

CALLDOWN CONTRACT

Framework Agreement with: Crown Agents Limited

Framework Agreement for: Procurement Agent and Capacity Development in Partner Government Services

Framework Agreement Purchase Order Number: PO 5755

Contract For: Procurement of goods and equipment for New Born Screening for Child Survival – Sickle Cell Disease

Contract Purchase Order Number: 7244

I refer to the following:

1. The above mentioned Agreement dated 15th December 2011

and I confirm that DFID requires you to provide the Services (Annex A), under the terms and conditions of the Agreement which shall apply to this Calldown Contract as if expressly incorporated herein.

1. Commencement and Duration of the Services

- 1.1 The Supplier shall start the Services no later than 10th November 2015 (“the Start Date”) and shall be completed by 27th February 2016 (“the End Date”) unless the Calldown Contract is terminated earlier in accordance with the terms and conditions of the Agreement.

2. Recipient

- 2.1 DFID requires the Supplier to provide the Services below to The Government of Tanzania, namely Muhimbili University of Health and Allied Sciences on behalf of New Born Screening for Child Survival – Sickle Cell Disease programme in Tanzania. (“the Recipients”).

3. Financial Limit

- 3.1 Payments under this Calldown Contract shall not, exceed £354,000.00 (“the Financial Limit”) and is exclusive of any government tax, if applicable.

4. Sole Supplier – Tender Waiver

- 4.1 DFID have approved Tender Waiver No WAIV15_042 as the goods and equipment required to meet the programme needs are only available from a Sole Supplier.

5. DFID Officials

5.1 The Project Officer is:

5.2 The Contract Officer is:

6. Reports

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

7. Calldown Contract Signature

7.1 If the original Form of Calldown Contract is not returned to the Contract Officer (as identified at clause 4.2 above) duly completed, signed and dated on behalf of the Supplier within 5 working days of the date of signature on behalf of DFID, DFID will be entitled, at its sole discretion, to declare this Calldown Contract void.

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

Name:

Position: Procurement Specialist

Signature:

Date: 10th November 2015

For and on behalf of
**Crown Agents Ltd
St Nicholas House
St Nicholas Road
Sutton
SM1 1EL**

Name:

Position:

Signature:

Date:

Terms of Reference

Terms of Reference for the procurement of goods / equipment for New Born Screening for Child Survival – Sickle Cell Disease

Procurement Agent – Crown Agent

Aries Supplier ID 11085

Aries Component Code 203539-102

10th November 2015

Introduction

- 1) Human Development Innovation Fund is contracting Crown Agents as its procurement agent to assist the Muhimbili University of Health and Allied Sciences to undertake and procure items for New Born Screening for Child Survival – Sickle Cell Disease Programme. A copy of the estimated budget is attached as annex B.

Background

- 2) The New-born Screening for Child Survival (NBS) – Sickle Cell Disease (SCD) focuses on four elements namely: 1) awareness raising and health education on SCD and NBS with focus on pregnant women; 2) NBS for SCD; 3) comprehensive care for children under 5 (U5) with strengthening of education and training on SCD for health workers; 4) strengthening health systems and policy development for SCD.
- 3) This project will introduce NBS for SCD in Tanzania as health innovation on a scale that will enable proof of concept. To do this it will screen a cohort of 100,000 new-borns over three years at 4 health facilities in Dar es Salaam (Muhimbili National Hospital (MNH) and three municipal hospitals: Temeke, Amana and Mwananyamala). It is anticipated that 600 children with SCD will be identified and receive comprehensive care, demonstrating reduction in mortality in this population. By the end of the project it is expected that there will be adequate evidence and experience to enable the development of a plan to scale up NBS for SCD and policies and procedures for management of SCD on a National level.
- 4) The key message is that individuals with SCD need to know their SCD status so that they can receive comprehensive care for SCD in order to reduce risk of death in the U5 period. At birth, babies will receive NBS which will consist of health education, followed by blood test from heel-prick of their baby. Laboratory testing for SCD will be done by high-performance liquid chromatography (HPLC).

Objectives

- 5) Crown Agent overall role is to procure the goods and equipment from 10th November 2015 to the 27 February 2016 with New Born Screening for Child Survival - Sickle Cell Disease Project which is under Muhimbili University of Health and Allied Sciences (MUHAS).

- 6) Crown Agent will demonstrate that its technical and commercial capacity will deliver Value for Money in the management of this programme.

Recipient

- 7) The recipient of the procured items is The Government of Tanzania, namely Muhimbili University of Health and Allied Sciences on behalf of New Born Screening for Child Survival – Sickle Cell Disease programme in Tanzania. The procured items will enable the service provider to conduct the planned activities to meet the programme's timelines.

Scope/Deliverables

- 8) The Procurement Agent (PA) will work with the Service Provider who will provide the required technical specification of the goods/equipment to the PA.

- 9) The Procurement Agent is responsible for:

A: One machine for normal screening should be an HPLC machine with the following:

- i. Peltier temperature controlled platform;
- ii. Voltage of 10,000V or more;
- iii. Set voltage and voltage profile in each step;
- iv. Integral or separate rehydration step;
- v. Programmable current limit;
- vi. Simultaneous focusing of twenty-four 7cm strips or twelve 17cm IPG strips;
- vii. Three pre-programmed(pre-set) methods;
- viii. Data collection through port or thermal printing.

B: Two HPLC machines for new born screening with the following:

- i. Bio-Rad VARIANTTM nbs Sickle Cell Program (VnbsSCP) reagent kit;
- ii. Bio-Rad VARIANTTM nbs New-born Screening System (VNBSS) instrument;
- iii. Bio-Rad Genetic Data Management Software (GDM);
- iv. The VNBSS instrument consists of a VARIANTnbs Neonatal Auto Sampler (VNAS) module for microcell plates and a VARIANTnbs Neonatal Chromatography Station (VNCS) module containing the high performance liquid chromatography (HPLC) hardware;
- v. The VnbsSCP reagent kit includes a specific analytical HPLC cartridge containing cation exchange resin, as well as two (2) buffer reagents for establishing an HPLC gradient;
- vi. The GDM software is designed to execute the VnbsSCP assay protocol on the VNBSS instrument using the VnbsSCP reagent kit components for the purposes of qualitatively screening for the presence of normal haemoglobins F and A, as well as the abnormal haemoglobins S, D, C and E from neonatal heel stick blood, as collected on filter paper that is punched and eluted with deionized water.

- 10) When considering the reality on the ground it will be essential for the PA and the Service Provider 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.

Method

- 11) The Procurement Agent will set up a Procurement Agent Project Management Unit (PA-PMU), which will coordinate the effective management and monitoring of the programme with DFID PMU and with the Service Provider PMU. The PA-PMU will comprise of one (1) project coordinators.
- 12) Clear communication channels and / or approval processes will be established within the Procurement Agent and between the Procurement Agent, DFID and the Service Provider.
- 13) The DFID Tanzania Programme Manager and the Service Provider Operations Coordinator will be kept informed of all relevant issues that are likely to affect the implementation of the programme. Communication matrix is detailed in Annex D.
- 14) The Procurement Agent's methodology for undertaking this assignment must be consistent with the scope of the services / terms and conditions of the relevant DFID framework. Timing and procurement planning are critical to the successful implementation of the project. The Agent will be expected to demonstrate efficiency, effectiveness, accountability and transparency, and measure and record its associated value added.
- 15) The PA will need to be flexible in its approach and be aware that delivery time tables may change in order to adapt to reality on the ground. This is a politically sensitive area and final go ahead to procure goods will always be preceded by in-depth discussions between key government stakeholders given the role that they play as a driver of institutional change.
- 16) Following award of the contract, a start-up meeting will be arranged with the Service Provider to agree respective roles and responsibilities, agree time lines for the project and develop supply lists, specifications and quantities to be tendered. These agreements will be summarized in a procurement plan, attached as Annex B.

Financial Management

- 17) Payments will be linked to outputs. Outputs shall be explained in details in the project plan, along with associated budget and timeframe, as attached in annex B.
- 18) The agent will submit invoices and/or remittance requests for payment to DFID Tanzania for procurement undertaken as part of this contract.
- 19) Schedule of prices is detailed in Annex C.

- 20) An inventory of all assets procured under the programme will be maintained by the procurement agent. At the end of the programme period or once contracts have been completed, DFID Tanzania will decide in consultation with key stakeholders how best to dispose of assets acquired with DFID funding.

Reporting

- 9) The Procurement Agent will report to the DFID Tanzania Programme Officer and MUHAS Programme Manager and will provide the following:
- a) Agreed business needs and equipment specifications with the programme within two weeks of signing the contract.
 - b) Project implementation plan agreed and signed with the programme clearly defining the roles and responsibilities of each party. This should be produced within a month after the Procurement Agent call down contract signature.
- 21) Quality monthly progress narrative reports will be submitted to DFID Tanzania and to the Service Provider by the Procurement Agent. A submission schedule will be discussed and agreed between the Procurement Agent, DFID Tanzania and the Service Provider. 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 the Procurement Agent to DFID Tanzania and to the Service Provider.
- 22) Accurate monthly financial reports, starting with the month of June will be submitted, including a breakdown of costs for material, logistics, insurance (if any) and procurement fee, in line with the Collaboration Unit monthly reporting.
- 23) In accordance with the Overarching Framework Agreement 5755 and its attached Call Down Contract 7244 any procurement which is subject to the EU Directives will be subject to the minimum timescales set out under the relevant EU procedure. The procurement agent will place a Prior Indicative Notice in OJEU wherever possible in order to reduce the minimum timescales. Details of the SLA are attached in Annex E.

Project Evaluation

- 24) At the end of the programme, the Procurement Agent, the Service Provider, the Procurement Agent 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.

Timing

- 25) 10th November 2015 to 27th February 2016.

Duty of Care

- 10) The Procurement Agent 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.
- 11) DFID will share available information with the Supplier on security status and developments in-country where appropriate. Annex F details Tanzania Duty of Care country assessment.
- 12) All Procurement Agent's 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.
- 13) A copy of the DFID visitor notes (and a further copy each time these are updated), which the Procurement Agent may use to brief their Personnel on arrival.
- 14) The Procurement Agent 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 Procurement Agent must ensure they (and their Personnel) are up to date with the latest position.

Annex B

Procurement Plan and Specifications



3 Procurement Plan
to PA - NBS



4 Procurement
Agent Specifications

Annex D

Communication Matrix

DFID Programme Manager	
DFID SRO	
DFID PCD Representative	
Service Provider Operations Coordinator	
Procurement Agent Programme Manager	

ANNEX E

Service Level Agreement

TYPE OF PURCHASING	SIMPLE PURCHASING (Limited sourcing and technical input, clearly defined requests for off-the-shelf products)	COMPETITIVE QUOTATIONS (more than one source, increased technical input including evaluation, cost >£25,000)	COMPETITIVE TENDERING (complex specification and detailed evaluation report, cost >£113,057)
From receipt of Indent or Instruction to procure: to Evaluation report to Client/End-User	Up to 5 days	10 -20 days	In accordance with the associated legislative timescales
Order Placement (from date of receipt of approval to award of supply contract)	Up to 5 days	Up to 5 days	Up to 5 days (after mandatory standstill period)
Delivery	In accordance with the terms and conditions of contract and project timeframes	In accordance with the terms and conditions of contract and project timeframes	In accordance with the terms and conditions of contract and project timeframes

ANNEX F

Duty of Care Country Assessment

Project/intervention title: New Born Screening for Child Survival – Sickle Cell Disease

Location: Tanzania

Date of assessment: 23 June 2015

Assessing official: DFID Human Investment Team

Theme	DFID Risk score	DFID Risk score
Programme Team to select geographical remit of programme	Dar es Salaam only	Whole of the country (including Dar)
OVERALL RATING	2 Low (1 rating x 3; 2 rating x 5; 3 rating x 3; 4 rating x 1 with score for project / intervention to be added)	3 Medium (1 rating x 3; 2 rating x 2; 3 rating x 6; 4 rating x 1 with score for project / intervention to be added)
FCO travel advice	1	1
Host nation travel advice	Not available	Not available
Transportation	2	3
Security	3*	3*
Civil unrest	2	2
Violence/crime	4*	4*
Espionage	(2 or) 3 *	(2 or) 3 *
Terrorism	3*	3*
War	1	1
Hurricane	1	1
Earthquake	2	3
Flood	2	2
Medical Services	2	3
Nature of Project / Intervention	2	2

*DFID Tanzania Programme Team to confirm that these have not been subsequently updated when finalising their matrix. The ratings have been provided by DFID Security Section but with the proviso that these are generic to the country as a whole, and you may apply local knowledge or experience to amend these in your own risk assessment, or to take into account local variations. They are updated roughly annually, or in response to an event.