

## CALLDOWN CONTRACT

**Framework Agreement with:** Crown Agents Ltd  
**Framework Agreement for:** Procurement Agent and Capacity Development in Partner Government Services  
**Framework Agreement Purchase Order Number:** 5755  
**Call-down Contract For:** Procurement of Health Case Management Equipment for Ghana  
**Contract Purchase Order Number:** 7079

I refer to the following:

The above mentioned Framework Agreement dated 15 December 2011;

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 **01/03/2015** ("the Start Date") and the Services shall be completed by **30/05/2015** ("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 primary recipients which are the Ministry of Health and Ghana Health Service ("the Recipients").

### 3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed **£950,000** ("the Financial Limit") and is exclusive of any government tax, if applicable as detailed in Annex B.

### 4. DFID Officials

- 4.1 The Project Officer is:

- 4.2 The Contract Officer is:

### 5. Reports

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

### 6. Call-down Contract Signature

- 6.1 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 5 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.

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

Name:  
Position: Procurement Manager  
Signature:

Date: 19/03/2015

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

Name:  
Position:  
Signature:  
Date:

**ANNEX A**  
**Terms of Reference**  
**For**  
**Procurement of Health Case Management Equipment for Ghana**

## **Introduction**

A fire took place at the Government of Ghana's Central Medical Store (CMS) on 13 January, resulting in the near total destruction of the building and its contents. The CMS contained up to 12 months of key health supplies such as family planning (FP) commodities, TB treatments, malaria bed-nets and rapid diagnostic kits, anti-retroviral and some Ebola related supplies. Unfortunately the government of Ghana doesn't insure any government buildings or contents. The Ministry of Health (MoH) immediately established a crisis team, which is supported by USAID.

The loss is worth an estimated £33 million, the bulk of which were drugs and commodities procured by the Global Fund, USAID and DFID. This estimate has been calculated with external assistance from USAID.

DFID's individual loss is estimated at approximately £4.3 million. This figure is based on MoH figures quality assured by Crown Agents who procured and delivered all the commodities. DFID's commodities comprise of Malaria, FP, and Ebola related commodities, all of which were procured in 2014.

The MOH have launched an emergency appeal to cover 3 months of essential stocks at a cost of £15 million, which includes management costs. International procurement will be required given Ghana's domestic pharmaceutical manufacturing does not cover many items and the need to ensure both quality and competitive prices through bulk procurement. This needs to happen quickly.

DFID intend to contribute to emergency appeal by a £1.9m direct procurement of supplies. DFID may be requested to replenish more at a later stage. This will be funded from our existing health sector support programme. DFID is joining development partners in setting conditions for replenishment. These are: reform the national and warehousing system; government contribute financially through a waiver on VAT and import tax and action on the investigation findings.

DFID will procure the following:

Ebola items: replenishment of the loss of the entire stock. No other development partner (DPs) will do so. Although the emergency plans only requests replenishment of \$300,000, we anticipate being asked for the remaining balance very soon and it is more efficient to do one procurement now. The overall cost of procuring the Ebola items is under £1,000,000 including that of Crown Agents fees.

## **Objective**

1. Procure the agreed DFID contribution to the emergency appeal i.e. equipment for the Ebola Case Management Team in the Ghana Health Service

## **Recipient**

2. The primary recipients are the Ministry of Health and Ghana Health Service. .

### Scope of work

3. The Procurement Agent's role will include having an oversight of the procurement planning, drafting of technical specifications, sourcing, tendering, technical and commercial evaluation, contract placement, expediting, quality assurance and inspection, progress and financial reporting, reviewing payment and advising on payments.
4. **The Procurement Agent will procure**, as per annex B:
  - 4.1. Equipment for the Ebola Case Management team
5. The Procurement Agent will liaise directly with Ministry of Health, Ghana Health Service and Ghana Central Medical Stores and DFID.

### Outputs / Deliverables

6. The Procurement Agent will:
  - 6.1. Undertake all **sourcing** as per the terms and conditions of their framework agreement with DFID, and as detailed in Waiver WAIV14-062.
  - 6.2. Ensure that **procurement** of the commodities is done in line with the project timelines and aims of the project
  - 6.3. Help manage the **supply base** in relation to quality, cost and delivery time and assist with all supply contracts.
  - 6.4. 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.
  - 6.5. Ensure the **supplies are delivered** to a warehouse appointed by DFID.

### Coordination

7. Clear communication channels and / or approval processes will be established within Procurement Agent and between Crown Agent, DFID and the Government of Ghana represented by the Ministry of Health.
8. DFID Ghana Programme Manager, will have overall responsibility for the Health Case Management Equipment. A communication matrix is included in annex D.
9. DFID Ghana Programme Manager will be responsible for all technical and policy aspects of the project.

### Reporting

10. A narrative report at the end of June 2015 will be submitted. This will include a breakdown of costs for material, logistics, insurance (if any) and procurement fee to DFID.

## **Financial Management**

11. Payments will be linked to outputs. Outputs shall be explained in details in the project plan, along with associated budget and timeframe. Schedule of price is included in annex C.

## **Media and communication**

12. Crown Agents will be responsible for answering any media questions related to the management of the process. They will consult with DFID and other relevant parties as appropriate.

13. Whenever appropriate Crown Agents will acknowledge that DFID is providing the funding for this programme and will work with DFID and other key stakeholders when necessary to publicise the programme.

## **Timeframe**

14. Crown Agents will be contracted for a period commencing 1st March 2015 to 30th June 2015.

## **Duty of Care**

15. Procurement Agent, Crown Agents are responsible for the safety and well-being of their Personnel and Third Parties affected by their activities under this Call-down Contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.

16. The Procurement Agent, Crown Agents are responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this Call-down 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.

17. The Procurement Agent Crown Agents are 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.). Procurement Agent Crown Agents must ensure their Personnel receive the required level of training. Annex D summarises Ghana Duty of Care risk assessment.