect from [*indicate the date of entry into force of the contract*].

We note that you will release the guarantee and notify us of the fact at the latest within thirty days of receipt of the final statement

Any dispute concerning this guarantee shall be governed by [*enter the law applicable*] and fall within the competence of [*indicate which jurisdiction applies*].

Name: ..... Position: .....

Signature: .....

Date: <Date>

## **ANNEX V : PRE-FINANCING GUARANTEE FORM**

**[On the headed notepaper of the financial institution providing the guarantee]**

Title of contract: **Veterinary Information System**

Identification number: **EUROPEAID/116300/D/S/TR**

We, the undersigned, [*name, company name, address*], hereby declare that we will guarantee, not merely jointly and severally, but as principal debtor, to the **Central Finance and Contracts Unit, Ehlibeyt Mahallesi 6.Sokak, No: 16/8, Ekşioğlu İş Merkezi, Balgat, Ankara, TURKEY** on behalf of [*Contractor's name and address*], the payment of [*indicate the amount of the pre-financing Euro*], corresponding to the pre-financing/balance as mentioned in Article 26.2 of the Special Conditions without dispute, on receipt of a first written request from the beneficiary.

The guarantee will enter into force and take effect on the receipt of the advance in the account designated in the Contract by the Contractor to receive payment

We note that you will release the guarantee and notify us of the fact at the latest within sixty days of provisional of the goods to release the sixty percent of the value for supply and later for the balance within sixty days of receipt of the final statement].

Any dispute concerning this guarantee shall be governed by [*enter the law applicable*] and fall within the competence of [*indicate which jurisdiction applies*].

Name: ..... Position: .....

Signature: .....

Date: <Date>

## **ANNEX VI : CUSTOMS AND TAX PROVISIONS**

1. No taxes, duties or levies payable shall be charged to the Community's financial contribution.
2. With respect to public contracts financed by the Community in the context of co-operation, the Beneficiary country shall apply tax and customs arrangements no less favourable than those applied to the most-favoured nation, or international organisation.
3. Without prejudice to the above paragraphs, the following provisions shall apply to public contracts financed by the Community:
  - 3.1. Contracts shall not be subject to stamp duty and registration duty as provided for by the law of the Beneficiary country. Persons not resident in the Beneficiary country shall be subject to stamp duty on their registration card at a rate depending on the period for which they remain in the said country.
  - 3.2. Goods, works and services financed by the Community for the State, local administrative units, public bodies or public-interest associations shall be exempt from VAT or similar taxes.
  - 3.3. Natural persons not nationals and not resident in the Beneficiary country carrying out service contracts financed by the Community shall not be subject to income tax or turnover tax in the Beneficiary country during the period of their contract.

Legal persons, in the same way, provided that they don't have their principal establishment in the said country.
  - 3.4. Profit and/or income arising from the execution of supply and works contracts shall be taxable according to the tax system of the Beneficiary country if the natural or legal persons who make such profit and/or obtain such income have their principal establishment in the said country.
  - 3.5. Equipment and materials required for the execution of public works, supply or service contracts may be imported temporarily into the Beneficiary country as provided for by its national legislation, with import duties and taxes suspended.

The Beneficiary country shall authorise the contractor to import temporarily, use and re-export such equipment.
  - 3.6. Goods which are the subject of a public supply contract shall be imported into the Beneficiary country free of import duties and taxes.
  - 3.7. Personal and household effects imported for use by natural persons (and members of their family) responsible for executing contracts, other than persons recruited locally, shall be exempt from import duties and taxes.

Such exemption shall be granted provided that the period of residence is at least one year and on condition that a properly substantiated request for exemption is submitted to the competent authorities within six months of the date of arrival. However, if a contract is unexpectedly completed before a year has elapsed, the goods may be re-exported without payment of duties, taxes or charges. If the said goods are not re-exported they shall be subject to the duties and charges applicable in the Beneficiary country.
  - 3.8. Duties and taxes shall also be suspended for the temporary import of one car per expert for the duration of the contract.



# **ANNEX VII: Organisation & Methodology**

To be completed by the tenderer

## **1. RATIONALE**

- Any comments on the Terms of reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. **Any comments contradicting the Terms of reference or falling outside their scope will not form part of the final contract**
- An opinion on the key issues related to the achievement of the contract objectives and expected results
- An explanation of the risks and assumptions affecting the execution of the contract

## **2. STRATEGY**

- An outline of the approach proposed for contract implementation
- A list of the proposed activities considered to be necessary to achieve the contract objectives
- The related inputs and outputs
- In the case of a tender being submitted by a consortium, a description of the input from each of the consortium partners and the distribution and interaction of tasks and responsibilities between them
- A description of the support facilities (back-stopping) that the team of experts will have from the contractor during the execution of the contract
- A description of sub-contracting arrangements foreseen, if any and within the limit indicated in clause 3 of the Instructions to tenderers, with a clear indication of the tasks that will be entrusted to a sub-contractor and a statement by the tenderer guaranteeing the eligibility of any sub-contractor

## **3. TIMETABLE OF ACTIVITIES**

- The timing, sequence and duration of the proposed activities, taking into account mobilisation time
- The identification and timing of major milestones in execution of the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of reference

## ***ANNEX VIII: KEY EXPERTS***

<b>Name of expert</b>	<b>Proposed position</b>	<b>Years of experience</b>	<b>Age</b>	<b>Nationality</b>	<b>Educational background</b>	<b>Specialist areas of knowledge</b>	<b>Experience in beneficiary country</b>	<b>Languages and degree of fluency (VG, G, W)</b>

## CURRICULUM VITAE

**Proposed role in the project:**

1. **Family name:**

2. **First names:**

3. **Date of birth:**

4. **Nationality:**

5. **Civil status:**

6. **Education:**

Institution [ Date from - Date to ]	Degree(s) or Diploma(s) obtained:

7. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing

8. **Membership of professional bodies:**

9. **Other skills:** (e.g. Computer literacy, etc.)

10. **Present position:**

11. **Years within the firm:**

12. **Key qualifications:** (Relevant to the project)

13. **Specific experience in the region:**

Country	Date from - Date to

**14. Professional experience0**

Date from - Date to	Location	Company	Position	Description

**15. Other relevant information (eg, Publications)**

## C. FURTHER INFORMATION

### GLOSSARY

**Successful tenderer.** The tenderer selected at the end of the procedure for the award of the contract.

**Contracting Authority.** The party which concludes the contract as provided in the Financing Agreement, be it the Commission for and on behalf of the beneficiary, a country or a legal person governed by public or private law, as mentioned in the financing agreement.

**Project Manager.** The legal or natural person responsible for monitoring the execution of the contract on behalf of the Contracting Authority and/or the Commission, where the latter is not the Contracting Authority.

**Supplies:** All items which the Contractor is required to supply to the Contracting Authority, including, where necessary, services such as installation, testing, commissioning, provision of expertise, supervision, maintenance, repair, training and other such obligations connected with the items to be provided under the contract.

**Hybrid contract.** A contract between the contracting authority and a service provider, supplier or construction firm covering two or more of the following: works, supplies and services.

**General conditions:** The general contractual provisions setting out the administrative, financial, legal and technical clauses governing the execution of contracts.

**Special conditions:** The special conditions laid down by the Contracting Authority as an integral part of the tender dossier, including modifications to the general conditions, clauses specific to the contract and the terms of reference (for a service contract) or technical specifications (for a supply or works contract).

**Evaluation committee:** A committee made up of an odd number of voting members (at least three) appointed by the Contracting Authority and possessing the technical, linguistic and administrative capacities necessary to give an informed opinion on tenders.

**Written communications:** Certificates, notices, orders and instructions issued in writing under the contract.

**Administrative order.** Any instruction or order issued by the Project Manager to the Contractor in writing regarding the provision of the supplies.

**Conflict of interest.** Any event influencing the capacity of a candidate, tenderer or contractor to give an objective and impartial professional opinion, or preventing him, at any moment, from giving priority to the interests of the Contracting Authority. Any consideration relating to possible contracts in the future or conflict with other commitments, past or present, of a candidate, tenderer or contractor, or any conflict with his own interests. These restrictions also apply to subcontractors and employees of the candidate, tenderer or contractor.

There is a conflict of interests within the meaning of Article 52 of the Financial Regulation where the impartial and objective exercise of the functions of a player in the implementation of the budget or an internal auditor is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary.

**Breakdown of the overall price:** A heading-by-heading list of the rates and costs making up the price for a lump-sum contract.

**Period:** A period begins the day after the act or event chosen as its starting point. Where the last day of a period is not a working day in the country of the Contracting Authority, the period expires at the end of the next working day.

**Day:** Calendar day.

**In writing:** This includes any hand-written, typed or printed communication, including telex, cable and fax transmissions.

**Supply contract:** Supply contracts cover the purchase, leasing, rental or hire purchase, with or without option to buy, of products. The delivery of products may in addition include siting, installation and maintenance.

**Foreign currency:** Any currency, other than the euro, which is permissible under the applicable provisions and regulations and has been indicated in the tender.

**National currency:** The currency of the country of the Contracting Authority.

**Tender price:** The sum stated by the tenderer in its tender for carrying out the contract.

**Contract value:** The sum stated in the contract representing the initial estimate payable for carrying out the supplies, or such other sum as ascertained at the end of the contract as due under the contract.

**Most economically advantageous tender:** The tender deemed to be best in terms of the specific criteria laid down for the contract in question, e.g. quality, technical properties, aesthetic and functional qualities, after-sales service and technical assistance, delivery date or performance period, the price or lowest price. These criteria must be published in the procurement notice or stated in the tender dossier.

**Tenderer:** Any natural or legal person or group thereof submitting a tender with a view to concluding a contract. The terms "supplier", "contractor" and "service provider" refer to three categories of economic operator, natural or legal persons, who supply products, execute works and provide services respectively.

**Open procedure:** Calls for tender are open where all interested economic operators may submit a tender.

**Liquidated damages:** The sum stated in the contract as compensation payable by the Contractor to the Contracting Authority for failure to complete the contract or part thereof within the periods under the contract, or as payable by either party to the other for any specific breach identified in the contract.

**General damages:** The sum not stated beforehand in the contract, which is awarded by a court or an arbitration tribunal, or agreed between the parties, as compensation payable to an injured party for a breach of the contract by the other party.

# ADMINISTRATIVE COMPLIANCE GRID

Title of project:

Publication reference: EuropeAid/.....

Project number:

No	Checked Item	Grounds	Tender envelope number						
			1	2	3	4	5	6	7
1	Period of validity of the offer	Instr. Art. 8 Tender submission form p. 3.5							
2	Language as required	Instr. Art. 9.1							
3	Required number of copies (original and 5 copies)	Instr. Art. 10.2							
4	Tenderer's declaration signed and stamped (by all consortium partners, for a consortium)	Tender Form for a Supply Contract p. 3							
5	Price in Euro	Instr. Art. 6							
6	Technical offer	Instr. Art. 11.1							
7	Financial offer	Instr. Art. 11.2							
8	The details of the bank account (Financial Identification filled in)	Instr. Art. 11.3 Annex to the Tender Form for a Supply Contract							
9	Eligible origin and proper statement attesting the origin of the supplies tendered	Instr. Art. 4.1 & 11.4							
10	Duly authorised signature	Instr. Art. 11.5 Tender submission form, p. 3							
11	A description of the commercial warranty tendered	Instr. Art. 11.6							
12	Tender guarantee for the required amount in required form	Instr. Art. 11.7							
13	Electronic version of the of the financial offer – if required	Instr. Art. 11.9							
14	Tenderer's qualifications acceptable	Instr. Art. 11.10							

15	A statement to the effect that they are not in any of the situations listed in section 2.3.3 of the Practical Guide to contracts procedures financed by the general budget of the European Communities in the context of external actions	Instr. Art. 11.11							
16	Document certifying Tenderer's nationality (e.g. extract from Commercial Register)	Instr. Art. 11.12							
17	All pages of the Financial Offer and of the Special Conditions and the front pages of Technical Specifications and General Conditions initialled.	Instr. Art. 11.12							
18	Duly completed Tender Form for a Supply Contract	Instr. Art. 11.12							
19	Leader of a consortium designated	Instr. Art. 18.1 Tender submission form p. 1							
20	Nationality of the sub-contractor eligible	Tender submission form p. 3.7							
21	<b>Overall decision (Accepted/Rejected)</b>								

(√) – fulfilled; (-) – unfulfilled; n/a – not applicable

<b>Chairman's name</b>	
<b>Chairman's signature</b>	
<b>Date</b>	



# EVALUATION GRID

(to be tailored to the specific project. The criteria indicated are those used by the Evaluation Committee.) Must be completed by each member of the Evaluation Committee.

<b>Contract title :</b>	<b>Veterinary Information System</b>	<b>Publication reference :</b>	<b>EUROPEAID/116300/D/S/TR</b>
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Tender envelope No	Name of Tenderer	Rules of origin respected? (Y/N)	Economic & financial capacity? (OK/a/b/...)	Professional capacity? (OK/a/b/...)	Technical capacity? (OK/a/b/...)	Compliance with technical specifications? (OK/a/b/...)	Ancillary services as required? (OK/a/b/.../NA)	Are nationalities of any experts and/or sub-contractors eligible?  (Y/N)	Other technical requirements in tender dossier?  (Yes/No/Not applicable)	Technically compliant? (Y/N)	Notes:

<b>Evaluator's name</b>	
<b>Evaluator's signature</b>	
<b>Date</b>	

# TECHNICAL EVALUATION GRID

Reference to the Technical Specifications (Annex/ Item No)	Mandatory Requirements (Table 1)	Compliance					
		Y/N					
		Tenderers					
		1	2	3	4	5	6
	<b>Application Software Requirements</b>						
<b>A.1,A.2</b>	Functions of BSS and their definitions						
	User Roles						
	Reference tables						
	Registers of regions, provinces, districts, towns, villages/neighborhoods						
	Participating organisations register						
	Persons register						
	Holding register						
	Pastureland register						
	Herd register						
	Animal register						
	Database users register						
	Animal owners register						

	Animal keepers register						
	Official vets register						
	Private vets register						
	Ear taggers register						
	Ear tag management						
	Registration of new animals (include births)						
	Movement notification recording						
	Movement recording						
	Late movement notification alerts						
	Movement notification reconciliation						
	Animal health certificate checks						
	Death/Slaughter recording						
	Imports/Exports recording						
	Tracking and tracing of animals						
	Herd reconstruction						
	Animal passport production						
	Ear tag loss and replacement, ordering & monitoring						
	Loss/Theft of animals recording & recovery						
	Loss/Theft of passports recording & re-issuing						

	I&R system inspection monitoring & sanctions						
	Diseases register						
	Disease outbreaks recording						
	Test registers for diseases and residues						
	Test results recording						
	Herd health status recording						
	Manufacturers register						
	Vaccine register						
	Vaccination recording						
	Treatments/Medicines register						
	Treatments/Medicines recording						
	Recording of restrictions for movement and slaughter						
<b>A.3</b>	<b>Reports</b>						
	Identification and Registration (I&R) Reports						
	Tracking and Tracing Reports						
	Slaughterhouse Reports						
	Market Reports						
	Veterinary Reports						
<b>A.4</b>	<b>GIS</b>						

	GIS Reports						
	Town/Village and Holding Data						
	Restrictions						
	User Interface						
<b>B</b>	<b>SMS SOFTWARE APPLICATION</b>						
	Registration of all samples						
	Allocation of samples						
	Record of information about samples						
	Record of information about tests(&results)						
	Link to BSS to extract information about bovine animals						
	Link to BSS to export data regarding tests						
	Provision of management reports and statistics about the tests						
<b>C</b>	<b>SECURITY &amp; COPYRIGHT</b>						
<b>C.1</b>	Communications						
<b>C.2</b>	Data Access						
<b>C.3</b>	Data Security						
<b>C.4</b>	Administrative Protection						
<b>C.5</b>	Software Protection						
<b>C.6</b>	Backup, Archiving and Recovery						

<b>C.7</b>	Reliability						
<b>C.8</b>	Copyright						
<b>D</b>	<b>DETAILED HARDWARE SPECIFICATIONS</b>						
<b>D.1.1</b>	ISO 9001/9002 for manufacturer						
<b>D.1</b>	Openness						
<b>D.1.2</b>	Compatibility with the existing systems						
<b>D.1.2</b>	Operating system:MS Windows XP Pro Turkish. Computer platform: Intel or equivalent						
<b>D.1.3</b>	Standards, Practices and Conventions						
	CEN/CENELEC, ETSI, ISO/IEC, ITU						
<b>D.1.4</b>	Warranty Services						
<b>D.1.5</b>	Power Requirements						
<b>D.1.6</b>	Deliveries and Installation						
<b>D.1.7</b>	Service and Maintenance						
<b>D.1.8</b>	Turkish Characters Support						
<b>D.1.9</b>	Anti-Virus Software						
<b>D.1.10</b>	Software and Licenses						
<b>D.1.11</b>	Operating System and Conformance to Specification						
<b>D.1.12</b>	Presentation of Bids						
<b>D.1.13</b>	Delivery Sites						

<b>D.1.14</b>	Ownership						
<b>D.1.15</b>	System compatibility						
<b>D.1.16</b>	Operating environment						
<b>D.2</b>	Detailed Specification of The Required Equipment (minimum)						
<b>Item 1</b>	19" Rack-Mountable Database Servers						
	Each server has MS Windows 2003 Enterprise Server 64-bit version or equivalent Operating System.						
	Each server has 4 x 64 bit processors (upgradable to 8 processors), 1 GHz with 3 MB L3 cache for each processor.						
	Each server has 16 GB ECC registered SDRAM (upgradable to 32 GB) memory.						
	Each server has 2 x 36 GB SCSI, 320 MB/s, hot-pluggable and RAID-1 internal hard disks.						
	Each server has 3 x 10/100/1000 Ethernet Controller (2 for clustering) network adapters.						
	Each server has 16 MB video controller.						
	Each server has 2 x 200 MB/s fiber driver cards, which backup each other and have load balancing future.						
	Each server has 1 series, 1 parallel, 2 USB 2.0 ports.						
	Each server has 2 x hot-swappable, redundant, 220 V power supplies						
	Each server has Internal CD Rom Drive						
	Each server has Internal 1.44 MB, 3.5 inch floppy disk						

	Servers are connected to each other at cluster architecture. Each server performs its own function during normal cases, in case of a fail at any one of the servers, unfailed server takes the instance running on the failed server on its own and continues without any service cut.						
<b>Item 2</b>	19" Rack-Mountable Application Servers						
	Each server has MS Windows 2003 Enterprise Server 64-bit version or equivalent Operating System.						
	Each server has 2 x 64 bit processors (upgradable to 8 processors), 1 GHz with 3 MB L3 cache for each processor.						
	Each server has 16 GB ECC registered SDRAM (upgradable to 32 GB) memory.						
	Each server has 2 x 36 GB SCSI, 320 MB/s, hot-pluggable and RAID-1 internal hard disks.						
	Each server has 3 x 10/100/1000 Ethernet Controller (2 for clustering) network adapters.						
	Each server has 16 MB video controller.						
	Each server has 2 x 200 MB/s fiber driver cards, which backup each other and have load balancing future.						
	Each server has 1 series, 1 parallel, 2 USB 2.0 ports.						
	Each server has 2 x hot-swappable, redundant, 220 V power supplies						
	Each server has Internal CD Rom Drive						
	Each server has Internal 1.44 MB, 3.5 inch floppy disk						



	Servers are connected to each other at cluster architecture. Each server performs its own function during normal cases, in case of a fail at any one of the servers, unfailed server takes the instance running on the failed server on its own and continues without any service cut.						
<b>Item 3</b>	19" Rack-Mountable External Disk Unit						
	Has 15 x 72 GB SCSI, 320 MB/s, hot-pluggable and RAID-5 disk drives						
	Expandable up to 40 disk drives						
	Has 2 x Dual Channel Ultra 320 SCSI RAID Controllers, each has 512 MB cache						
	Has 2 x fiber switches each with eight, 200 MB/s speed ports for connection to the servers which will backup each other,						
	Has 2 x hot-swappable, redundant, 220 V power supplies						
<b>Item 4</b>	Hardware Firewall						
	Has Intel Celeron, min 433MHz or equivalent processor						
	Has min 16 MB Flash and 32 MB RAM memory						
	Has min 3 x 100Mbps Ethernet connections						
	Has TFTP for software update, ASA (Adaptive Security Algorithm), Java Applet and ActiveX filtering, Mail Guard, Intrusion Detection						
	Provides route redistribution between OSPF processes, including OSPF, static, and connected routes.						
	Provides rich dynamic/static NAT (Network Address Translation) and PAT (Port Address Translation) capabilities.						

	Compatible with switch and router.						
<b>Item 5</b>	Local area network equipment						
	Network switch is ethernet, manageable.						
	Network switch has 24 x 10/100 ports and 2 x 10/100/1000 ports						
	Network switch supports SNMP, RMON, port based VLANs						
	Router has 10/100 Ethernet port that supports IP routing and bridging						
	Router has 2 x Voice channels for phone and fax						
	Router has 1 x WAN interface up to 2 MB and 1 x ADSL interface						
	Router supports PPP, HDLC, Frame Relay, NET-3 (Euro ISDN) WAN protocols						
	Router supports VoIP on same platform						
	Router supports DDR, BOD, EIGRP, OSPF, NAT, PAT, DHCP Server, packet filtering IPSec, GRE, L2TP, L2F routing and IP features						
	Modem has leased line and frame relay support						
	Modem has up to 2Mbps connection speed						
	Modem is appropriate to the Turkish Telecom infrastructure, and tested and certified by the Turkish Telecom						
	Modem is 19 inch rack mountable type.						
	Switch and router are compatible with hardware firewall.						

<b>Item 6</b>	19 inch rack cabinets						
	Cabinets are 19 inch, 42U rack type						
	Cabinets have necessary capacity of cooling (fans) and power (fuses, sockets) facilities and breakable wheels						
	Cabinets have all necessary cables & connectors and original montage screws						
	Cabinets carry 42U rack modules						
	Cabinets are min. 60 cm width and 100 cm depth						
	Cabinet-1 is appropriate to place servers, external disk unit, hw firewall, LAN equipment (switch, router, modem) and console (15 inch LCD monitor, 102 key Turkish Q keyboard, 2 buttons mouse with scroll wheel) inside						
	Cabinet-1 has console switch with 1 input and 8 output ports for connection to the equipment included in the cabinet by software and hardware selections						
	Cabinet-1 has maximum 2U height, movable console tray						
	Cabinet-2 is appropriate to place UPS together with control unit and all necessary batteries						
<b>Item 7</b>	Uninterruptable power supply (UPS)						
	UPS has modular design, rack-optimized, 12kW, 230 V Output / 230 V Input						
	UPS has hot swap batteries to ensure continuous operation of the load even when the batteries are being replaced. Battery modules are connected in parallel, for the event of a single battery module failure, other battery modules should still have ability to power up the load						
	UPS has hot swap electronics to ensure continuous operation of loads even when the electronics of the UPS are being replaced						
	UPS has power expansion capability to allow future growth and protects initial investment						
	Included UPS Network Management Card with Environmental Monitoring to provide management of the UPS by connecting directly to the network via web browser,						

	Telnet or SSH. Notification features should inform problems as they occur. For protected servers, unattended shutdown software is provided						
	The product LCD Alphanumeric Display panel information covers utility power, battery status, output volume, and capacity percentage. In case if an alarm condition occurred. The product should also maintain a time-stamped log of all important power and UPS events. The log is accessible from the display for easy diagnostics						
<b>Item 8</b>	Workstation type-1						
	Has Windows XP pro (pre-installed) or equivalent with separate licence						
	Has Norton Anti-Virus Software (pre-installed) or equivalent with separate licence for each workstation						
	Has Intel Pentium IV 2.8 GHZ or equivalent CPU						
	Has 256 MB, minimum 400 MHz DDR-RAM memory						
	Has 40 GB Ultra ATA/100 hard disk						
	Has 10/100 Ethernet adapter						
	Has 32 MB (1280x1024 dpi/85 Hz, 16 bit color, TCO 99) video controller						
	Has 1 series, 1 parallel, 2 USB 2.0 ports						
	Has 52x CD-Rom drive						
	Has 1.44 MB, 3.5 inch floppy disk drive						
	Has 17 inch LCD, flat panel monitor						
	Has 102 key Turkish Q keyboard						
	Has 2 button with scroll wheel mouse, with mouse pad						
	Mother board, monitor, keyboard and mouse have same						

	brand with the workstation.						
<b>Item 9</b>	Workstation type-2						
	Has Windows XP pro (pre-installed) or equivalent with separate licence						
	Has Norton Anti-Virus Software (pre-installed) or equivalent with separate licence for each workstation						
	Has Intel Pentium IV 2.8 GHZ or equivalent CPU						
	Has 256 MB, minimum 400 MHz DDR-RAM memory						
	Has 40 GB Ultra ATA/100 hard disk						
	Has 10/100 Ethernet adapter						
	Has 32 MB (1280x1024 dpi/85 Hz, 16 bit color, TCO 99) video controller						
	Has 1 series, 1 parallel, 2 USB 2.0 ports						
	Has 52x CD-Rom drive						
	Has 1.44 MB, 3.5 inch floppy disk drive						
	Has 15 inch, max. 0.28 dp (or better), low radiation monitor						
	Has 102 key Turkish Q keyboard						
	Has 2 button with scroll wheel mouse, with mouse pad						
	Mother board, monitor, keyboard and mouse have same brand with the workstation.						
<b>Item 10</b>	Laser Printer						
	Has 24 ppm printing speed for A4 size papers						
	Has print quality (resolution) up to 1200x1200 dpi						

	Has 32 MB RAM expandable up to 256 MB						
	Has 1 parallel and 1 USB interface						
	Has Internal 10/100 base Ethernet interface						
	Able to print on A4 size papers						
	Has Turkish character support						
	Has paper tray for 250 pages						
<b>Item 11</b>	Global Positioning Transponders						
	Compatible with and has good performance in Turkish co-ordinate system						
	Has 160x100 Pixel Screen quality						
	Has 15 hours battery usage time						
	Has record capacity of 18.000 co-ordinates						
	Has maximum 2-3 meter error margin						
<b>Item 12</b>	Relational Database Management System (RDBMS)						
	The Relational Data Base Management System should be offered with suitable licence to be installed on the offered clustered Database Servers.						
	The database management system should be based on relational architecture (RDBMS).						
	THE RDBMS should be available on at least the following platforms: HP Tru64 Unix, HP-UX, IBM AIX, IBM OS/390, Linux, Sun SPARC Solaris, Microsoft Windows NT/2000/XP. The RDBMS should have 64-bit support on all 64-bit operating systems it is available on. Please explain any limitations on 64-bit support						

	The RDBMS should not limit the size of the database to be created						
	The RDBMS should support concurrent multi-user access						
	The RDBMS should %100 be compatible with internet/intranet platforms						
	The RDBMS should support ISO 8859-9 and/or TS 5881 character sets (Turkish) for object names and data. It should be possible to use Turkish collating sequences during sort and comparison operations. There should not be any programming required for this task						
	The RDBMS should support “online table reorganization/redefinition”, “online index defragmentation”, “incremental backup and recovery”, “parallel backup and recovery”, “single sign-on”, “replication for sync/async and heterogen data resources”, “serial/parallel query”, “common code base for compatibility” features.						
	The RDBMS should have an integrated diagnostic, tuning and ETL (data transfer & conversion) tools.						
	The RDBMS should support OLAP (Online Analytical Processing), DM (Data Mining), Kerberos,						
	The RDBMS should support a console interface for administration, maintenance, monitoring and tuning.						
	The RDBMS should support certified C2 Level security, Public Key Infrastructure (PKI), “network packet encryption”.						
	The RDBMS should support Active Directory integration.						
	The RDBMS should be certified for the server.						
<b>Item 13</b>	Web based GIS Publication Software						
	Direct read all relevant GIS data formats (MGE, Arc/Info, MicroStation, Oracle SC, Access, AutoCAD, MapInfo and SQL server) without translation						

	Distribution of GIS information with vector-based smart maps						
	Live connecting to more spatial data bases						
	GML support						
	Continuous support for raster data (ortophoto basemap underlying vector data)						
	Support by the end of the warranty period of the project						
	A local representative for WebGIS in Turkey for support purposes						





# Evaluation Criteria for the Technical Assistance

Maximum

## Organisation and methodology

Rationale	5
Strategy <sup>2</sup>	40
Timetable of activities	5

**Total score for Organisation and methodology 50**

## Key experts

### 1-Contract Manager – (Max 10 points)

Qualifications and skills	2
General professional experience	2
Specific professional experience	4
Total Input (man-days)	2

### 2- Project Manager - (Max 15 points)

Qualifications and skills	2
General professional experience	4
Specific professional experience	6
Total Input (man-days)	3

### 3- Software Development/Support Team - (Max 15 points)

Qualifications and skills	2
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<sup>2</sup> Strategies related to specifically project controls, acceptance of the system, change procedures, interaction with the contracting authority, maintenance plan, supplier maintenance support facilities, business analysis and design of VIS, cabling and implementation of communication network, training, Installation, inter alia, must be specifically and clearly indicated. For details, please, see Paragraph 4.2.6, 4.4.2, 7.3, 4.3.2 of the Technical Specifications, D.1.8, and Article 32 of the Special Conditions.

General professional experience	3
Specific professional experience	6
Total Input (man-days)	4

4- Expert (s) in Animal Identification , Registration, Movement Recording, Veterinary Survaillance systems, Epidemiology and Statistics (Max 10 points)

Qualifications and skills	2
General professional experience	2
Specific professional experience	3
Total Input (man-days)	3

<b>Total score for Key experts</b>	<b>50</b>
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<b>Overall total score</b>	<b>100</b>
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<b>Qualifying Score:</b>	<b>80</b>
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**Evaluator's name**

**Evaluator's signature**

**Date**

On the basis of this technical evaluation, the financial proposals shall be evaluated for those tenders, which are technically acceptable (i.e. which meet the Technical Specifications requirements as per **Table 1: Mandatory Requirements**, and which are ranked minimum 80 points out of 100 for evaluation of the quality of their services as per **Table 2: Evaluation Criteria for the Services**. The contract shall be awarded to the lowest compliant tender.

## D. TENDER FORM FOR A SUPPLY CONTRACT

Publication reference: EUROPEAID/116300/D/S/TR

Title of contract: Veterinary Information System

<Place and date>

A: <Name and address of Contracting Authority >.

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### 1 SUBMITTED BY

	Name(s) of tenderer(s)	Nationality
Leader		
Partner 2*		
Etc ... *		

\* add/delete additional lines for partners as appropriate. Note that a subcontractor is not considered to be a partner for the purposes of this tender procedure. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as 'leader' (and all other lines should be deleted)

### 2 CONTACT PERSON (for this tender)

Name	
Address	
Telephone	
Fax	
E-mail	

### 3 TENDERER'S DECLARATION(S)

To be completed and signed by the tenderer (including one from each partner in a consortium).

In response to your letter of invitation to tender for the above contract,

we, the undersigned, hereby declare that:

1 We have examined and accept in full the content of the dossier for invitation to tender No [.....] of [../..]. We hereby accept its provisions in their entirety, without reservation or restriction.

2 We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:

Lot no [....]: *[description of supplies with indication of quantities and origin]*

Lot no [....]: *[description of supplies with indication of quantities and origin]*

Lot No [....]: [.....]

Lot No [....]: [.....]

3 The price of our tender *[excluding the discounts described under point 4]* is:

Lot No 1: [.....]

Lot No 2: [.....]

Lot No 3: [.....]

4 We will grant a discount of [%], or [.....] *[in the event of our being awarded Lot No .....]*.

5 This tender is valid for a period of [.....] from the final date for submission of tenders, i.e. until [../..].

6 If our tender is accepted, we undertake to provide a performance guarantee of [.....], as required by Article 11 of the General Conditions.

7 Our firm/company *[and our subcontractors]* has/have the following nationality:

[.....]

8 We are making this application in our own right and **[as partner in the consortium]** led by < name of the leader / ourselves > ]\* for this tender [Lot No]. We confirm that we are not tendering for the same contract in any other form. [We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, that the performance of the contract, including payments, is the responsibility of the lead

partner, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance].

- 9 We are not in any of the situations excluding us from participating in contracts which are listed in Article 3 of the instructions to tenderers.
- 10 We agree to abide by the ethics clauses in Clause 23 of the instructions to tenderers and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application.
- 11 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the European Communities.
- 12 We note that the Contracting Authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and first name: [.....]

Duly authorised to sign this tender on behalf of:

[.....]

Place and date: [.....]

Stamp of the firm/company:

This tender includes the following annexes:

*[Numbered list of annexes with titles]*

## TENDER GUARANTEE FORM

[On the headed notepaper of the financial institution providing the guarantee]

<Date>

Title of contract: **Veterinary Information System**

Identification number: **EUROPEAID/116300/D/S/TR**

We, the undersigned, [*name, company name, address*], hereby declare that we will guarantee, not merely jointly and severally, but as principal debtor, to the **Central Finance and Contracts Unit, Ehlbeyt Mahallesi 6.Sokak, No: 16/8, Ekşioğlu İş Merkezi, Balgat, Ankara, TURKEY** on behalf of [*Contractor's name and address*], the payment of [*amount of the tender guarantee Euro*], without dispute, on receipt of a first written request from the recipient.

The guarantee will enter into force and take effect from [*submission deadline*].

We note that you will release the guarantee and notify us of the fact at the latest within sixty days of the expiry of the tender validity period, including any extensions, in accordance with Article 8 of the Instructions to Tenderers.

Any dispute concerning this guarantee shall be governed by [*enter the law applicable*] and fall within the competence of [*indicate which jurisdiction applies*].

Name: ..... Position: .....

Signature: .....

Date:

