

Department for International Development
Abercrombie House
Eaglesham Road
EAST KILBRIDE
Glasgow
G75 8EA

Crown Agents Ltd
St Nicholas House
St Nicholas Rd
Sutton
Surrey
SM1 1EL

Telephone: East Kilbride 01355 84 4000
Directline: 01355 84

Fax (Gp 3): East Kilbride 01355 84 3499

File Ref: PO 6353

Date: 20th May 2015

Contract Amendment No: 3

CALLDOWN CONTRACT FOR: Goods and equipment for the EQUIP-T programme in Tanzania
CALLDOWN CONTRACT NUMBER: PO 6353

1. With reference to the contractual letters dated 6th August 2013, 25th March 2014 and 28th October 2014 whereby your firm was engaged to carry out the terms of reference therein, I confirm that the UK Government wishes to make the following amendment to the letter of 6th August 2013, 25th March 2014 and 28th October 2014.
2. This amendment relates to additional goods and equipment needs, with a £345,552.94 increase to the overall financial limit of the contract

Section 1

Paragraph 3.1, Line 1

DELETE “£509,668.41” and INSERT “£855,221.35”

ANNEXES

Delete Annex A in toto and replace with Annex A attached

Delete Annex D in toto and replace with Annex D attached

Delete Annex F in toto and replace with Annex F attached

Insert Annex BD1 attached

Insert Annex BD2 attached

3. These amendments relate to the procurement of 5,500 solar powered battery chargers, 5,500 carrying cases for Samsung Tab 4-8”, 4,000 School Notice Boards and 65,000 Plastic 4-Ring A4 Folders as outlined in the amended Terms of Reference attached.
4. Please confirm in writing by signing and returning one copy of this letter, within 15 working days of the date of

signature on behalf of DFID that you accept the amendments set out herein.

5. Please note the provision in the contractual letter that the financial limit of the UK Government's liability to the Supplier under this engagement shall not exceed the sum specified unless the amount of any such excess has been agreed by the Department for International Development in writing before the Supplier takes any action which might result in the financial limit being exceeded.

For and on behalf of
The Secretary of State
for International Development

Name:

Position: Procurement Professional

Signature:

Date: 20th May 2015

For and on behalf of
Crown Agents Ltd

Name:

Signature:

Date:

Annex A

Terms of Reference for the procurement of goods/equipment for EQUIP-T
Procurement Agent Crown Agents
Aries Supplier ID 11085
Aries Component Code 203363-106
PO 6353 (Amendment 3)

Introduction

1. EQUIP-T is a four-year education programme financed by the Department for International Development (DFID) for the benefit of the Government of Tanzania. EQUIP-T aims to improve education primarily focusing at the council level, working in 36 councils. The focus will be on the integrated development of existing council education systems incorporating school improvement, education governance and management systems. It will aim to develop in these councils an affordable and replicable model for scale-up by government across other councils in Tanzania.
2. EQUIP-T programme management is based in Dodoma and Dar-es-Salaam and currently covers 4 regions: Dodoma, Kigoma, Shinyanga and Tabora.
3. The programme will now be covering a further three regions – Simiyu (March 2014 onwards), Lindi and Mara (October 2014 onwards). Within each region, EQUIP-T has a regional office from which the respective district education teams in each region receive support for their implementation.
4. Given the distances between regional hubs and county capitals, the often unpredictability of flight schedules and expense of air-travel, and the condition of artery roads, it is imperative that the programme has good quality vehicles to facilitate the implementation of EQUIP-T for each region.

Objective

5. The procurement objective is to have sufficient vehicles available to enable implementation of EQUIP-T for the all regions mentioned above:

Dodoma Region	Two 4x4 Station Wagons for urban/rural transportation of 7-8 Passengers	1 Saloon/Sedan for urban transportation of 4-5 Passengers
Kigoma Region	Two 4x4 Station Wagons for urban/rural transportation of 7-8 Passengers	1 Saloon/Sedan for urban transportation of 4-5 Passengers
Shinyanga Region	Two 4x4 Station Wagons for urban/rural transportation of 7-8 Passengers	1 Saloon/Sedan for urban transportation of 4-5 Passengers
Tabora Region	Two 4x4 Station Wagons for urban/rural transportation of 7-8 Passengers	1 Saloon/Sedan for urban transportation of 4-5 Passengers
Simiyu Region	Two 4x4 Station Wagons for urban/rural transportation of 7-8 Passengers	
Lindi Region	Two 4x4 Station Wagons for urban/rural transportation of 7-8 Passengers	
Mara Region	Two 4x4 Station Wagons for urban/rural transportation of 7-8 Passengers	
Dodoma, Kigoma, Shinyanga, Tabora, Simiyu, Lindi and Mara Regions	***4,000 School Notice Boards	Required by December 2014 Delivery expected in January 2015
Dodoma, Kigoma,	***65,000 Plastic 4-Ring A4 Folders	January 2015

Shinyanga, Tabora, Simiyu, Lindi and Mara Regions		Delivery expected in March 2015
All programme regions	3,682 Teaching aid tool kit (stationery etc) Grade 4 -7**	Required by July 2015
All programme regions	Second tranche of literacy materials**	Required by June 2015
All programme regions	***5,500 Solar powered battery chargers for Samsung Tab 4-8" Tablets, and 5,500 Carrying cases for Samsung Tab 4-8"	Required by 15 March 2015 Deliveries expected: - solar charges in August 2015 - carrying cases in July 2015

* Greyed out lines represent items not included in this Amendment 3.

** For indication only, proceed to procurement will be given in due course – if need be only

*** The items to be purchased under this Amendment 3

6. The Managing Agent (Mott MacDonald Limited trading as Cambridge Education – hereafter referred to as CE) will provide the required technical specification of the goods / equipment. The Procurement Agent (Crown Agents – hereafter referred to as “PA”) will work with the Managing Agent and will procure the solar powered battery chargers and carrying cases for Samsung Tab 4-8” Tablets, manage the transportation up to the desired delivery place and manage necessary tax duties and customs clearance. The Procurement Agent will undertake the customs clearance related to any importation of goods. Any tax duties will be the responsibility of the project / DFID Tanzania to either pay or obtain the relevant exemption.
7. Crown Agents will demonstrate that its technical and commercial capacity will deliver Value for Money in the management of this programme.

The Recipient

8. The recipient of the service is CE, Managing Agent of EQUIP-T on behalf of PMO-RALG and the target regions and districts of EQUIP-T, as specified above.

The Scope

9. Tablet Accessories

The Scope of the procurement is as follows (in red) and attached in Annexes BD 1 Procurement Plan and BD2 Specifications:

10. Vehicles

The Scope of the procurement is as follows and attached in Annexes BA & BA-1 (March 2014) and CA & CA-1 (March 2014).

- Fourteen 4x4 Station Wagons for urban/rural transportation of 7-8 Passengers each (two per region)
- Four Saloon/Sedan for urban transportation of 4-5 Passengers

11. Notice Boards***

The Scope of the procurement is as follows:

- ***4,000 School Notice Boards within the 7 Regions covered by the EQUIP-Tanzania programme.

12. Folders for Training Materials***

The Scope of the procurement is as follows:

- ***65,000 folders for the purpose of beneficiaries keeping training/reference materials for all EQUIP-Tanzania capacity building programmes.
- Teaching aid toolkit (stationery etc.) Grade 4-7: 3,682 Teaching Aid Toolkit (stationery etc.) for Grade 4-7 – specifications to be developed later on.

13. Second tranche of literacy materials - 7 – specifications to be developed later on.

14. Tablet accessories*** - 5,500 Solar powered battery chargers for Samsung Tab 4-8" Tablets; and 5,500 Carrying cases for Samsung Tab4-8" Tablets both delivered to the EQUIP-Tanzania warehouse in Dar es Salaam Tanzania.

Grayed out lines represent items not included in this Amendment 3.

*** The items to be purchased under this Amendment 3

15. Crown Agents will be responsible for the effective management, coordination and monitoring of the delivery of the goods and equipment in order for the Managing Agent to be able to achieve their own output delivery.

The Requirements

16. The Procurement Agent will work with the Managing Agent who will provide the required technical specification of the goods / equipment to the PA. Through the use of the Procurement Agent, the procurement procedure is expected to ensure that:

- Procurement is undertaken in accordance with DFID Guidance on Procurement of Goods and Environmental Procurement Policy
- The programme benefits from the extensive knowledge and experience of the agent in procuring such goods, ensuring "Value for Money" and transparency. The identification of appropriate suppliers will be done through competitive price comparison or bidding that will realise the best value for money, providing clear explanations to DFID and the Managing Agent on the evaluation and decision criteria.
- Fiduciary discharge is done on behalf of DFID, which would include processing payment as and when services have been delivered to a satisfactory standard by the suppliers. This includes mitigating the risk of mis-specification, damage and late delivery.

17. Broad project adherence is met to the estimated budget with significant deviations having to be authorised by the Managing Agent and/or DFID.

18. When considering the reality on the ground it will be essential for the PA and the Managing Agent to work closely to avoid delivery and operational delays. To this end the PA must put in place appropriate resources to meet the programme's procurement requirements, and develop appropriate knowledge in-country.

Constraints and dependencies

19. There are no constraints or dependencies forecast for the procurement activity.

Method and deliverables

20. PA will set up a PA Project Management Unit (CA-PMU), which will coordinate the effective management and monitoring of the programme with the DFID-Tanzania and Managing Agents PMUs. The CA-PMU will comprise of 1 project coordinator. The PA project coordinator will incorporate into the PA-PMU existing PA support staff to support the CA- PMU on a need basis. A communication matrix is attached in Annex F.
21. Clear communication channels and / or approval processes will be established within PA and between PA, DFID Tanzania and the Managing Agent.
22. A variety of considered solutions to management (including procurement, delivery and financial management) challenges, identifying the advantages and disadvantages of each course, will be presented to DFID Tanzania and the Managing Agent for final decision making, as and when necessary.
23. PA will also:
 - Meet with the Managing Agent and agree in writing on the exact needs and specifications in line with the project proposal and the realistic estimated cost.
 - Agree in writing with the Managing Agent an implementation plan that clearly defines the procurement processes/stages of securing suppliers and a realistic delivery time table.
 - Agree in writing the roles and responsibilities of the Managing Agent and PA in the implementation of the project.

Financial Management

24. Payments will be linked to outputs. Outputs shall be explained in details in the procurement plan, along with associated budget and timeframe.
25. The Agent will submit invoices and / or remittance requests for payment to DFID for procurement undertaken as part of this contract.
26. Schedule of prices is detailed in Annex D.
27. Procurement Agents savings target are developed in Annex E.
28. An inventory of all assets procured under the programme will be maintained by PA and the Managing Agent. At the end of the programme period or once contracts have been completed, DFID will decide in consultation with key stakeholders how best to dispose of assets acquired with DFID funding.

Reporting

29. The PA will report to DFID Programme Officer and to the Managing Agent's Programme Manager and will provide the following:
 - Agreed business needs and vehicles or goods specifications with the programme within two weeks of signing the contract.
 - Project Procurement/implementation plan agreed and signed with the project clearly defining the roles and responsibilities of each party. This should be produced within a month after the PA's call down contract is signed.
30. Quality monthly progress narrative reports will be submitted to DFID by PA. A submission schedule will be discussed and agreed between PA and DFID. The monthly reports will include a full report on progress,

detailing deliverables achieved in the preceding month and any proposed corrective action. Detailed work plans for the next month and expected deliverables to be achieved will be submitted by PA to DFID.

31. Accurate monthly financial reports, starting from April 2014, will be submitted, including a breakdown of costs for material, logistics, insurance (if any) and procurement fee, in line with the DFID Collaboration Unit monthly reporting.
32. In accordance to the Overarching Framework Agreement 5755, any procurement which is subject to the EU Directives will be subject to the timescales set out under the relevant EU procedure. The PA will place a Prior Indicative Notice in OJEU wherever possible in order to reduce the timescales.
33. Whenever appropriate PA will acknowledge that DFID is providing the funding for this procurement.

Project Evaluation

34. At the end of the programme, the Managing Agent, PA and DFID-Tanzania will undertake a joint Project Evaluation to confirm the results achieved, Value for Money, success of the programme in delivering outputs, lessons learnt and challenges encountered. This project evaluation will include a final financial report.

Timeframe:

35. PA will issue invitation to bid to framework suppliers (timeframe 2 weeks+)
36. Evaluation of bids, preparation of evaluation report, issue of Summary of Costs by PA (timeframe 1 week)
37. Acceptance of SOC by EQUIP-T programme (timeframe 1 week)
38. Acceptance by DFID: (timeframe up to 1 week)

Duty of Care

39. The Supplier is responsible for the safety and well-being of their Personnel of the Contract and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.
40. DFID will share available information with the Supplier on security status and developments in-country where appropriate. Annex H details Tanzania Duty of Care country assessment.
41. All Supplier Personnel will be offered a security briefing by the British Embassy/DFID on arrival. All such Personnel must register with their respective Embassies to ensure that they are included in emergency procedures.
42. A copy of the DFID visitor notes (and a further copy each time these are updated), which the Supplier may use to brief their Personnel on arrival.
43. The Supplier is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this contract and ensuring that their Personnel register and receive briefing as outlined above. Travel advice is also available on the FCO website and the Supplier must ensure they (and their Personnel) are up to date with the latest position.

44. This Procurement will require the Supplier to operate in conflict-affected areas and parts of it are highly insecure. Travel to many zones within the region will be subject to travel clearance from the UK government in advance. The security situation is volatile and subject to change at short notice. The Supplier should be comfortable working in such an environment and should be capable of deploying to any areas required within the region in order to deliver the Contract (subject to travel clearance being granted).]
45. The Supplier is responsible for ensuring that appropriate arrangements, processes and procedures are in place for their Personnel, taking into account the environment they will be working in and the level of risk involved in delivery of the Contract (such as working in dangerous, fragile and hostile environments etc.). The Supplier must ensure their Personnel receive the required level of training and [where appropriate] complete a UK government approved hostile environment or safety in the field training prior to deployment.

Annex BD - 1

Procurement Plan to Procurement Agent

Requirement date:	See Table
Programme:	EQUIP-Tanzania

			2015											
Category	Needs/Goods description	Qty	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Vehicles														
Office equipment														
	Solar Charger for Samsung Tab 4-8" Tablet	5,500								X				
	Carrying case for Samsung Tab 4-8" Tablet	5,500							X					
	School Notice Boards	4,000	X											
	Plastic 4-Ring A4 Folders	65,000			X									
Populate any other categories														

If you have any queries on these Specifications please contact:

Annex BD - 2

Specifications and Requirements

We seek 5,500 (five thousand five hundred) solar chargers, 5,500 (five thousand five hundred) carrying cases for Samsung Tab 4-8" tablets with the below specifications:

SPECIFICATIONS:
<p>Solar Powered Battery Charger</p> <ol style="list-style-type: none"> 1. Solar Powered Battery charger with pocket for charging accessories 2. 5AMP charger 3. Able to charge 5V device 4. Light weight no more than 1.5 pounds 5. Dual port charger 6. Battery 18650 Li-ion 7. Battery capacity 5200 mAh 8. High quality waterproof canvas for weather-resistant outdoor durability. 9. Voltage regulator design to ensure stable voltage and current
<p>Carrying case for Samsung Tab4-8" tablet</p> <ol style="list-style-type: none"> 1. Case to be designed for use with Samsung Tab4-8" units 2. Soft case (zip closure) or semi-rigid (flip top) construction 3. Case should protect the unit in normal everyday use while being carried. 4. Screen cover protection to be sufficient to protect the glass screen from damage during normal carrying operations
<p>Warranty: Minimum 12 months</p>