

## **Minutes of the Zoom meeting held on October 11<sup>th</sup> at 14.00**

Mr. Emre Donmez, the Senior Project Coordinator, extended a welcome to the potential service providers and took the opportunity to introduce the project team. Furthermore, he provided a comprehensive overview of the project, ensuring that all participants gained a clear understanding of the scope and context of the anticipated communication and visibility efforts.

Ms Esra Isen, the Communications Officer, provided information on the key points of the expectations regarding the deliverables and clarified that the company would not be expected to work full time for full three years for the project.

Ms Gözde Berker, the Finance and Procurement Officer, provided information on the financial aspects of the Request for Quotation (RfQ) and emphasized the importance of adhering to specific instructions when submitting the offers.

Ms Berker requested the potential service providers to:

- Fill in the offers with due diligence.
- Double-check calculations to avoid any errors.
- Ensure the inclusion of the total price in the offers.
- Ensure that travel-related expenditure is not included in the offers.
- Specify unit prices and total amounts, excluding VAT.
- Maintain a minimum bid validity of two to four weeks.
- Fill in the delivery time: "as indicated in the ToR"
- Keep ILO's payment terms blank.
- Provide the position and the contact information of the authorised signatory.