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

We 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.

The Training Programme shall cover description of the equipment including installation, surveillance, inspection, operation, maintenance, periodical testing, instrument calibration and troubleshooting procedures, as well as necessary background information.

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 and paid by the Contractor.

We 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 teaching materials, travel and accommodation for the Contractor’s personnel, documentation translation costs and other miscellaneous expenses shall be borne by the Contractor.

We shall provide an adequate training for a number of end users as specified in the below table in a way that they will be able to operate the equipment without any help. The lot/item numbers which the training is needed, minimum number of end users to be trained and the minimum period of the training is given in detail below.

| **Item Number** | **Description** | **Training Requirement** |
| --- | --- | --- |
| 1.1 | Crime Scene Investigation Vehicle | At least 5 staff of the Beneficiary personnel  Duration: Minimum 1 day ( at least 4 hours) |

Starting date and time-table of the training courses shall be determined by mutual agreement between the Beneficiary and the Contractor.

**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 first name: <…………………………………………………………………>**

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

**<……………………………………………………………………………………>**

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

**Stamp of the firm/company:**