

## APPENDIX B TO ANNEX II+III TRAINING PROPOSAL

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

The contractor shall prepare a detailed Training Programme including the scope of training, training schedule and instructors' manpower assigned; the Training Programme and the scope of training materials shall be approved by the beneficiary. The nominated trainees may provide their suggestions to the proposed Training Programme during implementation of training.

The contractor shall provide a comprehensive Training Programme for beneficiary staff to ensure that they shall acquire a good working knowledge of the installation, configuration, operation, maintenance and repair of the equipment to be supplied under the contract without any help in daily routine.

The training shall cover theoretical and applied trainings. Training will be performed in Ankara in beneficiary premises. Nevertheless, subject to the request of the beneficiary; trainings, partially or completely, might be delivered remotely in case COVID 19 pandemic situation prevails.

The contractor will be responsible to provide all the necessary service, technical personnel, product, equipment, documentation for the training programs. All costs related to the personnel training, such as training materials, documentation translation costs and other miscellaneous expenses shall be borne by the contractor.

The contractor shall provide the training for a number of end users as specified in the below table. The contents which the training is needed, number of participants to be trained and the minimum period of the training is given in detail below.

Item(s)	Contents	Participants	Indicative Duration
1.1, 1.2, 1.3 and 1.4	Training on-site including theoretical and comprehensive practise	25 persons	1 working day

### Training Documentation

Training course documentation shall be developed specifically for training purposes. Electronic and one hard copy of the training documents in Turkish for each course shall be given to each person participating in the courses.

Training shall be based on the appropriate training documentation for the equipment and systems. This documentation shall be clearly labelled as Training Documentation. Complete sets of training manuals in Turkish shall be provided by the contractor. The language of the training will also be Turkish; if not, interpretation/translation will be provided by the contractor.

### Record of Training

The trainings shall be recorded in audio and video with full HD video camera or recording software (for PC lessons) and the record shall be delivered to beneficiary.

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**We hereby commit ourselves that the training with the minimum quantity above and all other training necessary for successful completion of the contract will be available during the implementation of the project as per the requirements of the contract.**

**Yours faithfully**

**Name and surname: <.....>**

**Duly authorised to sign this declaration on behalf of:**

**<.....>**

**Place and date: <.....>**

**Stamp of the firm/company:**