

MODEL CALLDOWN CONTRACT

Framework Agreement with: AECOM Ltd

Framework Agreement for: DFID Goods & Equipment Procurement Supplier

Framework Agreement Purchase Order Number: 7387

Call-down Contract For: Procurement of Vehicles, Goods and Equipment for Propcom Mai-karfi (PMK)

Contract Purchase Order Number: PO 8432

I refer to the following:

1. The above mentioned Framework Agreement dated 29th March 2016
2. Your revised proposal of **18th December 2018**

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 **7th January 2019** ("the Start Date") and the Services shall be completed by **28th February 2019** ("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 **Propcom Mai-karfi(PMK) programme team** ("the Recipient").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed **£151,565.88** ("the Financial Limit") and is inclusive of any government tax, if applicable as detailed in Annex B.

4. DFID Officials

- 4.1 The Project Officer is: xx
- 4.2 The Contract Officer is: xx

5. Key Personnel

The following of the Supplier's Personnel cannot be substituted by the Supplier without DFID's prior written consent: xx

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:

Signature:

Date:

For and on behalf of
AECOM Ltd

Name:

Signature:

Date:

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

ANNEX A

Terms of Reference

1. Introduction

DFID is contracting AECOM ('AECOM' or 'DPSA') as its Procurement Supplier to assist the PROP COM programme to undertake and procure Goods for the Propcom Mai-karfi Programme ('the Programme'). The required Goods and their detailed specifications are provided in Annex B.

2. Objectives

DPSA's overall role is to assist the Programme in procuring Goods which will be used for the period 2019 to 2021.

DPSA will demonstrate that it has technical and commercial capacity to deliver Value for Money (VFM) in the management of the supply of the specified Goods.

3. Recipient

The recipient of the goods described in these Terms of Reference is the the Propcom Mai-karfi(PMK) programme team ("the Recipient").

4. Scope

DPSA, working with the Programme team, will be responsible for the effective management, coordination and monitoring of the delivery of the Goods.

Major milestones of the project are defined in the agreed Procurement Plan and Proposal at Annex C.

5. Method & Deliverables

Clear communication channels and approval processes in line with DPSA's framework agreement will be established between DPSA, DFID and the PMK programme.

DPSA will report to the PMK SRO, xx

DPSA will also:

- a) Meet with PMK programme team and agree in writing on the exact needs and specifications of the Goods in line with the project requirements and the estimated cost.
- b) Agree in writing with PMK programme a Procurement Plan and Proposal that clearly defines the procurement processes/stages of securing the Goods and a realistic delivery time table.
- c) Agree in the Proposal at Annex C the roles and responsibilities of the Programme and DPSA in the implementation of the project.

6. Financial Management

Payments will be linked to outputs. Outputs shall be explained in detail in the Proposal along with associated budget and timeframe.

DPSA will submit invoices and/or remittance requests for payment to DFID for procurement undertaken as part of this contract in line with the terms of the Framework Agreement and as detailed in the Proposal.

The maximum available budget inclusive of DPSA fees is £155,000

Procurement supplier fees will be 6% of the value of the Goods.

An inventory of all assets procured under the programme will be maintained by the PMK programme. 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.

7. Reporting

The Procurement Supplier will report to DFID PMK SRO, xx and will provide the following:

- a) Agreed Goods specifications with the programme within two weeks of agreement of this Terms of Reference.
- b) Procurement Plan agreed and signed with the programme clearly defining the roles and responsibilities of each party.

Monthly progress reports will be submitted to DFID Nigeria by DPSA as per the current agreed reporting procedure with country office. Separate reporting for this supply of Goods will not be provided. In addition, accurate monthly financial reports, starting with the month of January 2019, will be submitted, including a breakdown for costs for material, logistics, insurance (if any) and procurement fee, in line with the Collaboration Unit monthly reporting.

Whenever appropriate DPSA 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.

8. Timeframe

The TOR will become operational on 24/12/2018 the end date will be specified in the call down contract.

DFID does not expect its contribution to extend beyond 28/02/2019.

9. Duty of Care

AECOM are responsible for the safety and well-being of their personnel (as defined in the Framework Agreement) and appropriate security arrangements. AECOM will also be responsible for the provision of suitable security arrangements.

AECOM is responsible for ensuring appropriate safety and security briefings for all their personnel working under the Call-down Contract and ensuring that their personnel register and receive appropriate briefing. 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.

AECOM is fully responsible for Duty of Care in line with the details provided above and the initial risk assessment matrix developed by DFID. AECOM confirms that:

- It fully accepts responsibility for Security and Duty of Care.
- It understands the potential risks and have the knowledge and experience to develop an effective risk plan.
- It has the capability to manage their Duty of Care responsibilities throughout the life of the contract.

ANNEX B Specifications

5. AECOM's OFFERED SPECIFICATION			
Master Description	Specification	Mfr	QTY
Vehicle carried Trauma Kits	*Approximate Dimensions of bag: H43 cm W30 cm D20 cm: Stretcher (nylon fold away)-1 Crepe Bandage 7mm wide -3 Triangular bandage -3 Burn Dressing -2 Trauma Dressing -3 Assorted Plasters -1, Number of Kits Required 6 Tuffcut Scissors -1 Sam Splints -2 Fracture Straps -4 Space Blanket - 1 Guedel Airway #3 -1 Guedel Airway #4 Transpore tape -1 Jelonet -5 Tourniquet -2 Halo Chest Seal -2 Syringe 2ml -2 Syringe 5ml -2 Disposable Needle 25g -2 Skin Closures Strips (Steri-Strips) -1 Cleansing Wipes -20 Celox Bandage -1 Celox Applicator 1 Interpose Dressing -10 Spare Parts for up to Kms 60,000 as Defined by the Manufacturer D4 Nitrile Gloves -4 Nasopharyngeal Airway 7mm -1 Nasopharyngeal Airway 6mm -1+D3	Sp services	6
Toyota Hilux 5-seater	Hilux Double Cabin 5-seater 3.0 I LHD (Manual) (Airbags, Air Conditioning, ABS), Model: LAN125L-DNMSFN SFX: A1 Model number: HILUX 4WD DC P SS MT	Toyota	2
SAMSUNG Galaxy Grand Prime Pro	Smart phones SAMSUNG Galaxy Grand prime PRO Product Specification BODY 143.8 x 72.3 x 8.4 mm (5.66 x 2.85 x 0.33 in) 153 g (5.40 oz) Aluminium frame, plastic back Dual SIM (Micro-SIM, dual stand-by) DISPLAY Super AMOLED capacitive touchscreen, 16M colours 5.0 inches, 68.9 cm (~66.3% screen-to-body ratio) 540 x 960 pixels, 16:9 ratio (~220 ppi density) PLATFORM Android 7.1 (Nougat) Qualcomm MSM8917 Snapdragon 425 Quad-core 1.4 GHz Cortex-A53 Adreno 308 MEMORY microSD, up to 256 GB (dedicated slot) 16 GB, 1.5 GB RAM CAMERA 8 MP, f/2.2, autofocus, LED flash Geo-tagging, touch focus, face detection, HDR, panorama 1080p@30fps 5 MP, f/2.2, LED flash SOUND Vibration; MP3, WAV ringtones COMMS Wi-Fi 802.11 b/g/n, Wi-Fi Direct, hotspot 4.2, A2DP Yes, with A-GPS, GLONASS, BDS	Samsung	10

	FM radio Micro USB 2.0, USB On-The-Go FEATURES Accelerometer, proximity SMS(threaded view), MMS, Email, Push Email, IM HTML - MP4/H.264 player - MP3/WAV/eAAC+/Flac player - Photo/video editor - Document viewer BATTERY Removable Li-Ion 2600 mAh		
Samsung Galaxy Tab A 7"	(Samsung Galaxy Tab A 7 Inch Wi-Fi Tablet, (Black), (Spreadtrum 1.3 GHz, 1.5 GB RAM, 8 GB ROM, Android 5.1)	Samsung	6
Tablet Case	Samsung Galaxy Tab A 7.0 Case - Ultra Slim Lightweight Shell Holder Stand Leather Case for Samsung Galaxy Tab A 7.0 Inch SM-T280 T285 (Galaxy Tab A 7.0)		6
Power banks	10,000 mAh power banks		6
Laptops	DELL Latitude 7390 - (8th Generation Intel Core i5-8250U Processor, 8 GB RAM, 256 GB SSD, Integrated UHD Graphics 620, 13.3-in. display, Windows 10 Pro 64-bit English) Software Windows 10 Pro (64bit) English Intel vPro Technologys Advanced Management Features Service ProSupport and Next Business Day On-Site Service	Dell	10
Laptop carrying case	Spacious Laptop Sleeve Shoulder Messenger Bag for Women and Men, Universal Nylon Briefcase Bag for Tablet/Notebook. Black Grey, shock-proof if possible		10
APC Smart UPS 1500VA	1500VA with Model No. SMC1500I.	APC	5
LG Portable MiniBeam Projector	LG Portable MiniBeam Projector, PF1500W	LG	2

ANNEX C
Procurement Plan

CLIENT DETAILS

DfID's/Client's Title for this Procurement	<p>OPP 772000 Propcom Mai-karfi (PMK) - Procurement of Vehicles, Goods and Equipment</p> <p>Propcom Mai-karfi is implemented by Palladium International Development Nigeria Ltd.</p>
DfID/Client Reference No.	PO 8432
DPSA Salesforce Reference No.	OPP-772000
DfID/Client Representative(s): address, telephone & email details	<p>Department for International Development (DFID) Nigeria</p> <p>British High Commission</p> <p>XX</p> <p>Operations Manager</p> <p>Propcom Mai-karfi</p> <p>Palladium International Development Nigeria Ltd</p> <p>XX</p>
DPSA Customer Relationship Manager (CRM): address, telephone & email details	Country Manager (Nigeria)
DfID/Client Contracting Party	<p>DFID PCD</p> <p>Department for International Development (DFID)</p> <p>XX</p> <p>Department for International Development (DFID) Nigeria</p> <p>British High Commission</p> <p>Plot 1137 Diplomatic Drive,</p> <p>Central Business District,</p>

	Abuja
--	-------



THE PROPOSAL

1. RECOMMENDATION - EXECUTIVE SUMMARY		
Recommended Supplier(s), Their Goods and/or Services		Supplier Technical Informatics Creative Services (TICS) For supply of vehicles, furniture and IT equipment
Lead-time(s)		<p>20 to 30 days from PO placement with the supplier as detailed in the timeline section below.</p> <p>Goods will be delivered in one delivery where possible. Due to the more extended lead times for the trauma kits these may be delivered in a second delivery.</p> <p>Note: The lead time is dependent of stock on availability at the time of order.</p> <p>Note: At the time of submission we expect that the delivery date may fall between the period 27 December 2018 – 10 January 2019. Previous experience suggests that during this period offices in Nigeria are not well staffed due to the festive period. If PMK can confirm availability of an authorised representative to sign for the goods between 27th December and 10th January we will deliver on these dates. After that it will be the second or third week of January 2019.</p>
Price & Savings	(i) Available Budget	£155,000
	(ii) Total Contract Charges	£151,565.88
	Saving against Available Budget	Not applicable
	Additional Whole Life Costs	The items provided under this proposal may require additional costs in relation to installation, maintenance, spare parts, consumables and IT support. For the avoidance of doubt provision of any additional items or services in relation to the procured items not detailed in this proposal will not be provided.
‘Estimate’ or binding ‘Proposal’?		Binding proposal capable of acceptance
Validity Period		24 December 2018



2. ACQUISITION PLAN	
Procurement Strategy	<p>The overarching procurement strategy is to procure goods that meets the requirement while assuring quality and value for money.</p> <p>Due to ODA consideration and urgency as well as the non-inclusion of these items in the agreed IDEC, AECOM was advised to pursue local procurement by DFID</p>
Procurement Process & Outcome	<p>Pre-market Engagement: AECOM reached out to several international and local vendors in order to get the best cost and lead times. Based on DFID's instructions this list was then restricted to local vendors in order to save time.</p> <p>Suppliers contacted: The total number of vendors reached out for this procurement was 10. Responses were received from 6 of these 10 vendors. The remaining 6 vendors provided bids for various items. Some provided a quotation across all items, others provided only partial quotations. Of the 6 vendors 2 vendors quoted for all categories. The other 4 quoted for various categories as detailed below:</p> <ul style="list-style-type: none"> a. Chert (all categories) b. Emmalex (IT and Furniture) c. TICS (all categories) d. Rioss tech (IT) e. Storm Tech (IT and Furniture) f. TGS (Vehicle) <p>Suppliers who did not quote: 1 vendor claimed no bid due to inability to work in the Nigeria market at this time 3 vendors were unresponsive and hence eliminated</p> <p>Vendor responses The most complete responses were received from TICS and Chert who are both local vendors but adopted different strategies. Chert quoted most items from local sources and hence had very low lead times TICS quoted most items air freighted from international sources and presented better, more comprehensive warranties than Chert.</p> <p>Best and final Offer After two rounds, all 6 vendors were requested to provide the best and final offer and using the comparative pricing as a rough benchmark to push vendors to reduce prices. Chert and TICS were the only ones to respond in the given time. TICS offered a total discount that summed up to 3% of the total value on the condition of complete award. Chert discount was around 12% but the total value of the bid was significantly higher than TICS and therefore overall TICS offered the best price.</p> <p>Recommendation and Rationale:</p>



TICS was recommended over other vendors for the following reasons

- TICS has provided the most complete bid with consistent communication and information
- TICS has the overall lower price
- TICS has provided clear indications of the warranties per item
- TICS has provided a comprehensive Project management plan for this project with the HSE policy and security management plan.
- The lead times of TICS are not as good as Chert, but they are still within reasonable range and the additional costs for Chert were not deemed to offer good value for money.

**Supplier
Quotations: Audit
Trail**

First Bid

Note that some vendors are offering partial quote only so these prices are not directly comparable.

Vendor	Chert Solution	TGS	TICS	RIOSS	Emmalex	Stormtech
Delivery leadtime	5-30 days	60 days	20 – 30 days	45 – 60 days	45 -60 days	14 – 21 days
No of line items	19	1	18	13	4	12
Value of goods	£257,028.07	£49,961.44 (partial quote)	180,138.62	£73,019.28 (partial quote)	£21,057.75 (partial quote)	£20,327.67 (partial quote)
Freight & Insurance Charges	£ 5,287.43	£ 3,780.55	£10,500.00	£ 3,651.60	£2,625.00	£7,323.75
Import Duty and Tax	£ -	£ -	£ 6,300.00	£ 2,310.00	£ 3,150.00	£3,414.56
VAT	£12,851.40	£ -	£ 9,846.93	£3,651.00	£ -	£ -
Total	£ 275,166.91	£53,741.99	£206,785.58	£82,631.88	£ 26,832.75	£31,065.98

Second bid

Vendor	Chert Solution	Storm Tech	TICS
Delivery leadtime	30 days	21 days	30 days
No of line items	19	12	18
Value of goods	£224,449.91	£20,327.67	£182,028.53
Freight & Insurance Charges	£ 6,733.49	£ 7,323.75	£ 10,500.00
Import Duty and Tax	£ -	£3,414.56	£6,300.00
VAT	£ 11,222.49		£ 9,857.00
Total	£242,405.89	£31,065.98	£208,685.53

BAFO

Vendor	TICS	Chert Solutions
Value of goods	£ 180,718.13	£224,449.91
Freight & Insurance Charges	£ 8,500.00	£ 6,733.49



Import Duty and Tax	£ 4,200.00	£ -
VAT	£ 9,200.00	£ 11,222.49
Total	£202,618.13	£242,405.89

Initial feedback from the Client was received on 23d November 2018 and the following amendments in the original requirements were made:

APC Smart UPS 1500VA- 10 units

GESTETNER Digital Multi-Functional device: MP 2555 SP – 1 unit

3kVA Online UPS – 1 unit

Spare parts for Hilux:

Oil filter - 6 pieces per vehicle

Air Filter - 6 pieces per vehicle

Fuel Filter - 6 pieces per vehicle

Water Pump - 1 piece per vehicle

Shock Absorber - 1 set per vehicle

Fan belt 3 pieces per vehicle

Timing belt - 2 pieces per vehicle

V-belt - 2 per vehicle

Brake pad - 4 sets per vehicle

Brake shoe - 2 sets per vehicle

Internal Roll Bar and Bull Bar for the front of the vehicle – are no longer requested

Non for profit licences for software items (ArcGis PRO) to be procured in Nigeria were requested by the Client

DPSA advised that software items should be procured by the Client directly in order to achieve considerable savings, including taking advantage of non-profit licenses.

Final bid

Vendor	TICS
Value of goods	£123,415.43
Freight & Insurance Charges	£7,390.00
Import Duty and Tax	£3,185.00
VAT	£6,170.78
Total	£140,161.21

Second round of feedback was received from the Client on 6th December 2018 and the following amendments in the requirements were made:

Laptops – 10 units

Laptop carrying case – 10 units

APC Smart UPS 1500VA – 5 units



	<p>No longer requested items:</p> <p>Ergonomic Office Chairs – 0 units</p> <p>GESTETNER Digital Multi-Functional device: MP 2555 SP – 0 units</p> <p>3kVA Online UPS – 0 units</p>
Further Opportunities to improve Value for Money	<p>There could have been further opportunity for savings on the vehicles if an IDEC was in place to allow duty-exempt imports.</p>

3. LOGISTICS PLAN		
Carrier's Details		Supplier Technical Informatics Creative Services (TICS) will provide the logistics
Consignee's	Applicable Incoterm	DDP



Details	Importer of Record	Supplier Technical Informatics Creative Services (TICS)
	Delivery Address(es)	PMK office, 20 Port Harcourt Crescent, Off Gimbiya Street Garki, Abuja Nigeria
	Consignee's Representative	<p>XX Operations Manager Propcom Mai-karfi Palladium International Development Nigeria Ltd</p> <p>Any change to the authorised consignee must be provided in writing to DPSA no less than 5 working days before delivery. If the authorised signatory is not available on the agreed delivery date, DPSA reserves the right to withhold delivery until such time the consignee is available or alternate arrangement is communicated to DPSA. All additional costs, charges and any additional DPSA fees that may be incurred as a result of such non-availability or alternative arrangement, including vehicle retention, and/or re-delivery and storage of the goods shall be passed on to, and be payable by, DFID.</p>
Batching, Packaging, & Labelling		<p>All items will be packaged as per standard packaging relevant to each item to reasonably prevent damage in transit. Any boxes opened during the inspections will be resealed with tamper proof tape.</p> <p>The Goods are required to be branded using a permanent sticker with UK aid logo. Stickers will be provided with the goods for application by PMK so that PMK may choose where this sticker will be applied as best suits them.</p>
Samples		NA
Storage		<p>PMK is responsible for storing and securing the Goods post-delivery.</p> <p>PMK is also responsible for ensuring that the delivery site is ready to receive the Goods on confirmed dates as per the agreed delivery schedule. Equally, PMK will ensure that there is suitable space for the Goods to be stored and suitable access for the delivery team to enter the premises.</p> <p>If any additional costs are incurred (including re-scheduling of deliveries, demurrage or extra delivery costs) or facilities (including additional storage) required for Goods due to the delivery site not being ready for delivery or the nominated representative not being available on the agreed dates, these and any charges relating to storage shall be passed onto DFID for payment.</p>
Unloading at Destination		The vendor will unload the goods at the delivery address and handover to the authorised DFID representative.



	<p>PMK will specify any specific access requirements at the delivery address which will be made known to DPSA no later than 5 working days prior to the expected delivery. If these require any specialist equipment this may have additional charges which will be passed on to, and payable by, DFID.</p>
Inspection: Pre-Shipment	<p>Pre-shipment inspection will be conducted by DPSA and written evidence provided of such an inspection. The location of this inspection may depend on the sourcing location for goods and the standard industry procedures for the goods in question.</p> <p>Inspection procedure will be detailed in the proposal. The paperwork provided to Propcom Mai-karfi following pre-shipment inspection will include records of goods, serial numbers and accompanying photographs, in line with the final agreed list of specifications.</p>
Inspection: During & Post Shipment	<p>Post-delivery inspections are to be conducted by DFID and/or its nominated representative at the delivery addresses within 72 hours from the date of the delivery. Any issue(s) with the goods are to be reported in writing, directly to DPSA's point of contact and not to the vendors or logistics provider as the case maybe.</p> <p>If the authorised recipient fails to notify DPSA in writing of any issues after 72 hours of delivery or carry out the inspection, the goods shall be deemed accepted in full. DPSA cannot guarantee assistance resolving such issues if notified after this time period.</p> <p>If notified within the said 72 hour period PMK will allow DPSA (its agents and/or vendors) a reasonable opportunity to examine the alleged non-conforming goods and return them (if asked to do so by DPSA).</p> <p>DPSA shall not be liable for any alleged non-conforming goods if:</p> <ol style="list-style-type: none"> 1. The authorised recipient(s) or others make any further use of such goods after giving notice as per above. 2. The issue arises because the authorised recipient (or others) failed to follow DPSA's (including its vendors and/or agents) written instructions as to the storage, commissioning, installation, use and maintenance of the goods or good trade practice if applicable; 3. The authorised recipient or others alters or repairs such goods without written consent of DPSA; or 4. The issue arises as a result of fair wear and tear, wilful damage, negligence, or abnormal storage or working conditions. 5. The non-conformance arises from a change to the



	specification(s) of the goods which was not agreed in the call-down contract with DPSA or otherwise agreed (with reasonable notice) in writing with DPSA as a requirement prior to delivery.
Acceptance & Handover on Delivery	At the delivery address the goods will be handed over to only the consignee's authorised representative as specified to AECOM by PMK in writing in advance. On receipt, the authorised recipient will inspect the goods and will sign a delivery note for the delivered goods, to acknowledge that the agreed quantity and type of goods has been received.
Regulatory Testing & Compliance	NA
Duty & Other Import Considerations	All Duties and Taxes and other fees are included in the Price.
Tax Considerations (e.g. VAT; Withholding)	Locally sourced goods are subject to 5% VAT and all other taxes which are included in this proposal
Registration (Vehicles Only)	Registration of the vehicles will be the responsibility of Propcom Maikarfi.
Passing of Title	Title in the goods will be transferred to DFID following the full payment by DFID of the invoices issued by DPSA in relation to the goods
Passing of Risk	Risk will be transferred to DFID upon delivery of the goods to the delivery addresses and signing of the delivery notes by DFID and/or its nominated representative.
Type of Insurance Cover included	The goods are fully insured in transit to the delivery addresses and until risk is passed to DFID on delivery.
Installation & Training	NA
User Documentation (Manuals, etc)	All user manuals will be provided in English, where available.



Warranty

Vehicles: Standard manufacturer's warranty - 3 years or 100,000km, whichever comes first.
Please refer to Annex A for more details

Trauma kits: no warranty

All other items: standard manufacturer's warranty – 12 months

Warranty cards for eligible items will be provided to the Client upon delivery.

Warranty period commences from the date the items are delivered to the Client.

Maintenance, Spares & Support

Vehicles: 2 years or 50,000 km, whichever is reached first, maintenance plan provided by Toyota (Nigeria) Limited is included. Please refer to Annex B for more details.

The following spares are included in the price for the vehicles

SN	Item	Original Unit - pieces/vehicle	Revised Unit – pieces /vehicle
1	Oil filter -	12	6
2	Air Filter	12	6
3	Fuel Filter	12	6
4	Extra wipers	6	6
5	Water Pump	1	1
6	Shock Absorber	3	1
7	Fan belt	3	3
8	Timing belt	2	2
9	V-belt	2	2
10	Brake pad	8	4
11	Brake shoe	4	2



	12	Spark plugs	6	6
	Goodyear Tyres 255/70R15 - 10 pieces. No internal bull bar and roll bar for the front of the vehicles are included in the proposal			
Cancellation charges and restocking fees	Cancellation notice must be provided in writing to XX. At the time of receiving the cancellation notice, 100% of the value of any goods already ordered by the supplier will apply. The Supplier will provide a dated proof of order as evidence.			



4. PROJECT PLAN			
Itinerary & Milestones	Procurement proposal sent to DFID – 11/12/2018 DFID to approve and Call down contract signed – 24/12/2018 PO order issued – within 3 working days of call down contract signing est 31/12/2018 Delivery of goods – in accordance with the lead times specified. Est 30/01/2019 (please see assumptions about delivery and staff availability)		
Other Customer Responsibilities	NA		
Other Assumptions (External Factors)	<ul style="list-style-type: none">• Deliveries will be accepted by PMK as per lead times provided.• Deliveries will not take place over the Christmas period.• The end customer sites will be prepared and ready to accept deliveries• DPSA will not be held liable for any delays in delivery of the goods which are attributable to DFID and/or PMK, including lack of readiness of the delivery address for receipt of the goods or the authorised recipient of the goods being unavailable: In case the White Hilux is unavailable at the time of order the customer will accept the same model in Black as an alternative. The vendor is offering an alternate for the LG portable beam projector PG60G with LG PF1500W because the requested model is discontinued and though it can be purchased spares would not be easy to get in the future. This has been precleared with PMK.		
Risk Mitigation Plan			
Description of Risk	Impact (H=5; L=1)	Probability (H=5; L=1)	DPSA’s Proposed Mitigation
Delivery timetables is very tight and meeting ODA target maybe challenging.	5	4	Expedite all procurement processes towards an efficient approval mechanism by DFID and DPSA/AECOM.
Security risk around transport and delivery of items – risk of	4	2	Recommended vendor will be asked to adhere to DPSA security protocol



theft/damage			regarding trucking.
Security risks for personnel and third parties on the ground	5	1	DFID will provide country risk assessment as standard contract annex. Duty of care is passed to DPSA and the vendor
Delivery of wrong technical Specification	5	1	All technical specification of items will be reviewed by PMK and agreed to before the final proposal.
Counterfeit or substandard quality goods provided	5	3	Vendors will be required to adhere to the QA Plan and spec as requested.

5. FINAL SPECIFICATION & PRICE QUOTATION									
#	General Description	Specification	Mfr	P/N	QTY	Unit of Measure	Unit Price GBP	Total Cost Indicative GBP	Lead Time
1.0	Vehicle carried Trauma Kits		Spsservices		6	EA	£ 456.75	£ 2,740.50	30 Days
2.0	Toyota Hilux 5 seater Model number : HILUX 4WD DC P SS MT		Toyota	HILUX 4WD DC P SS MT	2	EA	£ 50,137.50	£100,275.00	10 Days
3.0	Smart phones SAMSUNG Galaxy Grand Prime Pro	Smart phones SAMSUNG Galaxy Grand prime PRO Product Specification BODY 143.8 x 72.3 x 8.4 mm (5.66 x 2.85 x 0.33 in) 153 g (5.40 oz) Aluminum frame, plastic back Dual SIM (Micro-SIM, dual stand-by) DISPLAY Super AMOLED capacitive touchscreen, 16M colors 5.0 inches, 68.9 cm (~66.3% screen-to-body ratio) 540 x 960 pixels, 16:9 ratio (~220 ppi density) PLATFORM Android 7.1 (Nougat) Qualcomm MSM8917 Snapdragon 425 Quad-core 1.4 GHz Cortex-A53 Adreno 308 MEMORY microSD, up to 256 GB (dedicated slot) 16 GB, 1.5 GB RAM CAMERA 8 MP, f/2.2, autofocus, LED flash Geo-tagging, touch focus, face detection, HDR, panorama 1080p@30fps 5 MP, f/2.2, LED flash SOUND Vibration; MP3, WAV ringtones COMMS Wi-Fi 802.11 b/g/n, Wi-Fi Direct, hotspot 4.2, A2DP Yes, with A-GPS, GLONASS, BDS	Samsung		10	EA	£ 141.75	£ 1,417.50	20 Days

		FM radio Micro USB 2.0, USB On-The-Go FEATURES Accelerometer, proximity SMS(threaded view), MMS, Email, Push Email, IM HTML - MP4/H.264 player - MP3/WAV/eAAC+/Flac player - Photo/video editor - Document viewer BATTERY Removable Li-Ion 2600 mAh							
4.0	Android Tablets for data collection (Samsung Galaxy Tab A 7 Inch Wi-Fi Tablet, (Black), (Spreadtrum 1.3 GHz, 1.5 GB RAM, 8 GB ROM, Android 5.1))	(Samsung Galaxy Tab A 7 Inch Wi-Fi Tablet, (Black), (Spreadtrum 1.3 GHz, 1.5 GB RAM, 8 GB ROM, Android 5.1))	Samsung		6	EA	£ 144.90	£ 869.40	20 Days
5.0	Tablet Case	Samsung Galaxy Tab A 7.0 Case - Ultra Slim Lightweight shell Holder Stand Leather Case for Samsung Galaxy Tab A 7.0 Inch SM-T280 T285 (Galaxy Tab A 7.0)			6	EA	£ 13.65	£ 81.90	20 Days
6.0	Power banks	10,000 mAh power banks			6	EA	£ 38.06	£ 228.38	20 Days
7.0	Laptops	DELL Latitude 7390 - (8th Generation Intel Core i5-8250U Processor, 8 GB RAM, 256 GB SSD, Integrated UHD Graphics 620, 13.3-in. display, Windows 10 Pro 64-bit English) Software Windows 10 Pro (64bit) English Intel vPro Technologys Advanced Management Features Service ProSupport and Next Business Day On-Site Service	Dell		10	EA	£ 1,333.50	£ 13,335.00	20 Days
8.0	Laptop carrying case	Spacious Laptop Sleeve Shoulder Messenger Bag for Women and Men, Universal Nylon Briefcase Bag for			10	EA	£ 31.50	£ 315.00	20 Days

[illegible]



Department
for International
Development



ANNEX D
Schedule of Prices

6. SCHEDULE OF PRICES		
DPSA Fee Rate - % of the delivered/landed cost of Goods	6%	£8,409.67
DPSA PM Fee		£2,995.00
Value of Goods		£123,415.43
Freight & Insurance Charges		£7,390.00
Import Duty and Tax		£ 3,185.00
VAT		£ 6,170.78
	Total Charges	£151,565.88

ANNEX E
Key Performance Indicators and Service Level Agreements

#	KPI description	Measurement	Evidence (in addition to regular minutes of meetings)
KPI1	Delivery in Full	Quantity of items delivered against quantity of items requested	Monthly scorecard to PCD
KPI2	On Time Delivery	Final delivery date against requested delivery date	Monthly scorecard to PCD
KPI3	Supplier profiling	Total financial value or orders delivered by UK-SMEs, UK-LEs, local-SMEs, local-LEs, Regional SMEs and Regional LEs	Monthly scorecard to PCD
KPI4	Timber procurement policy	Cost, quantity and source of origin of any timber product purchased	Monthly scorecard to PCD
KPI5	Third Party Suppliers performance	Active management of 3 rd party suppliers	Quarterly scorecard to PCD
SLA1	Savings achieved	Amount invoiced against budget	Monthly scorecard to PCD
SLA2	Customer satisfaction Index	To be defined after Inception	To be defined after Inception
COM1	Timeliness and quality of reporting	<ul style="list-style-type: none"> All reporting contains required information, is of high standard and is submitted within agreed timeframe; Management meetings take place in line with agreed schedule, have a clear agenda, cover key issues, record minutes and actions taken. 	To be defined during Inception
COM2	Timeliness of Communication	<ul style="list-style-type: none"> Timeliness, appropriateness and quality of all DFID communications including responsiveness to enquiries/request and escalations 	To be defined during Inception
FRA1	Framework efficiency	Efficiency of framework promotion	To be defined during Inception



ANNEX F Savings management

SLA1 - Savings Service Level Agreement Measurement

Rating	Definition
Green	Savings are 90% on target
Green	Savings are in between 81% and 90%
Amber Green	Savings are in between 71% and 80%
Amber Red	Savings are in between 61% and 70%
Amber Red	Savings are in between 51% and 60%
Red	Savings are below 50%

At the outset of each financial year, the Supplier will agree with PCD a target efficiency savings figure that must be achieved.

Savings will be based on an agreed total value of the Delivered goods.

The Supplier will use the attached form to record the savings against each delivery. At the end of each programme, a summary form will be provided.

All values will be indicated in GBP.

DFID Savings Template:

DFID PO Number	8432
Supplier PO Number	772000
Component Code	
Project name:	Propcom Mai-karfi (PMK)
Country	Nigeria
Goods description	Various
Goods' supplier name	AECOM Ltd

Definition of Saving Type	Type of saving	Quantity	Starting Price (A)	Agreed Final Price (B)	Amount of Saving (B-A)
Corporate Savings	Direct		£	£	£
Prices negotiated by another organisation but the supplier	Indirect		£	£	£
One-off savings and Discounts negotiated on individual purchases	Tactical		£	£	£
An alternative solution which provides the SP with a tangible saving	Value Engineering		£	£	£
TOTAL SAVINGS ACHIEVED			£	£	£

For validation and audit purposes, the Supplier is expected to provide a copy of A and B.



Department
for International
Development



ANNEX G
Communication matrix

Organisation	Role	Name
DFID	SRO	XX
Propcom Mai-Karfi	Operations Manager	XX
AECOM	Country Manager Nigeria	XX
DFID	Procurement Specialist	XX

ANNEX H
Duty of Care country assessment

Summary Risk Assessment Matrix
Project/intervention title: Propcom Procurement
Date of assessment: 04.10.2018
Assessing official: XX

Theme	DFID Risk score
	Abuja
OVERALL RATING¹	2
FCO travel advice	2
Host nation travel advice	1
Transportation	2
Security	2
Civil unrest and violence/crime	2
Terrorism	1
War	1
Hurricane	1
Earthquake	2
Flood	2
Medical Services	1
Nature of Project/ Intervention	2

1 Very Low risk	2 Low risk	3 Med risk	4 High risk	5 Very High risk
Low		Medium	High Risk	

Supplier to confirm with Propcom Mai-karfi Programme Programme Team that the above Assessment has not been subsequently updated when finalising their own Risk Assessment. The ratings have been provided by DFID Nigeria but with the proviso that these are generic to the country as a whole, and Suppliers may apply local knowledge or experience to amend these in their own risk assessments, or to take into account local variations. DFID Nigeria Duty of Care Assessments are updated annually, or in response to an event.