

4.2. The tender document shall be provided along with a memorandum indicating the documents in the content. The Tenderer shall check whether the documents comprising the tender document are true copies and the documents are complete. TP shall receive the declaration of the tenderer indicating that he has received all true copy documents comprising the tender document with a signature affixed on the said memorandum.

ARTICLE 5- THE PLACE WHERE THE TENDERS SHALL BE SUBMITTED, DEADLINE DATE AND TIME OF SUBMITTING TENDERS

5.1. The place where the tenders shall be submitted, deadline date and time of submitting tenders;

- a) The place where the tenders shall be submitted: **TP GENEL MUDURLUGU - GELEN EVRAK SERVİSİ**
- b) Deadline date of submitting tenders (date of procurement) : **18/08/2026**
- c) Deadline time of submitting tenders (time of procurement) : **14:30**

5.2. The tenders shall be submitted to the place specified above until the deadline date and time of submitting tenders or sent via registered and prepaid mail. The tenders that are not received by TP until the deadline time of procurement shall not be taken into consideration.

5.3. The tenders submitted to or received by TP shall not be returned for any reason other than for issuing addendum in accordance with Article 14 of this Administrative Tender Document hereby.

5.4. In the event that the date determined for the procurement is holiday, the procurement shall be held on the next business day at the time specified above at the same place, and the tenders submitted up to that time shall be accepted.

5.5. The procurement shall be held at the time specified above although working hours change due to seasonal adjustments.

5.6. National time setting of Turkish Radio Television Authority (TRT) shall be taken as basis for time settings.

ARTICLE 6- SCOPE OF THE TENDER DOCUMENT

6.1. The tender document comprises of the following documents:

- a) **Administrative Tender Document**
- b) **Unit Price List**
- c) **Technical Specification**
- d) **Offer Summary Form**

6.2. In addition, addenda to be published by TP as well as the written clarifications to be made by TP upon the written request of the Tenderers shall be an integral binding part of the tender documents in accordance with the relevant provisions of this Administrative Tender Document hereby.

6.3. The Tenderer shall be liable to carefully review the content of all documents listed above. The Tenderer shall be liable in the event that he could not fulfill the requirements for submitting the tender. The tenders that are not in compliance with the procedure stipulated and described in the tender document shall not be taken into consideration.

PART II – PROVISIONS OF PARTICIPATION IN THE PROCUREMENT

ARTICLE 7- DOCUMENTS AND QUALIFICATION CRITERIA REQUIRED FOR PARTICIPATION IN THE PROCUREMENT

7.1. The Tenderers are required to submit the following documents or their electronic copies within their tenders in order to be able to participate in the procurement:

- a) Declaration of address for notification as well as phone and, if any, fax number and e-mail address for contact,
- b) Certificate of Chamber of Commerce showing the company's commercial activities as per the legislation;
 - 1) In the event that the Tenderer is a real person, the certificate received within the year when the first announcement with regard to the procurement is made and indicating registration to the Chamber of Commerce and/or Industry or Profession,