



Department  
for International  
Development



## CALLDOWN CONTRACT

**Framework Agreement with:** AECOM Ltd

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

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

**Call-down Contract For:** Procurement of Medical Supplies, Vehicles, Motorbikes, Bicycles and Laptops for the Ghana Health Services

**Contract Purchase Order Number:** PO 7970

I refer to the following:

1. The above mentioned Framework Agreement dated 29<sup>th</sup> March 2016.
2. Your proposal of 10 May 2017.

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 17 May 2017 ("the Start Date") and the Services shall be completed by 23 October 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 Ministry of Health Ghana ("the Recipient").

### 3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed £1,982,790.56 ("the Financial Limit") and is exclusive of any government tax, if applicable as detailed in Annex B.

### 4. DFID Officials

- 4.1

4.2

## **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:

- 7.1 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.
- 7.2 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:
- 7.2.1 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;
- 7.2.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 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



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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 Limited,  
St George's House  
5 St Georges Rd  
Wimbledon  
London SW19 4DR

Name:

Position:

Signature:

Date:



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### Table of Annexes per Calldown Contract

Annex	Description
Annex A	Terms of Reference
Annex B	Specifications
Annex C	Procurement Plan
Annex D	Schedule of Prices
Annex E	KPIs and SLAs
Annex F	Savings management
Annex G	Communication Matrix
Annex H	Duty of Care country assessment

## Terms of Reference for the Procurement of Medical Supplies, Vehicles, Motorbikes, Bicycles and Laptops for the Ghana Health Services

### Introduction

The UK Department for International Development (DFID) has a £67million programme – The Health Sector Support Programme (HSSP). The main aid instrument was sector budget support but this was amended in the summer of 2015. Now the bulk of the support will be provided through £25 million to support the Ministry of Health implement Community Health and Planning Services (CHPS) and the Health Sector Financing strategy – Implementation Plan (HFS-IP) till March 2018. A Memorandum of Understanding (MoU) will be used to govern the funds disbursement to the various partners implementing the CHPS programme.

### Background

#### The CHPs programme within HSSP.

The CHPS programme focuses on supporting the scale up of primary health care services at community level and the operationalisation of the health financing strategy (HFS) which aims to advance sustainability of health financing advancing Ghana's strategy aim to achieve universal health coverage (UHC). Additionally, there will be a stronger focus to strengthen accountability to citizens.

The MoH, through the Ghana Health Service (GHS) is implementing this programme. Of the £25 million pounds, the MoH will receive a maximum of £12.6 million to carry out various activities based on an approved workplan for CHPs rollout. DFID's support to CHPs will cover a wide budget management centres across a maximum of 4 regions – this cover a maximum of 100 district health management centres and up to 740+ zones.

The aid instrument is aligned financial aid – funds for agreed work plan and budget and provided upon satisfactory reports and agreed plans.

DFID, through AECOM will procure the following:

1	Lot 1 – Vehicles and Motorbikes	Quantity	Make	Model
1.1	<b>4x4 STATION WAGON VEHICLES</b> To convey personnel and light cargo on both on-and-off road. Vehicle will be used in difficult terrain (including slippery, rough and water-logged situation).	2	Nissan	Nissan Patrol GL 3.0 Litre Diesel Engine
1.2	<b>4x4 Pickup Vehicles</b> To be used for rural health services under dusty, hilly and muddy conditions	10	Nissan	Hard body AL008
1.3	<b>Motorcycles</b> To be used for rural health services under dusty, hilly and muddy conditions	200	TVS	ZT125
1.4	<b>Bicycles</b> To be used by rural health volunteers for home visits under dusty, hilly and muddy conditions	500	Any	Any

2	<b>Lot 2 –Medical Supplies/Equipment</b>			
2.1	<b>Service Delivery Kits ( Midwifery Kits)</b> For CHPS (community Health Planning Services) Programme	3000	kits	Any
2.2	<b>Surgical Instrument Kit: Suture Kit</b>	3000	kits	Any
2.3	<b>Surgical Instrument Kit: Delivery Kit</b>	3000	kits	Any
	<b>Anthropometric Equipment:</b>			
2.4	Scale, Electronic, Mother/Child, 150kg x 100g	1000	kits	Any
2.5	Infantometer = 33-100 CM	1000	kits	Any
2.6	Equipment Scale, baby, electronic, 10KG, MIN GRAD 5g	1750	kits	Any
2.7	Portable baby / child / adult Length & Height measuring system / SET-2	500	kits	Any
2.8	Portable Baby/child length/height measuring board wooden	225	kits	Any
2.9	Children's Mid Upper Arm Circumference (MUAC), Child 11.5 Red/Pac-50	4000	kits	Any
3	<b>Lot 3 – Laptop computers</b>			
3.1	<b>Laptop Computers</b>	24	Each	Lenovo

**Full details of the specifications required are included at Annex B**  
**Objective**

This procurement is central to the delivery of primary health care services for women and children in rural areas. This contract is for medical equipment including midwifery kits for normal deliveries, suture and surgical kits for emergency deliveries, scales and portable child measuring systems, motorbikes and vehicles for delivery of supplies and medicines and outreach activities at district level. The list of items to be procured is attached at Annex B.

**Recipient**

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

**Scope of work**

2. The Supplier'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.
3. The Supplier will liaise directly with Ministry of Health, Ghana Health Service and DFID.

**Outputs / Deliverables**

4. The Supplier will:
  - Undertake all **sourcing** as per the terms and conditions of their framework agreement with DFID.
  - Arrange for the **procurement** of the equipment is done in line with the project timelines and aims of the project
  - Help manage the **supply base** in relation to quality, cost and delivery time and assist with all supply contracts.
  - 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.
  - Arrange for the **goods and equipment to be delivered** to a warehouse appointed by DFID.

**Coordination**

5. Clear communication channels and/or approval processes will be established between the Supplier , DFID and the Ministry of Health.
6. DFID Ghana Programme Manager, will have overall responsibility for the equipment including Financial Management and Administration.

### **Reporting**

7. A narrative report at the end of October 2017 will be submitted to DFID. This will include a breakdown of costs for equipment, logistics, insurance (if any) and procurement fee to DFID.

### **Financial Management**

8. Payments will be linked to deliverables. Deliverables are explained in detail in the proposal in Annex C, along with associated budget and timeframe.

### **Media and communication**

9. The Supplier 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.
10. Whenever appropriate the Supplier 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. The call down contract will commence on 17 May 2017 and will be completed by 23 October 2017.

