

ANNEX A
Terms of Reference

Procurement of I. T. Equipment for Teacher Development Programme (TDP) in Nigeria

Procurement Supplier – AECOM
Supplier ID 53127

Introduction:

1. The UK Government through TDP intends to support the Federal Government of Nigeria to improve the skills of teachers in core curriculum subjects through pre-service and in-service interventions.
2. DFID is contracting AECOM under the DPSA framework as its procurement Supplier to assist with the procurement of Equipment for the TDP, managed by Mott MacDonald.

Objectives:

3. The objective is to seek the assistance of AECOM under the DPSA framework agreement to procure office equipment and Trainer in the Pocket hardware for TDP.

The Recipient:

4. The recipient of the goods is the Teacher Development Programme in Nigeria.

The Scope:

5. AECOM's role under the DPSA framework agreement will include having an oversight of the procurement planning, sourcing, tendering, technical and commercial evaluation, contract placement, expediting, quality assurance and inspection, progress and financial reporting, reviewing payment and invoicing.

Deliverables:

6. AECOM will work with the Service Provider who will provide the required technical specification of the goods/equipment to AECOM.
7. AECOM will be responsible for procuring the deliverables as set out in Annex B. Goods and Equipment will be requested by the Programme Supplier or DFID, and quotes will be provided by AECOM through the life of the contract, in a phased process. This will allow for quotes to be submitted for approval and corresponding contract amendments to be executed, as and when tranches of goods have been agreed, thereby mitigating delays to the program.
8. When considering the reality on the ground it will be essential for AECOM and the Service Provider to work closely to avoid delivery and operational delays. To this end AECOM must put in place appropriate resources to meet the programme's procurement requirements, and develop appropriate knowledge in-country.

Methodology:

9. AECOM will set up a Project Management team (PS-PMU), which will coordinate the effective management and monitoring of the programme with DFID PMU and with the Service Provider PMU.
10. Clear communication channels and/or approval processes will be established between AECOM (DPSA), DFID Nigeria and the Service provider Mott MacDonald.
11. A variety of considered solutions to programmatic and management challenges, identifying the advantages and disadvantages of each course, will be presented to DFID for final decision making, as and when necessary.
12. DFID Nigeria Deputy Programme Manager and Programme Officer will be kept informed of all relevant issues that are likely to affect the implementation of the programme. A communication matrix is attached in Annex C.
13. AECOM'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. AECOM will be expected to demonstrate efficiency, effectiveness, accountability and transparency, and measure and record its associated value added. AECOM will be expected to provide a realistic procurement plan.

Financial Management:

14. Payments will be linked to outputs. Payments will be made on final delivery and inspection of goods after full delivery of each agreed phase of goods .
15. Outputs shall be explained in details in the project plan, along with associated budget and timeframe, as attached in Annex B.
16. AECOM will submit invoices and/or remittance requests for payment to DFID Nigeria for procurement undertaken as part of this contract.
17. Schedule of prices is as detailed in Annex D.
18. An inventory of all assets procured under the procurement exercise will be maintained by AECOM. At the end of the programme period or once contracts have been completed, DFID Nigeria will decide in consultation with key stakeholders how best to dispose of assets acquired with DFID funding.

19. Reporting:

20. AECOM will report to DFID Nigeria and will provide the following:
 - a. 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. Whenever appropriate AECOM 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.

22. A final report will be submitted to DFID Ghana by AECOM providing details of deliverables achieved during the procurement period. This would also include a breakdown of costs for the office equipment, logistics, insurance (if any) and procurement fee to DFID.

23. Timeframe:

24. AECOM will be contracted for a period commencing not later than 3rd November 2016 2016 and shall be completed by 31st August 2019.

ANNEX B Specifications

Teacher Development Programme (TDP) Consolidated Procurement Plan DFID FY16-17

This pipeline document details what is anticipated to be requested and delivered over the lifetime of the Contract.

Final quotes will be requested and delivered in phases, with each phase facilitated by a contract amendment, updating Annex D.

The first tranche of TiPH Procurement (Phase 1) requirements quoted for and approved by DFID are detailed as Annex B (A).

Teacher Development Programme (TDP) Consolidated Procurement Plan DFID FY16-17

Specifications

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Please quote for the following goods and equipment:

Programme:

Procurement of Equipment for TDP

Needs/Goods description	Quantity	Delivery date	Delivery place
<i>PHASE 1 STATES Procurement (1):</i>			
<i>ABUJA OFFICE (1.1):</i>			



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Office Furniture and Equipment:			
Ergonomic Chairs (small): TOSL Chairs 789	4	ASAP	Abuja Office
Ergonomic Executive back Mesh Chairs: Tianshua or Emel	18	ASAP	Abuja Office
IT Communication Equipment			
Laptops and Accessories: DELL or equivalent, minimum 4gig ram, 128gig SSD HDD, 1gig LAN, Intel core i5,, windows 7 Pro,, WLAN, Bluetooth, with docking station, monitor, wireless keyboard and mouse	1	ASAP	Abuja Office
Vehicle			
ABUJA GUEST HOUSE (1.2):			
TOTAL ESTIMATED COST FOR PHASE 1 ABUJA ABOVE (1.1&1.2):	£		
JIGAWA OFFICE (1.3):			
Office Furniture and Equipment:			£
Ergonomic Executive back Mesh Chairs: Tianshua or Emel	7	ASAP	Jigawa Office (TBC)
IT Communication Equipment			£0
Vehicle			£0
JIGAWA GUEST HOUSE (1.4):			
TOTAL ESTIMATED COST FOR PHASE 1 JIGAWA ABOVE (1.3&1.4):	£		

KATSINA OFFICE (1.5):				
Office Furniture and Equipment:				£
Ergonomic Executive back Mesh Chairs: Tianshua or Emel	7	ASAP		Katsina Office (TBC)
IT Communication Equipment				£0
Vehicle				£0
KATSINA GUEST HOUSE (1.6):				
TOTAL ESTIMATED COST FOR PHASE 1 KATSINA ABOVE (1.5 & 1.6):		£		
ZAMFARA OFFICE (1.7):				
Office Furniture and Equipment:				£
Ergonomic Executive back Mesh Chairs: Tianshua or Emel	7	ASAP		Zamfara Office (TBC)
Electricity NEPA: 50kva Transformer (NUCON)+Accesoris+Logistics	1	ASAP		Zamfara Office (TBC)
IT Communication Equipment				£0
Vehicle				£0
ZAMFARA GUEST HOUSE (1.8):				
TOTAL ESTIMATED COST FOR PHASE 1 ZAMFARA ABOVE (1.7 & 1.8):		£		

PHASE 2 STATES Procurement (2):			
KADUNA OFFICE (2.1):			
Office Furniture and Equipment:			£
Air Conditioners: Panasonic or equivalent	Lot	ASAP	Kaduna Office (TBC)
Table: Cherry Colour	1	ASAP	Kaduna Office (TBC)
IT Communication Equipment			£
Laptops and Accessories: DELL or equivalent, minimum 4gig ram, 128gig SSD HDD, 1gig LAN, Intel core i5,, windows 7 Pro., WLAN, Bluetooth, with docking station, monitor, wireless keyboard and mouse	2	ASAP	Kaduna Office (TBC)
Printer: HP or equivalent Laser Printer B&W	1	ASAP	Kaduna Office (TBC)
Printer: HP or equivalent Laser Printer Colour	1	ASAP	Kaduna Office (TBC)
Copier: MX 453N copier with the ADF and Finisher	1	ASAP	Kaduna Office (TBC)
Central Inverter: Minimum 20KVA pure sinewave inverter with 24 hours backup on 90% load	1	ASAP	Kaduna Office (TBC)
Vehicle			£
Hilux or equivalent	1	ASAP	Kaduna Office (TBC)
KADUNA GUEST HOUSE (2.2):			
TOTAL ESTIMATED COST FOR PHASE 2 KADUNA ABOVE (2.1 & 2.2):			
			£

KANO OFFICE (2.3):			
Office Furniture and Equipment:			£
Air Conditioners: Panasonic or equivalent	Lot	ASAP	Kano Office (TBC)
4-seater Workstation: Cherry colour	1	ASAP	Kano Office (TBC)
Office Desk	1	ASAP	Kano Office (TBC)
IT Communication Equipment		ASAP	£
Laptops and Accessories: DELL or equivalent, minimum 4gig ram, 128gig SSD HDD, 1gig LAN, Intel core i5,, windows 7 Pro,, WLAN, Bluetooth, with docking station, monitor, wireless keyboard and mouse	2	ASAP	Kano Office (TBC)
Printer: HP or equivalent Laser Printer B&W	1	ASAP	Kano Office (TBC)
Printer: HP or equivalent Laser Printer Colour	1	ASAP	Kano Office (TBC)
Copier: MX 453N copier with the ADF and Finisher	1	ASAP	Kano Office (TBC)
Central Inverter: Minimum 20KVA pure sinewave inverter with 24 hours backup on 90% load	1	ASAP	Kano Office (TBC)
Vehicle		ASAP	£
Hilux or equivalent	1	ASAP	Kano Office (TBC)
NO KANO GUEST HOUSE:			
TOTAL ESTIMATED COST FOR PHASE 2 KANO ABOVE (2.3):			£

TiPH Procurement (Phase 1):			
Micro SD-Card: Scandisk, Transend, Toshiba or Adata 8Gig class 4 micros SD card	15,130	ASAP (latest Oct. 16)	TDP Abuja Office
TOTAL ESTIMATED			£
Amplifier: Betterway SH-120B - Hand-Held Wireless Portable PA System	40	ASAP (latest Oct. 16)	TDP Abuja Office
TOTAL ESTIMATED			£
Mobile Phone: Nokia 225, 2.8inch 240x320 pixel display,3.5mm jack, speaker,MP3, microSD card slot, micro USB	300	ASAP (latest Oct. 16)	TDP Abuja Office
<div> <div>ORK</div> <div> Technology GSM </div> </div> <div> <div>LAUNCH</div> <div> Announced 2014, April </div> </div> <div> <div>BODY</div> <div> Status Available. Released 2014, May </div> </div> <div> <div>BODY</div> <div> Dimensions 124 x 55.5 x 10.4 mm (4.88 x 2.19 x 0.41 in) </div> </div> <div> <div>BODY</div> <div> Weight 99.8 g (3.53 oz) </div> </div> <div> <div>BODY</div> <div> SIM Mini-SIM </div> </div> <div> <div>DISPLAY</div> <div> Type TFT, 256K colors </div> </div> <div> <div>DISPLAY</div> <div> Size 2.8 inches (~35.3% screen-to-body ratio) </div> </div> <div> <div>DISPLAY</div> <div> Resolution 240 x 320 pixels (~143 ppi pixel density) </div> </div> <div> <div>MEMORY</div> <div> Card slot microSD, up to 32 GB (dedicated slot) </div> </div> <div> <div>MEMORY</div> <div> Phonebook 1000 entries </div> </div> <div> <div>MEMORY</div> <div> Call records Yes </div> </div> <div> <div>CAMERA</div> <div> Primary 2 MP </div> </div> <div> <div>CAMERA</div> <div> Features 1/5" sensor size </div> </div> <div> <div>CAMERA</div> <div> Video 320p@15fps </div> </div> <div> <div>CAMERA</div> <div> Secondary No </div> </div> <div> <div>SOUND</div> <div> Alert types Vibration, MP3 ringtones </div> </div> <div> <div>SOUND</div> <div> Loudspeaker Yes </div> </div>			

COMMS	3.5mm jack	Yes			
	WLAN	No			
	Bluetooth	v3.0			
FEATURES	GPS	No			
	Radio	Stereo FM radio			
	USB	Micro USB v2.0			
	Messaging	SMS(threaded view), MMS, Email, IM			
	Browser	WAP 2.0/xHTML			
	Games	Yes			
	Java	No			
BATTERY		- SNS applications - MP4/H.263 player - MP3/WAV/AAC player - Organizer - Voice memo - Predictive text input			
		Removable Li-Ion 1200 mAh battery (BL-4UL)			
	Stand-by	Up to 864 h			
	Talk time	Up to 21 h			
MISC	Music play	Up to 49 h			
	Colors	Red, yellow, green, black, white			
	SAR EU	1.05 W/kg (head) 0.78 W/kg (body)			
TOTAL ESTIMATED					£
Tablet (plus accessories): Quad Core 1.6GHz, 2Gig RAM, 16Gig internet storage, WiFi, Micro SD-card slot, SIM slot, USB support, 8inch Display, Tablet cover, Screen protector and Charger			40	ASAP (latest Oct. 16)	TDP Abuja Office
TOTAL ESTIMATED					£
Laptop: Intel Core i3, 4gig RAM, 500gig Hard drive, VGA, HDMI port, 6 Cell Battery, 15.6 inch display, carrying bag, windows 7 OS, MS Office 2010			40	ASAP (latest Oct. 16)	TDP Abuja Office



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TOTAL ESTIMATED			£
Projector: VGA/HDMI/USB Mobile connect 1400 Lumens Mobile projector	40	ASAP (latest Oct. 16)	TDP Abuja Office
TOTAL ESTIMATED			£
Micro SD-Card Duplicator: Systor Systems 1 to 23 SD/Micro SDDrive Duplicator	1	ASAP (latest Oct. 16)	TDP Abuja Office
TOTAL ESTIMATED			£
CONTINGENCY TiPH			£
OVERALL TOTAL ESTIMATED FOR TiPH:			£

OVERALL TOTAL Office Furniture and Equipment:			
OVERALL TOTAL IT Communication Equipment			
OVERALL TOTAL Vehicle			
OVERALL TOTAL Trainer in the Pocket Hardware (TiPH)			
Contingency (CANL fees, ex-rate fluctuation, etc.) (3)			£
OVERALL TOTAL ESTIMATED (1, 2 & 3):			£

*: The equipment listed above to be delivered in DFID FY16-17 is part of the amount transferred to CANL via CA1.

ANNEX B (A)
Specifications for TIPD Phase 1

Phase 1

LI	DESCRIPTION (Item, Dimensions, Color, Etc.)	Item Category	UOM	QTY
	Items for Abuja			
1	Micro SD-Card: Team Group MICRO SDHC 8GB CLASS 4 RETAIL W/1Adapter TUSDH8GCL403 Programme team have now agreed Programme team have agreed on 3rd November to purchase an alternative Kingston brand	Trainer in the Pocket Hardware	lot	15130
2	Amplifier: Betterway SH-120B - Hand-Held Wireless Portable PA System	Trainer in the Pocket Hardware	lot	40
3	Mobile Phone: Nokia 225 Programme team have agreed change to Spec on 3rd November to purchase as alternative equivalent model Nokia 230	Trainer in the Pocket Hardware	lot	300
4	Tablet (plus accessories): Samsung Galaxy Tab A 10.1 (2016) Black(with cover case and screen protector)	Trainer in the Pocket Hardware	lot	40
5	Laptop: HP 250 G4 Intel Core i3 Processor (4GB ram/ 500gb hdd) win 7/10	Trainer in the Pocket Hardware	lot	40
6	Original : Projector: Excelvan EHD11 - LED Projector 2600LM Project team have agreed change to spec on 3rd November to purchase as alternative Optoma S341 3500 Lumens SVGA 3D DLP Projector with Superior Lamp Life and HDMI	Trainer in the Pocket Hardware	lot	40
7	Micro SD-Card Duplicator: Systor Systems 1 to 23 SD/Micro SDDrive Duplicator	Trainer in the Pocket Hardware	lot	1
	Items for Jigawa			
8	60 KVA stabilizer - 60KVA Three Phase Independent Servo Voltage Stabilizer , 380V (-55 to +18%) input(Model 3397)	Office Furniture & Equipment	EA	1

ANNEX C
Procurement Plan TIPD Phase 1
REDACTED

ANNEX D
Schedule of Prices
REDACTED
TIPD Phase 1

ANNEX E
Key Performance Indicators and Service Level Agreements
REDACTED

ANNEX F
Savings management
REDACTED

ANNEX G
Communication matrix
REDACTED

ANNEX H
Duty of Care country assessment
REDACTED