

Section 4 Appendix A

CALLDOWN CONTRACT

Framework Agreement with: AECOM Ltd

Framework Agreement for: Goods and Equipment Procurement Supplier Framework Agreement

Framework Agreement Purchase Order Number: 7387

Call-down Contract For: The procurement of Goods and Equipment for Zambia Social Protection Expansion Programme (ZSPEP)

Contract Purchase Order Number: PO 8092

I refer to the following:

1. The above mentioned Framework Agreement dated 29 March 2016;
2. Your proposal of 18 September 2017

I confirm that DFID requires you to provide the Services (Annex A/Annex 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 22 September 2017 ("the Start Date") and the Services shall be completed by 30 July 2018 ("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 Community Development and Social Services (MCDSS) Zambia ("the Recipients").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed £1,333,551.40 ("the Financial Limit") and is inclusive of any government tax, as detailed in Annex B.

4. DFID Officials

- 4.1 The Project Officer is:

[REDACTED]

- 4.2 The Contract Officer is:

[REDACTED]

DFID Abercrombie House, East Kilbride

l-nicolson@dfid.gov.uk

5. Key Personnel

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 declare this Call-down Contract void.

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

Name:

Position:

April 2014



Signature:

Date:

For and on behalf of

AECOM Ltd

Name:

Position:

Signature:

Date:

ANNEX A

Terms of Reference for the procurement of Goods and Equipment for Zambia Social Protection Expansion Programme (ZSPEP)

19 September 2017

Introduction

1. DFID Zambia is contracting AECOM as its Supplier to procure goods, equipment and services to support the implementation of the Zambia Social Protection Expansion Programme (ZSPEP) by the Ministry of Community Development and Social Services (MCDSS). A copy of the estimated budget is attached as Annex B.

Background

2. The Zambia Social Protection Expansion Programme (ZSPEP) provides Social Cash Transfers (SCT) to extremely poor and vulnerable households to improve their standard of living. The Programme is implemented by the Government of Zambia (GRZ) through the Ministry of Community Development and Social Services (MCDSS). The programme is jointly funded by the GRZ, Department for International Development (DFID), Irish Aid (IA), Embassy of Finland and Embassy of Sweden UNICEF. The overarching goal of the proposed expanded Social Cash Transfer programme is to reduce poverty and intergenerational poverty in the districts covered by the programme.
3. Since 2014, GRZ has been scaling up the programme with the last 28 districts coming on board in 2017. The government has increased its funding to the programme significantly which has allowed the programme to expand from 61,000 recipients in 2013 to over 200,000 recipients by end of 2016. The increase in number of districts requires heightened efforts in the procurement of goods, equipment and services as well as timeliness and efficiency in the process.

Objectives

4. To procure goods on time and to the required quality.
5. To demonstrate technical and commercial capacity to deliver Value for Money in the management of the procurement process.

Recipient

6. The recipient of the the goods described in these Terms of Reference is the Government of Zambia (GRZ), in particular the Ministry of Community Development and Social Services (MCDSS).

Scope/Deliverables

7. Supplier to develop and agree a procurement schedule with MCDSS and DFID including finalising the specifications and amounts to be tendered and agreeing the sequence of procurement of the goods.
8. Supplier to undertake the procurement of the specified goods in a timely and accountable manner in accordance with the terms and conditions and scope of

April 2014

services of DFID framework and taking into account Whole Life Costing (WLC).

9. Once the goods arrive in Zambia, Supplier to work with MCDSS to ensure delivery to either MCDSS Headquarters or relevant districts as agreed with the Ministry. This will include;
 - Arrange appropriate inspection of goods to ensure conformity to contract specifications;
 - Provide support to MCDSS on planning for the delivery of goods to the districts; and
 - Provide support to MCDSS towards the development and completion of a distribution plan.

Method

10. The Supplier will ensure adequate capacity within its office in Zambia with support from HQ where necessary to coordinate the effective management and monitoring of the programme in collaboration with DFID and MCDSS including:
 - a. establishing clear, efficient and effective communication channels and approval processes between the Supplier staff and offices and between the Supplier DFID and MCDSS. DFID and MCDSS 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.
 - b. demonstrating efficiency, effectiveness, accountability and transparency; and measure, record and report to DFID and MCDSS the associated value added.
 - c. be flexible in their approach and aware that delivery timetables may change in order to adapt to reality on the ground. Instructions to the Supplier to procure goods will always be in writing and preceded by in-depth discussions between key MCDSS and DFID officials.

Financial Management

11. Payments will be linked to outputs. Outputs shall be explained in detail in the project plan, along with associated budget and timeframe, as attached in annex B.
12. Schedule of prices is detailed in Annex C.

Reporting

13. Monthly narrative progress reports will be submitted to DFID Zambia Programme

Officer and MCDSS by the Supplier. These will include a full report on progress, detailing deliverables achieved in the preceding month, risks and external issues affecting the procurement and proposed corrective action, measures taken to control costs, and detailed plans for the next month with expected deliverables.

14. Accurate monthly financial reports, starting in November 2017 will be submitted by the Supplier to DFID Zambia and MCDSS including breakdown of costs for goods, logistics, insurance (if any) and procurement fee, in line with the monthly narrative reporting.

Project Evaluation

15. The Supplier performance will be reviewed at the end of project review at the end of this contract. At the end of the programme, MCDSS and DFID 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

16. This contract will start on 22 September 2017 and end on 30 July 2018
17. Timing and procurement planning are critical to the successful implementation of this project

Duty of Care



18. The Supplier is responsible for the safety and well-being of their Personnel 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.
19. DFID will share available information with the Supplier on security status and developments in-country where appropriate. Annex F details Zambia Duty of Care county assessment.
20. All Supplier Personnel will be offered a security briefing by the British High Commission on arrival in Zambia. All such Personnel must register with their respective Embassies to ensure that they are included in emergency procedures.
21. A copy of the DFID visitor notes (and a further copy each time these are updated) will be provided to the Supplier by the British High Commission, which the Supplier may use to brief their Personnel on arrival in Zambia.
22. The Supplier 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 Supplier must ensure that they and their Personnel are up to date with the latest position.

Annex B

Specifications

BICYCLE GENERAL SPECIFICATIONS

1	BICYCLE - HEAVY DUTY, SINGLE SPEED Complying with BS6102 Specification for Safety Requirements for Bicycles
2	<p>TYPICAL PROFILE (Gents Bicycle):</p>  <p>TYPICAL PROFILE (Ladies Bicycle, with a Step-through or low-step frame. Low or absent top tube or cross bar):</p> 
3	FRAME 22/24"
4	HANDLE BAR Roadster type NRR Roller lever
5	WHEEL DIAMETER 26 – 28", heavy duty
6	TYRE SIZE Standard / Balloon
7	PEDALS Steel with rubber tread blocks, reflective
8	SADDLE PVC with chrome seat pillar
9	REAR CARRIER Heavy duty type Capacity 80kg
10	STAND Heavy duty double rear type
11	GEARS/SPROCKET Single speed freewheel

12	MUDGUARDS FRONT and REAR Rear fitted with reflector
13	CHAIN COVER
14	WHEELS Chromium plated rims and hubs with rustproof spokes and brass nipples and washers
15	TYRE INFLATOR/PUMP Mounted on frame. Flexible connector with valve fitting
16	DYNAMO Tyre driven dynamo lighting set with front lamp. OR Battery operated light
18	Bell
19	LOCKS Frame fitting lock
20	BRAKES Bidder to state type
21	TOOLS One combination spanner, one dumbbell spanner, one screwdriver and three tyre levers supplied complete with small saddle attached tool bag
22	ACCESSORIES Puncture repair outfit. Spare tyre and tube

DOUBLE CAB 4 X 4 MOTOR VEHICLE SPECIFICATIONS

Body type	Double Cab
Number of seats within cab	Driver and one passenger in front, three at back
Wheel drive	4 x 4 Right Hand Drive
Engine	2.0 – 3.0 cc
Fuel type	Diesel
Fuel tank capacity	Minimum 75 litres
Transmission	5-speed Manual OR Automatic
Airbags	Driver and front passenger seat
Ground clearance	Minimum 210mm
Warranty	Minimum 3 years
In-country (Zambia) Warranty and After-sales-service	Bidder to state local authorised agents for specified vehicles
Options to include:	
• Anti-lock Brake System (ABS)	
• Power Steering	
• Power Windows	
• Audio system (FM Radio and CD + speakers)	
• Air conditioner	
• Canopy	
• Basic Safety Pack (Fire extinguisher, Warning Triangles, First Aid Kit)	
• One Spare tyre	
• Tool kit and Jack	
• Owner's manual	
• Gear lock	
• Remote control alarm with siren, engine immobiliser	
• Set of floor rubber mats for front and rear cab	
• Side steps	
• Rear step bumper	

STATION WAGON 4 X 4 SPECIFICATIONS

Body type	Station Wagon
Number of Doors	5
Seats	9 - 10 seater
Drive type	4 x 4, Right Hand Drive
Engine	3500 – 4500 cc
Fuel type	Diesel
Fuel tank capacity	Minimum 80 litres
Transmission	Manual OR Automatic
Airbags	Driver and front passenger seat
Wheel base	Ground Clearance: 200 mm minimum
Warranty	Minimum 3 years
In-country (Zambia) Warranty and After-sales-service	Bidder to state local authorised agents for specified vehicles
Options to include:	
•	Electric 12V winch with heavy duty bull bar
•	Transit safety box (to secure easily removable items)
•	Repair manual in English
•	Air conditioning (non-CFC)
•	Audio system (FM Radio and CD + speakers)
•	Gear lock
•	One spare tyre
•	Tool kit and Jack
•	Owner's manual
•	Basic Safety Pack (Fire extinguisher, Warning Triangles)

MOTOR BIKE SPECIFICATIONS

Engine Type	190 – 210 cc air cooled 4 stroke
Transmission	5 – speed manual
Ignition	AC-CDI
Starter	Electric with kick-start backup
Wheel base	1300 – 1500mm
Seat height	800 – 850mm
Ground clearance	200 – 250mm
Fuel capacity	8 – 10 litres
Front suspension	Telescopic fork
Rear suspension	Pro-link single shock
Front brakes	Hydraulic single disc with twin piston callipers
Rear brakes	Mechanical drum
Dry weight	120 – 140kg