



CALLDOWN CONTRACT

Framework Agreement with: AECOM Ltd

Framework Agreement for: DFID Goods & Equipment Procurement Supplier

Framework Agreement Purchase Order Number: 7387

Call-down Contract For: Procurement of Malaria Rapid Diagnostic Test Kits for National Malaria Control Programme (NMCP) – Ministry of Health Ghana

Contract Purchase Order Number: 7649

I refer to the following:

1. The above mentioned Framework Agreement dated 29th March 2016
2. Your proposal of 2nd August 2016

and I confirm that DFID requires you to provide the Services (Annex A), under the Terms and Conditions of the Framework Agreement which shall apply to this Call-down Contract as if expressly incorporated herein.

1. Commencement and Duration of the Services

- 1.1 The Supplier shall start the Services no later than 3rd August 2016 ("the Start Date") and the Services shall be completed by 7th December 2016 ("the End Date") unless the Call-down Contract is terminated earlier in accordance with the Terms and Conditions of the Framework Agreement.

2. Recipient

- 2.1 DFID requires the Supplier to provide the Services to the Ministry of Health and National Malaria Control Programme (NMCP). ("the Recipient").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not exceed £ 750,000 ("the Financial Limit") and is inclusive of VAT and any government tax, if applicable as detailed in Annex B.

4. DFID Officials

- 4.1 The Project Officer is:

 Programme Officer, DFID Ghana

- 4.2 The Contract Officer is:

 Procurement Officer, DFID



5. Key Personnel

The following of the Supplier's Personnel cannot be substituted by the Supplier without DFID's prior written consent:

Not used.

6. Reports

6.1 The Supplier shall submit project reports in accordance with the Terms of Reference/Scope of Work at Annex A.

7. Duty of Care

All Supplier Personnel (as defined in Section 2 of the Agreement) engaged under this Call-down Contract will come under the duty of care of the Supplier:

- I. The Supplier will be responsible for all security arrangements and Her Majesty's Government accepts no responsibility for the health, safety and security of individuals or property whilst travelling.
- II. The Supplier will be responsible for taking out insurance in respect of death or personal injury, damage to or loss of property, and will indemnify and keep indemnified DFID in respect of:
 - II.1. Any loss, damage or claim, howsoever arising out of, or relating to negligence by the Supplier, the Supplier's Personnel, or by any person employed or otherwise engaged by the Supplier, in connection with the performance of the Call-down Contract;
 - II.2. Any claim, howsoever arising, by the Supplier's Personnel or any person employed or otherwise engaged by the Supplier, in connection with their performance under this Call-down Contract.
- III. The Supplier will ensure that such insurance arrangements as are made in respect of the Supplier's Personnel, or any person employed or otherwise engaged by the Supplier are reasonable and prudent in all circumstances, including in respect of death, injury or disablement, and emergency medical expenses.
- IV. The costs of any insurance specifically taken out by the Supplier to support the performance of this Call-down Contract in relation to Duty of Care may be included as part of the management costs of the project, and must be separately identified in all financial reporting relating to the project.
- V. Where DFID is providing any specific security arrangements for Suppliers in relation to the Call-down Contract, these will be detailed in the Terms of Reference.

8. Call-down Contract Signature

8.1 If the original Form of Call-down Contract is not returned to the Contract Officer (as identified at clause 4 above) duly completed, signed and dated on behalf of the Supplier within 15 working days of the date of signature on behalf of DFID, DFID will be entitled, at its sole discretion, to declare this Call-down Contract void.



Department
for International
Development



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

Name:



Position: Procurement & Commercial Manager

Signature:



Date: 08/08/2016

For and on behalf of
AECOM Limited
Aecom House
63 – 77 Victoria Street
St Albans, Hertfordshire
AL1 3ER

Name:



Position:



Signature:



Date:

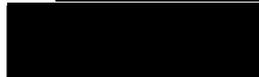


Table of Annexes per Calldown Contract

Annex	Description
Annex A	Terms of Reference
Annex B	Specifications
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Annex D	Schedule of Prices
Annex E	KPIs and SLAs
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ANNEX A Terms of Reference

1. Context

The aim of the programme is to support filling gaps in multi-use rapid diagnostic test kit quantities per the gap analysis performed by the National Malaria Control Programme with the overall aim of helping the Government of Ghana develop an effective and sustainable approach to malaria control as indicated in the business case.

In recognition of the key role malaria prevention plays in the socio-economic development of Ghana, the government, through the Ministry of Health and National Malaria Control Programme developed a malaria prevention strategy. This strategy identifies a number of challenges including inadequate public funding for the prevention of malaria and high dependence on donors for malaria and diagnostic activities including procurement.

The overall cost of procuring the equipment should not exceed the budget of £750,000 inclusive of government taxes and the fees for the procurement supplier.

2. Objectives

The purpose of this project is to procure multi-use Malaria Rapid Diagnostic Tests kits (RDTs) for the National Malaria Control Programme acting on behalf of the Government of Ghana/Ministry of Health.

3. Recipient

The primary recipient is the Government of Ghana, Ministry of Health, National Malaria Control Programme.

The Delivery contact details are as follows:

[REDACTED]
Ministry of Health/Ghana Health Services
Imperial Health Services Warehouse,
Accra.

Further info reference delivery/ acceptance/ inspection:

[REDACTED]
Telephone: [REDACTED]
Mobile [REDACTED]
Email: [REDACTED]

4. Scope

The Procurement Supplier's role will include delivery of the procurement planning, sourcing, tendering, technical and commercial evaluation, contract placement, expediting, quality assurance and inspection, progress and financial reporting, and invoicing.

The Procurement Agent will liaise directly with Ministry of Health, Ghana Health Service, the National Malaria Control Programme, Imperial Health Service and DFID.



5. Outputs / Deliverables

The Procurement Supplier will:

Undertake all sourcing as per the terms and conditions of their framework agreement with DFID.

Ensure that procurement of the commodities are in line with the project timelines and aims of the project by liaising with the DFID Ghana Health Adviser and Senior Programme Officer.

Manage the supply chain in relation to quality, cost, delivery and contractual arrangements.

Provide a procurement plan with key milestones and progress reports upon achievement of these milestones. These reports shall be submitted to DFID Ghana's Senior Programme Officer.

Ensure the supplies are delivered to the National Malaria Control Programme in Accra, in the quantities and on the indicative dates as follows:

Quantity	Commodity	Indicative Delivery
83,000	Rapid Diagnostic Test kits (multi-use)	November 2016

6. Method

In accordance to the Overarching Framework Agreement PO 7387, response times for key procurement activities against which the agents' performance shall be measured as detailed in Annex E.

Timing and procurement planning are critical to the successful implementation of the project. The Supplier will be expected to demonstrate efficiency, effectiveness, accountability and transparency, and measure and record its associated value added.

Clear communication channels and/or approval process will be established between the Supplier DFID, and the Government of Ghana represented by the Ministry of Health at the onset of the contract.

The DFID Commercial Adviser and DFID Programme Manager will be kept informed of all relevant issues likely to affect the implementation of the programme in line with Communication Matrix at Annex G.

7. Reporting

The Supplier will provide a report of the procurement process at the end of the contract period. In addition AECOM will provide a weekly email update to the contract officer on the ongoing progress of the order throughout the duration of the contract.

8. Time frame

The Supplier will commence the procurement exercise on 3rd August with delivery to be made no later than 7th December 2016.

9. DFID Co-ordination

The Supplier will report to DFID Procurement Officer and DFID Programme Officer. A communication matrix is attached in Annex G.





10. Payment

Payments will be linked to the delivery of goods. Procurement supplier fees will be a percentage of the value of the procured goods and equipment, as detailed in Annex D.

The Supplier will be required to maintain a record of any relevant expenditures incurred in the programme activities and keep original copies for the record for the entire duration of the programme.

An inventory of all assets procured under the programme will be maintained by the Supplier. At the end of the programme period or once the contract has been completed, DFID will decide in consultation with key stakeholders how best to dispose of assets acquired with DFID funding.



ANNEX B Specifications

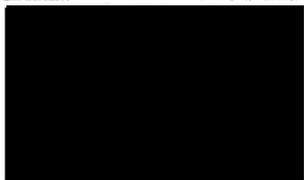
SPECIFICATIONS:

- WHO prequalified on Malaria pf.
- Blood transfer device should be inverted cup as recommended by FIND.
- Package insert could have dual international Language
- Desiccants for easy colour indicator to check damage by humidity.
- Storage condition ; 1~40 'C.
- Minimum reading time = 15 min
- Local evaluation and registration.
- Local familiarisation of RDTs for program policy continuity.
- multi-use test kits with the following:
 - multi use RDT i.e. to a box of x25 tests: (Each box to contain 25 test devices, 25 alcohol swabs, 25 sterile lancets, 25 inverted cup plastic pipettes, 25 pairs of gloves, 1 bottle of buffer (clinical size), plus product insert in English and desiccant colour indicator).



ANNEX C
Procurement Plan

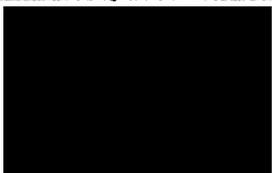
PART 1 Client Details	
DfID's/Client's Title for this Procurement	Procurement of Multi-use Malaria Rapid Diagnostic Test Kit the National Malaria Control Programme (NMCP) - Ministry of Health Ghana
DfID/Client Reference No.	None
DPSA Salesforce Reference No.	493158
DfID/Client Representative: address, tel. & email details	<p>[REDACTED]</p> <p>Programme Officer DFID Ghana British High Commission Osu Link Off Gamel Abdul Nasser Avenue P.O. Box GP 296 Accra, Ghana</p> <p>[REDACTED]</p>
DPSA Customer Relationship Manager (CRM): address, tel. & email details	<p>[REDACTED]</p> <p>Customer Relationship Manager (West Africa and MENA) Delivering Procurement Services for Aid (DPSA) HNO F641/1 Out Kofi Link Osu, P.O. Box GP 314 Accra, Ghana</p> <p>[REDACTED]</p>
DfID/Client Contracting Party	Department for International Development Abercrombie House, Eaglesham Road, East Kilbride, G75 8EA





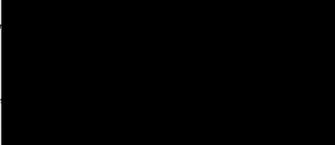
PART 2 - Qualifying the Procurement Opportunity

Type & Quantity of Goods Required	<p>Multi-use Malaria Rapid Diagnostic Test Kit the National Malaria Control Programme (NMCP) - Ministry of Health Ghana as outlined below</p> <p>Malaria Rapid Diagnostic test kits = 83,000</p> <p>Each pack will include the following:</p> <ul style="list-style-type: none"> • 25 test devices • 25 alcohol swabs • 25 sterile lancets • 25 inverted cup plastic pipettes • 25 Pairs of gloves • 1 bottle pf buffer (clinical size) • Plus product insert in English and desiccant colour indicator
Type of Services Required	Management of entire procurement process.
Service Recipients/End Users	National Malaria Control Programme (NMCP) Ministry of Health Accra, Ghana
Intended Use of the Goods &/or Services	Protection of children under-5 years against malaria during the rainy season in Ghana.
Delivery Location(s)	<p>[REDACTED]</p> <p>Ministry of Health/Ghana Health Services Imperial Health Services Warehouse, Accra.</p> <p>Further info reference delivery/ acceptance/ inspection</p> <p>[REDACTED]</p>
Incoterms: required delivery terms	DDP, to the address above in Accra, Ghana
When is the Proposal Required?	2 nd August 2016
Subsequent Key Milestones for Implementation	<ul style="list-style-type: none"> • Approval and signing of call-down contract – 3rd August 2016 • Issue of Purchase Order (PO) – 4th August 2016 • Delivery period (production and shipment) – 17 weeks • Expected delivery date 1st December 2016 (approximately 17 weeks from PO)
Critical Dependencies on Delivery	<ul style="list-style-type: none"> • Delivery date is dependent on signing of call-down on 3rd August
Indicative Budget	Estimated budget is GBP 750,000 inclusive of VAT and all taxes and duties





Critical Success Factors	<ul style="list-style-type: none"> Meeting minimum WHO requirement Production and Delivery lead time
Is this a Repeat Procurement?	Yes. DFID has procured same items before and the unit prices of current order are relatively lower to what was paid in the last contract.
Recommended In-country Suppliers	No
Details of any estimates, etc. previously (or being) obtained.	Not applicable
Legal & Regulatory Considerations	<ul style="list-style-type: none"> Compliance to Ghana Food and Drugs Administration Compliance to WHO requirement.
Import & Duty Considerations	<ul style="list-style-type: none"> Import duty of 15% for all foreign goods Other levies of 7% as outline in the box below <p><i>Breakdown of other levies (7%)</i> ECOWAS levy: 0.5% EDIF: 0.5% CCVR: 2% Special imp levy: 2% IRS: 1% GIFF: 1%</p>
Local Tax Considerations	Supplier is responsible for payment of taxes and other charges to the relevant Ghanaian authorities
Additional Material Details	None
Do you wish to procure Technical Assistance?	No

Authorized sign-off	
<p>DPSA's Authorised Representative</p> <p>Print Name: </p> <p>Signature: </p> <p>Date: </p>	<p>DfID's/CLIENT's Authorised Representative</p> <p>Print Name: </p> <p>Signature: </p> <p>Date: </p>





ANNEX H
Duty of Care country assessment

SUMMARY RISK ASSESSMENT MATRIX

DFID Overall Project/Intervention
Summary Risk Assessment Matrix
Project/Intervention title: Procurement of Malaria SMCs
Location: GHANA
Date of assessment: 7th July 2016
Assessing official: [REDACTED]

Theme	DFID Risk score	
	Greater Accra Region	Other Regions (9)
OVERALL RATING	2	2
FCO travel advice	1	1
Host nation travel advice	Not Available	Not Available
Transportation	2	2
Security	2	2
Civil unrest	1	1
Violence/crime	3	3
Espionage	1	1
Terrorism	2	1
War	1	1
Hurricane	1	1
Earthquake	2	2
Flood	1	2
Medical Services	2	2
Nature of Project/Intervention	2	2

1 Very low risk	2 Low risk	3 Med risk Medium	[REDACTED]
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Supplier to confirm with DFID Zambia Programme Team that the above Assessment has not been subsequently updated when finalising their own Risk Assessment. The ratings have been provided by DFID Security Section but with the proviso that these are generic to the country as a whole, and Suppliers may apply local knowledge or experience to amend these in their own risk assessments, or to take into account local variations. DFID Duty of Care Assessments are updated roughly annually, or in response to an event.

DFID Ghana

