



Department  
for International  
Development



Section 4 Appendix A

## CALLDOWN CONTRACT

**Framework Agreement with:** AECOM Ltd DPSA ( The Supplier or AECOM )

**Framework Agreement for:** DFID Goods and Equipment Procurement Supplier

**Framework Agreement Purchase Order Number:** PO 7387

**Call-down Contract For:** Printing and Delivery of Baseline Students and Teacher Books to 26 Regions in Tanzania

**Contract Purchase Order Number:** PO 8007

I refer to the following:

1. The above mentioned Framework Agreement dated 29 March 2016;
2. Your final proposal of 10 April 2017

and I confirm that DFID requires you to provide the Services ( at Annexes A and C ), 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 31 May 2017 ("the Start Date") and the Services shall be completed by 2 November 2017 ("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 Government of Tanzania, Ministry of Education, Science and Technology ("the Recipient").

### **3. Financial Limit**

- 3.1 Payments under this Call-down Contract shall not, exceed £ 734,874.74 ("the Financial Limit") and is exclusive of any government tax, if applicable as detailed in Annex B.

### **4. DFID Officials**

4.1

4.2

April 2014



5. **Key Personnel**

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

N/A

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



Department  
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declare this Call-down Contract void.

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

Name:

Position:

Signature:

Date:

For and on behalf of

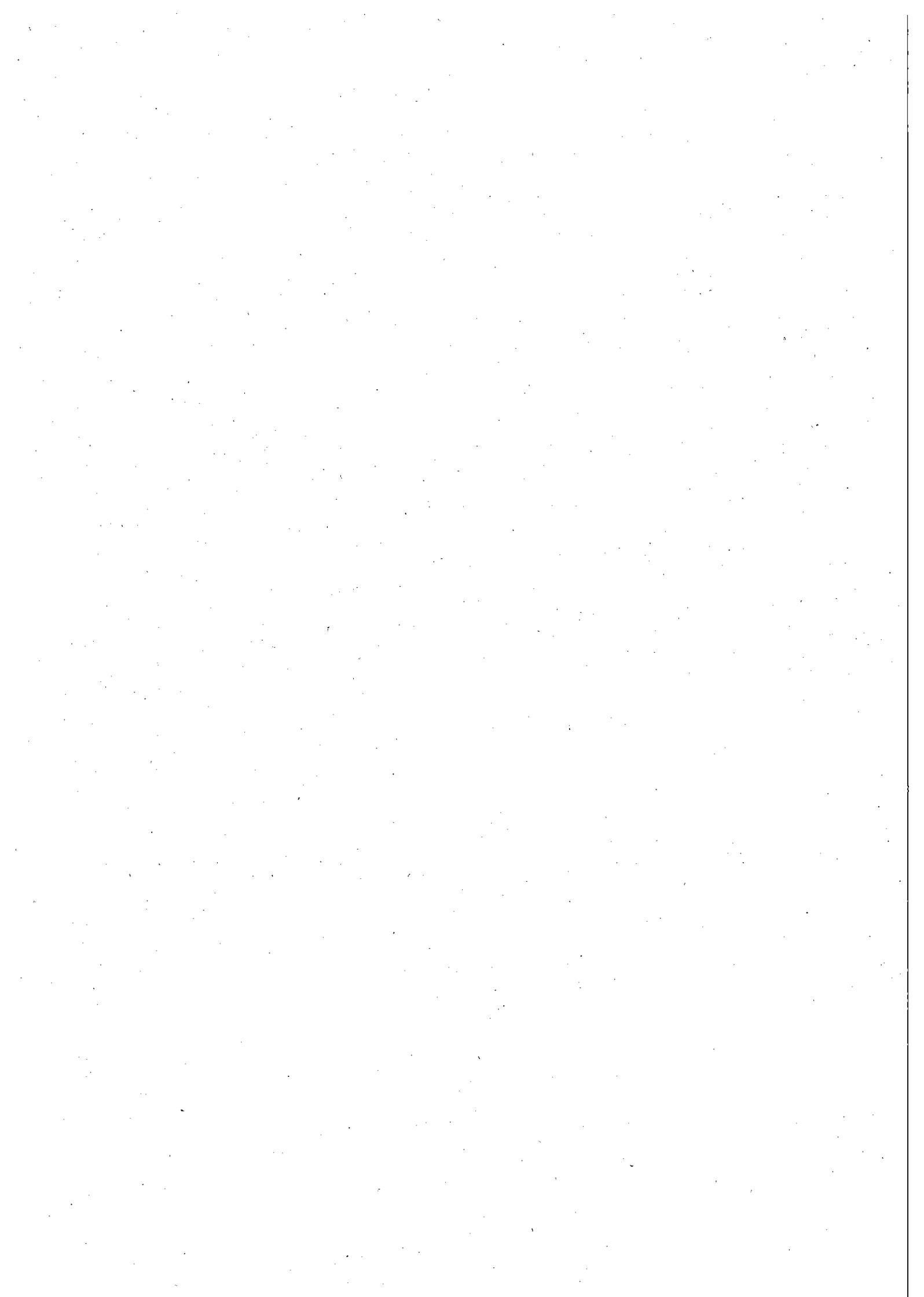
AECOM Ltd

Name:

Position:

Signature:

Date:



**Terms of Reference**

**Printing and delivery of Baseline Students and Teacher Books to 26 Regions in Tanzania**

**Introduction**

1. The Department for International Development (DFID) is a United Kingdom government department responsible for administering overseas aid. DFID leads the UK's work to end extreme poverty in the world's poorest countries. In 2012, the UK government approved up to £60 million to DFID Tanzania to implement the four-year (2012-2016) 'Education Quality Improvement Programme for Tanzania (EQUIP-T). EQUIP-T is a multi-stranded programme whose objective is to address education quality improvement and equity in Tanzania.
2. EQUIP-T has two major components that are implemented separately, although there are existing synergies between the components. The main component of EQUIP-T is being implemented in seven regions, adopting a holistic 'whole of system' approach to improving education primarily focusing at the council level. The second component is the English Language Teaching (ELT) being implemented in the public teacher training colleges in Tanzania.
3. The English Language Teaching (ELT) aims to improve College tutors and teachers' English and pedagogic skills and is also working to improve overall college management and also mobilise a mass foundation course in English (Baseline) for all new entrants to secondary school. Baseline is a six-week Form One orientation course component which is supported by an illustrated Student's Book and Teacher's Guide covering language, social sciences, maths and science.
4. English plays a major role in the Tanzanian education system as it is the medium of learning in secondary and higher education. In accordance with the Education and Training Policy (ETP) of 1995, Kiswahili is the medium of learning in most primary schools while English is taught as a subject. The change of medium of learning from Kiswahili to English when the primary school leavers join secondary school often creates a learning gap as students find themselves unable to communicate in the language of learning and so have difficulty coping with the secondary curriculum.
5. In order to strengthen the ability and improve the capacity of both teachers and students English communication skills the Ministry of Education had approved the revised training and learning materials for the baseline course, and a limited number of the books was produced.

## Purpose

6. The purpose of this assignment is to contract a Supplier to print and deliver to 26 regions of Tanzania a large volume of the revised copies of the Student's and Teacher's Books within the required time frame and to the required quality standards.

## Recipients

7. The Government of Tanzania through the Ministry of Education, Science and Technology is the sole recipient of this assignment.

## Scope

8. The supplier will be expected to arrange printing and delivery of the books to 26 Regions in Tanzania according to the attached distribution list at Annex 1 and as per below specifications:

Baseline Student's Book Specifications (product 1)			Quantity
			553,800 units
	No. of pages	164* (including cover pages)	
	Paper size	A4	
	Paper weight/type	80 gsm (inside pages) - gloss 300 gsm (cover pages) - matte lamination	
	Print colour	Full colour (inside pages and cover)	
	Finishing	Thread sewing	
Baseline Teacher's Book Specifications (product 2)			Quantity
			32,807 units
	No. of pages	410* (including cover pages)	
	Paper size	A4	
	Paper weight/type	80 gsm (inside pages) - gloss 300 gsm (cover pages) - matte lamination	
	Print colour	Cover pages - Full colour Inside pages - Single colour	
	Finishing	Thread Sewing	
Product 3 : Digital copy content of books	This is optional	Only if the budget will allow as there are not exempted from taxes.	4,800 8GB USB

9. The supplier is required to provide a plan of activities on how they are going to deliver, so as to achieve value for money.

### **Timeframe**

10. The start date of the call down contract will be 31 May 2017 and the completion date will be 2 November 2017 . We anticipate the work to run immediately after the supplier has been awarded the contract with a deadline for the completed printing work and delivery to Dar es Salaam via sea freight by 4 September 2017, post shipment and inspections / consolidation 11 September 2017 and distribution to the regions by 25 September 2017.

### **Reporting**

11. The Supplier will report to DFID Tanzania EQUIPT Project Officer on a monthly basis throughout the contract period on what stage the work is at, based on the approved plan of activities.

### **Duty of Care**

1. The Supplier is responsible for the safety and well-being of their personnel and third parties affected by their activities, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.
2. The Supplier is responsible for ensuring appropriate safety and security briefings for all of their personnel and ensuring that their personnel register and receive briefing as outlined above.
3. 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 Services (such as working in dangerous environments etc.)
4. Tenderers must develop their Tender on the basis of being fully responsible for Duty of Care in line with the details provided above and the initial risk assessment matrix developed by DFID (Annex 2). They must confirm in their Tender that:
  - They fully accept responsibility for security and duty of care.
  - They understand the potential risks and have the knowledge and experience to develop an effective risk plan.
  - They have the capability to manage their duty of care responsibilities throughout the life of the contract.

5. Acceptance of responsibility must be supported with evidence of capability and DFID reserves the right to clarify any aspect of this evidence. In providing evidence, tenderers should consider the following questions:

- Have you completed an initial assessment of potential risks that demonstrates your knowledge and understanding, and are you satisfied that you understand the risk management implications (not solely relying on information provided by DFID)?
- Have you prepared an outline plan that you consider appropriate to manage these risks at this stage (or will you do so if you are awarded the contract) and are you confident/comfortable that you can implement this effectively?
- Have you ensured or will you ensure that your staff are appropriately trained (including specialist training where required) before they are deployed and will you ensure that on-going training is provided where necessary?
- Have you an appropriate mechanism in place to monitor risk on a live / on-going basis (or will you put one in place if you are awarded the contract)?
- Have you ensured or will you ensure that your staff are provided with and have access to suitable equipment and will you ensure that this is reviewed and provided on an on-going basis?
- Have you appropriate systems in place to manage an emergency / incident if one arises?