

## 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 Goods and Equipment to 'Transforming Teacher Education and Learning (T-TEL) Programme' in Ghana

**Contract Purchase Order Number:** 7336

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 20<sup>th</sup> October 2015 ("the Start Date") and the Services shall be completed by 13<sup>th</sup> February 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 'Transforming Teacher Education and Learning (T-TEL) Programme' in Ghana ("the Recipient").

### **3. Financial Limit**

3.1 Payments under this Call-down Contract shall not, exceed £340,000 ("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: 20<sup>th</sup> October 2015

For and on behalf of

**Crown Agents Ltd**

**St Nicholas House**

**St Nicholas Road**

**Sutton**

**Sutton**

**SM1 1EL**

Name:

Position:

Signature:

Date:

## **Terms of Reference**

### **Procurement of Goods and Equipment to 'Transforming Teacher Education and Learning (T-TEL) Programme' in Ghana**

#### **Introduction**

1. T-TEL is a Government of Ghana programme supported by the UK's Department for International Development, which seeks to transform the delivery of Pre-service Teacher education in Ghana by improving the quality of teaching and learning through support to 38 Colleges of Education from 2014 to 2018. This programme is being managed by Cambridge Education. The mission of this programme is: Quality teachers driven by their dedication to children's learning.
2. T-TEL's counterpart institutions are the Ministry of Education (and its divisions), national bodies such as the National Teaching Council, National Council for Tertiary Education, National Accreditation Board, National Inspectorate Board, Universities of Cape Coast and Winneba.

#### **Scope of Work**

3. The PA is required to assist the T-TEL programme to procure the following:
  - a. Five (5) x 4 wheel drive vehicles to be delivered to the project regional offices in Takoradi, Hohoe, Kumasi, Aburi, and Tamale respectively. The vehicles will be used to visit 38 colleges of education and potentially up to 800 schools based in urban, peri-urban, rural and remote areas of the country, travelling on tarmac, dirt roads, and at times rural tracks. A key concern is that the vehicles are robust enough to keep our staff safe on long and potentially rough journeys. Another concern is that vehicles are able to be serviced close to the offices which they serve (and do not need to be returned to Accra, for example).
  - b. Two thousand (2000) tablet computers for use by College of Education Tutors and Student Teachers. Approximately 50 tablets will be given to each college to be used in professional development sessions and in college classes by tutors. A detailed specification is attached as annex 2.
4. The PA is required to demonstrate Value for Money in this procurement exercise.
5. The PA is required to ensure the:
  - a. Identification of appropriate and experienced suppliers through the best competitive procurement process demonstrating Value for money.
  - b. Provision of a report, detailing the bids and evaluation to DFID Ghana, in the form of an evaluation report, to select the suitable supplier(s).
  - c. Supervision, management and timely delivery of the vehicles and tablet computers for the effective and efficient implementation of the T-TEL programme.
  - d. Ensure adherence to the budget of GBP150,000 (for vehicles) and GBP 190,000 (for

tablet computers), inclusive of management fees, insurance, duty, etc achieving value for money.

### **Deliverables**

6. The supply and delivery of the following:
  - a. Five 4 wheel drive vehicles, which meet the specification attached in Annex 1; and
  - b. Two Thousand (2000) tablet computers, which meet the specifications attached in Annex 2.

### **Timing**

7. The contract will commence on 9<sup>th</sup> October 2015 and terminate on 13<sup>th</sup> February 2016.
8. The programme for which these vehicles are required is scheduled to start in October 2015. Vehicles are however to be delivered to the T-Tel Accra office, (located at Plot No. 1C, Abotsi Link, East Legon, Near MJ Grand Hotel, Accra) by the end of November 2015 and the tablet computers are expected to be delivered to the T-TEL Accra office by the 30 of January 2016 or before that date. The PA will work closely with the T-TEL team to agree a mutually acceptable timeline for this.

### **Reporting**

9. Please direct all correspondence on this procurement to the DFID Senior Programme Officer and Procurement Manager.
10. A final report by 13<sup>th</sup> February 2016 will be submitted, including a breakdown of costs for material, logistics, insurance (if any) and procurement fee to DFID.
11. The PA will continue to provide regular updates to DFID and T-TEL on progress and proactively and/or flag any challenges that will affect timely delivery.
12. These reports will be submitted to the DFID Senior Programme Officer and the Education Advisor.

### **Project Completion Review**

13. At the end of the programme, Crown Agents, T-TEL and DFID Ghana will undertake a joint Project Completion Review (PCR) of all procurements activities undertaken under the T-TEL programme. The PCR will assess the results achieved, Value for Money, success of the programme in delivering outputs, lessons learnt and challenges encountered. This PCR will include a final financial report dedicated to the Procurement Agent activities. This will be carried out in consultation with the T-TEL Programme. The PCR will be done in accordance with DFID's PCR procedures and using DFID's PCR templates. This procurement activity will be assessed as part of this overall review process.

### **Media and communication**

14. All media enquiries related to this procurement process should be directed to DFID.

DFID

October 2015