



**ISTANBUL
CHAMBER^{OF}
COMMERCE**
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ISTANBUL CHAMBER OF COMMERCE

**“RE-CREATING THE PRINCIPLES OF
EMPLOYABILITY THROUGH AI”
PROJECT**

**ACTIVITY
TECHNICAL SPESIFICATION**

2026

1. PARTIES OF THE TECHNICAL SPESIFICATION

In these Terms of Reference, the party requesting the proposal shall be referred to as the **Istanbul Chamber of Commerce (ICOC)**, while the party submitting the proposal shall be referred to as the **Tenderer**.

2. GENERAL INFORMATION ABOUT THE PROJECT

The primary objective of the Erasmus+ KA210-YOU project entitled "**Re-Creating the Principles of Employability Through AI**", which has been awarded a grant by the Turkish National Agency, is to encourage youth workers to utilize artificial intelligence in the fields of entrepreneurship, digital transformation and sustainability, thereby fostering a collaborative ecosystem through a more innovative and inclusive approach.

In the long term, the Project aims to establish an ecosystem in which young people become active participants in the field of artificial intelligence. Through appropriate support and resources, the Project aims to enable young people to create opportunities for themselves, benefit from the effects of social and cultural change and remove the barriers preventing them from making use of technology to contribute meaningfully to society.

As stated in the Project Application Form, ICOC, in cooperation with its project partner, the Municipality of Muro de Alcoy (**Ajuntament de Muro d'Alcoi**), has developed a 7-day project activity programme to be implemented in **Alicante, Spain, in October 2026**, with the participation of **24 youth workers**.

The methodology of the Programme primarily comprises the **toolbox**, policy papers and the project outputs designed to transfer to young people the methods related to the development of artificial intelligence skills. By serving young people's potential to succeed in the digital age, the Project will facilitate the dissemination of innovative practises that integrate artificial intelligence into youth work and will provide a comprehensive framework that can be adapted an adopted in various contexts.

The innovative project activities developed under this project will serve as a practical tool to equip youth workers with the necessary tools to enhance the employability of young people. Consequently, the organisations participating in the Project activities will become more active in promoting the employability of young people and contributing to the development of a more competitive and qualified workforce.

3. DESCRIPTION AND SCOPE OF THE SERVICES TO BE PROCURED AND ACTIVITIES TO BE PERFORMED BY THE TENDERER

These Terms of Reference set forth the procedures and conditions governing the submission of proposals for the Project activities planned to be carried out under the **European Union Erasmus+ Programme (KA210-YOU)** within the scope of the project entitled "**Re-Creating the Principles of Employability Through AI**", implemented by the ICOC, the details of which are specified in these Terms of Reference.

The Tenderer shall provide services to ICOC relating to the accommodation and local transportation arrangements for the 7-day project to be carried out in **Alicante, Spain**, as well as the accommodation, local transfers and organisation of the meetings for the 4-member project team within the scope of **TPM1 (Transnational Project Meeting 1)**.

3.1. Support and Training for TPM1

- Provision of accommodation for the 4-member ICOC project team in **standard single rooms with breakfast included** for **2 nights** in **Valencia, Spain**, on dates to be determined during 2026 for the purpose of planning and coordinating the project activities.
- Provision of transportation for **4 persons** for the planned visits (Valencia – **Municipality of Muro de Alcoy** – Alicante and local transportation within Valencia).

3.2. Project Training Activity

- Provision of accommodation for the **Project Participants and Trainers (27 persons)** for **6 nights and 7 days** within the scope of the project activities to be carried out between **4 and 10 October 2026**.

The above dates are subject to confirmation and may be amended. In such cases, the Tenderer agrees and undertakes to cooperate with ICOC and accommodate any changes accordingly.

- Provision of **3 meals per day (breakfast, lunch and dinner)** for the project participants and trainers (27 persons).
- Provision of **2 coffee breaks per day (morning and afternoon)** for the project participants and trainers throughout the 5-day training programme.
- Organisation of an **outdoor Farewell Dinner** for **35 persons** within the scope of the project.
- Preparation and provision of **27 lunch boxes** for the project participants on the arrival day (4 October 2026).
- Provision of transportation for **27 persons** for one day for visits to other institutions and venues and for the cultural activities organised within the scope of the project.
- Provision of **outdoor lunch and dinner** for **27 persons** on the day when visits to other institutions and venues and cultural activities are carried out.
- Provision of a **training room** within the accommodation facility, together with the necessary equipment, including a **flipchart, whiteboard, projector** and other training materials required for the implementation of the project activities.

Pricing

*All prices and cost items submitted under this proposal shall be prepared in **Euro (EUR)**. All financial evaluations relating to the proposal process and all contractual procedures shall be conducted using this currency.*

Services
Organisation and Delivery of TPM 1 in 2026 (4 members from ICOC's Project Team)
Provision of accommodation, meals, and training facilities for 27 participants between 4 and 10 October 2026. (16 participants from Türkiye, 8 participants from Spain and 3 trainers (1 from Spain, 2 from Türkiye))
Logistical and Operational Support for Transportation and Cultural Excursion in Alicante
Provision of lunch and dinner for 27 participants on the day of the cultural excursion.
Organisation of Farewell Dinner for 35 persons (8 October 2026)
Provision of 27 lunch boxes (4 October 2026)

These descriptions cover the standard services. Following the outcome of the procurement procedure, the scope of the services shall be mutually agreed upon by ICOC and the successful Tenderer and shall be set out in the contract to be signed between the parties.

4. REQUIREMENTS

- The Tenderer shall provide references relating to its previous experience in similar fields.
- The Tenderer or the venue arranged by the Tenderer shall have a practice classroom, workshop or similar facilities.
- **One staff member** employed by the Tenderer shall be present at the accommodation and training venue during the training hours between **4 and 10 October 2026**.

5. IMPLEMENTATION SCHEDULE AND SUPERVISION OF THE SERVICES

- The Tenderer shall comply with the implementation schedule and all requirements set forth in these Terms of Reference. The Tenderer shall comply with all rules and procedures determined by ICOC and with the **European Union Visibility Guidelines**. Otherwise, the Tenderer shall be liable for any losses or damages arising therefrom.
- The Tenderer shall keep ICOC informed at every stage throughout the implementation of the services.
- The Tenderer shall comply with all instructions issued by ICOC, implement any requested modifications and revise the Project where required. Otherwise, the Tenderer shall be solely liable for any damages arising therefrom.
- Following the evaluation of the proposals submitted under these Terms of Reference and upon acceptance of the successful proposal by ICOC, **50% of the total contract value** shall be paid to the Tenderer as an advance payment upon submission of the accommodation payment receipt (such as a hotel payment receipt). The remaining **50%** shall be paid upon submission of the invoice following the completion of the project activities to be carried out between **4 and 10 October 2026**.

6. DOCUMENTS TO BE INCLUDED IN THE PROPOSAL

The proposal shall include the following documents:

- Financial Proposal, Work Plan and Cost Breakdown
- Reference List and Reference Letters
- Tax Identification Number (NIF or equivalent, where applicable)
- Tax Registration Certificate
- Certificate of Tax Registration Status

7. SUBMISSION OF PROPOSALS, DEADLINE AND VALIDITY PERIOD

Tenderers shall submit their proposals **in PDF format** by e-mail to the e-mail address of the ICOC representative specified in the procurement announcement.

Proposals shall **only** be sent to the e-mail address indicated in the announcement. No other e-mail address shall be included as a recipient or in copy (CC). Proposals submitted in violation of this requirement shall not be considered.

Confirmation of receipt of proposals may be requested from the ICOC representative specified in the procurement announcement.

The deadline for submission of proposals is **29 July 2026 (Wednesday) at 15:00 (Türkiye Time)**.

Proposals shall remain valid for a minimum period of **sixty (60) calendar days** from the proposal submission deadline. Should ICOC request revisions during the evaluation process, the Tenderer shall revise its proposal accordingly.

8. COSTS TO BE INCLUDED IN THE PROPOSAL

All transportation, insurance, taxes, stamp duty, duties, fees, and any other costs payable under the applicable legislation arising during the implementation of the contract shall be borne by the Tenderer.

9. RECEIPT AND OPENING OF PROPOSALS

The opening of the proposals submitted to ICOC, the date and time of the opening, and the evaluation of the proposals shall be carried out by the ICOC Management.

The results shall be communicated to the Tenderers by ICOC.

10. PAYMENT AND GUARANTEE

For the services covered by these Terms of Reference, **50% of the total Contract value** shall be paid to the Tenderer as an advance payment upon submission to ICOC of documentary evidence confirming the accommodation reservation (such as a hotel payment receipt, invoice, hotel reservation confirmation, or equivalent documentary evidence).

The remaining **50% of the Contract value** shall be paid to the Tenderer upon completion of the project activities to be carried out between 4 and 10 October 2026 and submission of the relevant invoice.

If the Tenderer is unable to provide a bid security or performance security letter of guarantee, ICOC may make an advance payment not exceeding **50% of the total Contract value**, provided that documentary evidence confirming the accommodation reservation, such as a hotel payment receipt, voucher, hotel reservation confirmation, or equivalent documentary evidence, is submitted to ICOC.

Should the Tenderer fail to fulfil its contractual obligations, fail to commence the services, or fail to exercise due diligence in the performance of the services, the advance payment shall be reimbursed to ICOC together with a contractual penalty calculated at the rate of **0.03% (three ten-thousandths)** of the advance payment amount for each calendar day.

11. TERMINATION AND COMPENSATION

ICOC shall have the right to terminate the Contract without prior notice if the Tenderer:

a) fails to fulfil any of its contractual obligations or breaches any provision of the Contract;

or

b) becomes bankrupt; enters into liquidation or dissolution; applies for concordat; is granted temporary or final concordat period; has a concordat approved; has a trustee, concordat commissioner or bankruptcy administrator appointed over all or part of its assets; has all or part of its assets seized or confiscated; or becomes unable to pay its debts.

In such cases, the Tenderer acknowledges, declares, and undertakes that it shall be fully liable for any direct or indirect, actual and consequential losses or damages incurred by ICOC as a result of the termination of the Contract.

In such cases, the Tenderer accepts, declares and undertakes that it shall be liable for any direct or indirect damages, including actual losses and loss of profit, incurred by ICOC as a result of the termination of the Contract.

Where the actual damages exceed the amount of such compensation, ICOC shall be entitled to claim the additional damages from the Tenderer.

In the event of a breach of the Contract, ICOC reserves the right to have the services covered by the Contract performed by a third party and to recover any resulting costs from the Tenderer.

The Tenderer further accepts, declares and undertakes that it shall be the sole legal party responsible for any legal proceedings arising from a breach of the Contract and shall indemnify ICOC against any damages, compensation, legal costs, attorneys' fees and any other expenses arising therefrom.

Events beyond the control of the Parties, including natural disasters, war, mobilisation, fire or similar events, which did not exist and could not have been foreseen on the date of execution of this Contract and which temporarily or permanently prevent either Party from performing its obligations, shall constitute Force Majeure.

The Party affected by a Force Majeure event shall immediately notify the other Party in writing. During the continuation of the Force Majeure event, the obligations of the Parties shall be suspended.

If the Force Majeure event continues for more than thirty (30) days, the Party whose rights are adversely affected shall be entitled to terminate this Contract without paying any compensation.

As the services covered by this Contract are to be performed within a specified period, ICOC shall also have the right to terminate the Contract without granting any additional period in the event of Force Majeure. In such case, any amounts paid by ICOC up to that date shall be refunded to ICOC.

In all such cases, the provisions relating to Liquidated Damages and Guarantees shall remain valid.

ICOC reserves the right to terminate the Contract at any time without stating any reason.

In the event that the Contract is terminated or declared invalid for any reason, the Parties accept and declare that the provisions of the Contract relating to Liquidated Damages shall remain valid and enforceable.

The Tenderer shall be directly liable for any accidents involving its personnel and for any material or non-material damages arising therefrom. The Tenderer shall also be solely responsible for any damage caused by its personnel to third parties.

The Tenderer irrevocably accepts, declares and undertakes that, in the event it fails to duly perform its obligations arising from this Agreement, breaches any provision of this Agreement, the Agreement is terminated for any reason attributable to the Tenderer, or ICOC incurs or is exposed to the risk of incurring any direct or indirect loss or damage in connection with this Agreement, any loss incurred by ICOC shall be claimed from the Tenderer and shall be paid immediately by the Tenderer. Nothing contained in this Agreement shall be construed as eliminating, limiting or constituting a waiver of any other rights, claims, receivables, causes of action, legal remedies or enforcement rights available to ICOC under this Agreement, the applicable legislation or any other relevant laws and regulations.

12. CONTRACTUAL PENALTIES

If the Tenderer fails to perform its contractual obligations within the prescribed time or fails to perform them properly, the Tenderer shall pay ICOC a contractual penalty equal to 3% of the total daily Project value for each day of delay or improper performance.

Where the actual damages exceed the amount of the contractual penalty, ICOC shall be entitled to claim the additional damages from the Tenderer. ICOC's right to claim a contractual penalty shall not prevent it from requiring the Tenderer to perform its contractual obligations. ICOC reserves the right to increase the contractual penalty, taking into account the total Contract value.

The contractual penalty provisions shall apply in the event of any breach of the Contract, including delay, even if the Tenderer is not at fault.

ICOC may recover the contractual penalty from any outstanding payments due to the Tenderer or from the Guarantee. If such amounts are insufficient, ICOC reserves all of its rights in respect of the remaining amount.

The Tenderer accepts, declares and undertakes that the contractual penalty is not excessive and that it shall not make any claim against ICOC in this respect.

Apart from the amounts specified above, the Tenderer shall not claim any payment from the Contracting Authority under any title whatsoever (including commissions, fees, expenses, taxes, transportation costs or similar charges) in respect of the services to be provided under these Terms of Reference.

13. CONFIDENTIALITY AND PERSONAL DATA PROTECTION

The Tenderer accepts, declares and undertakes that all information, documents, data, records, projects, technical information, trade secrets, financial information, software, designs, methods, processes, reports, electronic records, personal data, special categories of personal data and, without limitation, any and all confidential information and documents belonging to ICOC, its affiliates, members, employees, directors, business partners, contractors and/or third parties, which the Tenderer obtains or accesses in any manner whatsoever in connection with the performance of this Specification and/or the Agreement, shall be deemed confidential and the exclusive property of ICOC. The Tenderer further undertakes to protect such Confidential Information with the utmost degree of care and diligence.

The Tenderer undertakes to process all personal data obtained during the performance of this Agreement in full compliance with the Turkish Personal Data Protection Law No. 6698 ("KVKK"), the relevant secondary legislation, the decisions of the Turkish Personal Data Protection Board and all other applicable legislation. The Tenderer shall process such personal data solely for the purposes of performing this Agreement and shall not process, reproduce, transfer, disclose,

publish, share, or make such data available to any third party, whether domestically or internationally, except as expressly instructed in writing by ICOC.

The Tenderer shall implement and maintain all necessary technical, administrative and organizational measures required to ensure the security and confidentiality of personal data and Confidential Information, including the establishment of appropriate information security systems and safeguards against unauthorized access, loss, alteration, disclosure, copying or any unlawful processing. The Tenderer shall ensure that its employees, directors, representatives, consultants, subcontractors and any other persons engaged by it fully comply with the provisions of this Article and shall be fully liable for their acts and omissions as if they were its own.

The Tenderer shall notify ICOC in writing without undue delay and, in any event, no later than twenty-four (24) hours after becoming aware of any unauthorized access to personal data or Confidential Information, data breach, cyberattack, data loss, unauthorized use or any similar information security incident or risk thereof. The Tenderer shall provide ICOC with all information and documentation requested by ICOC and shall immediately take all necessary actions and measures to eliminate, mitigate and remedy the consequences of such incident.

Upon the expiration or termination of the Agreement for any reason whatsoever, or upon ICOC's first written request, the Tenderer shall immediately return to ICOC all information, documents, records, electronic data, personal data, backup copies and any other materials belonging to ICOC. Upon ICOC's written instructions, the Tenderer shall securely erase, destroy or anonymize such information and shall certify in writing that such actions have been duly completed. The Tenderer further undertakes not to retain any copies thereof in any form whatsoever.

The confidentiality and personal data protection obligations set forth in this Article shall survive the expiration, termination or invalidity of the Agreement and shall remain in full force and effect indefinitely.

Should the Tenderer breach any provision of this Article, the Tenderer shall immediately indemnify ICOC, upon first demand, for any and all direct or indirect losses, damages, administrative fines, compensation, legal proceedings, enforcement proceedings, attorneys' fees, court costs and any amounts that ICOC may be required to pay to third parties. Furthermore, ICOC shall have the right, without prejudice to any other rights or remedies available under this Agreement or applicable law, to immediately and unilaterally terminate the Agreement and to partially or fully call upon, realize and/or forfeit any security or guarantee provided by the Tenderer.

14. REJECTION OF ALL PROPOSALS AND THE CONTRACTING AUTHORITY'S RIGHT TO CANCEL THE PROCUREMENT PROCEDURE

ICOC reserves the right to cancel the procurement procedure where it deems necessary or where it determines that the procurement documents contain matters preventing the procurement procedure from being carried out and that cannot be remedied.

ICOC reserves the right to reject all proposals and cancel the procurement procedure without stating any reason.

ICOC shall not incur any liability as a result of rejecting all proposals.

15. PROCUREMENT AWARD

The procurement decision shall be made solely by ICOC.

In addition to the most economically advantageous price proposal, the Tenderer's performance and qualifications shall also be taken into consideration.

As ICOC is not subject to **Public Procurement Law No. 4734**, it reserves the right to award the Contract to any Tenderer.

Proposals that do not comply with the specifications set out in this Terms of Reference for the systems subject to the procurement shall not be considered.

16. LEGAL LIABILITY

The Tenderer shall perform all works and services undertaken under this Specification and the Agreement to be executed in accordance with all applicable national and international laws, regulations, administrative requirements, professional rules, ethical principles and the legislation of the relevant country.

The Tenderer shall be solely responsible for all acts, omissions, negligence, defaults and misconduct of its employees, representatives, directors, consultants, subcontractors and any third parties engaged by it in the performance of the contractual services. The acts and omissions of such persons shall be deemed to be the acts and omissions of the Tenderer itself.

The Tenderer shall bear the sole responsibility for complying with all obligations relating to occupational health and safety, social security, taxation, labour legislation, customs, environmental legislation, intellectual and industrial property rights, personal data protection legislation and all other applicable legal requirements in connection with the performance of the services. Accordingly, the Tenderer shall indemnify and hold ICOC harmless against any and all claims, lawsuits, enforcement proceedings, administrative sanctions, administrative fines, compensation claims and any other financial liabilities asserted against ICOC by public authorities or third parties arising out of or in connection with the performance of the Agreement.

The Tenderer acknowledges and agrees that it shall be solely liable for any occupational accident, occupational disease, death, bodily injury, property damage or damage caused to third parties during the performance of the Agreement, including all material and moral damages, compensation claims and any other liabilities arising therefrom.

Should the Tenderer act in breach of the Agreement, the Specification or the written instructions of ICOC, the Tenderer shall, upon first written demand, immediately compensate ICOC for any and all direct or indirect losses, loss of profit, contractual penalties, administrative fines, court costs, attorneys' fees and any amounts paid by ICOC to third parties. ICOC shall further be entitled to set off such losses against any security provided by the Tenderer and/or to partially or fully call upon, realize and/or forfeit such security, without prejudice to any other rights or remedies available to ICOC under the Agreement or applicable law.

17. NON-ASSIGNMENT

The Tenderer shall not, without the prior written consent of ICOC, assign, transfer, novate, subcontract, delegate or otherwise dispose of, whether in whole or in part, any of its rights, receivables, obligations or liabilities arising under this Specification or the Agreement, nor shall it cause the services to be performed by any third party in any manner whatsoever.

Any merger, demerger, conversion, share transfer, dissolution, liquidation or any change in the corporate structure or organization of the Tenderer shall not release the Tenderer from its obligations under the Agreement unless expressly approved in writing by ICOC.

Even where ICOC grants its prior written consent to any assignment, transfer or subcontracting, the Tenderer shall remain jointly and severally liable for the due and complete performance of all obligations arising under the Agreement.

18. SETTLEMENT OF DISPUTES

Any disputes arising under these Terms of Reference shall be settled by arbitration in accordance with the **Arbitration Rules of the Istanbul Chamber of Commerce Arbitration and Mediation Center (ITOTAM)**.

Any disputes arising between the Parties shall be governed by Turkish law.

19. INVITATION TO EXECUTE THE AGREEMENT

The Contract prepared by ICOC in accordance with the conditions set out in the procurement documents shall enter into force upon its execution by the ICOC Management and the successful Tenderer.

The Contract, together with the Administrative Specification and the Technical Specification, shall form integral and inseparable parts of the procurement documents.

The Tenderer shall execute the Agreement within ten (10) business days following the date of receipt of the notification that its tender has been accepted.

Should the Tenderer fail, without a justified reason acceptable to ICOC, to execute the Agreement within the prescribed period, ICOC shall, without the need for any prior notice, demand or further formality, be entitled to cancel the tender, execute the Agreement with the Tenderer ranked as the next most economically advantageous tenderer or with any other Tenderer deemed appropriate by ICOC, or to re-tender the procurement.

The Tenderer irrevocably accepts, declares and undertakes to indemnify ICOC, without raising any objection, for any and all direct and indirect losses, additional costs, price differences, expenses and any other damages incurred or to be incurred by ICOC as a result of the Agreement not being executed within the prescribed period, the prolongation of the tender process or the need to conduct a new tender procedure.

ICOC shall be entitled to claim such losses directly from the Tenderer, and the Tenderer shall immediately pay the relevant amount upon ICOC's first written demand. The rights granted to ICOC under this Article shall be without prejudice to any other rights, claims, remedies or legal actions available to ICOC under the Agreement, this Specification or the applicable legislation.

20. MISCELLANEOUS PROVISIONS

By submitting its tender, the Tenderer acknowledges, declares and undertakes that it has read, fully understood and unconditionally accepted all the provisions of this Specification without any reservation whatsoever. The Tenderer further undertakes that, should its tender be accepted, it shall execute the Agreement prepared in accordance with the provisions of this Specification without requesting or imposing any amendment, addition, reservation or condition. Any request made by the Tenderer for the amendment or modification of the Agreement shall not be binding upon ICOC, and ICOC shall be under no obligation to accept any such request.

Any tender received by ICOC after the deadline specified for the submission of tenders shall, without the need to provide any justification, not be taken into consideration and may be rejected unopened or excluded from evaluation. ICOC shall not be liable for any delay resulting from postal services, courier services, electronic communication systems, technical failures or any other similar reason, and such delay shall not confer upon the Tenderer any right or claim against ICOC.

This Specification consists of twenty (20) main articles and eleven (11) pages.

ISTANBUL CHAMBER OF COMMERCE (ICOC)