

## **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 Depo-Provera for Ghana

**Contract Purchase Order Number:** 7415

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 22<sup>nd</sup> December 2016 ("the Start Date") and the Services shall be completed by 31 March 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 Ministry of Health ("the Recipient").

### **3. Financial Limit**

- 3.1 Payments under this Call-down Contract shall not, exceed £950,000 ("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: 22<sup>nd</sup> December 2015

For and on behalf of

**Crown Agents Ltd  
St Nicholas House  
St Nicholas Road  
Sutton  
SM1 1EL**

Name:

Position:

Signature:

Date:

## **ANNEX A**

### **Terms of Reference For Procurement of Depo-Provera for Ghana**

#### **Introduction**

The aim of procuring family planning commodities is to reduce maternal mortality primarily through increasing the use of family planning and safe abortion as indicated in the business case.

Greater investment by government and development partners in strengthening local institutions is necessary to attain the ambitious goals set out by the Population Policy and the Millennium Development Goals to address the challenges to family planning. This also helps in reducing Ghana's over-reliance on non-Ghanaian institutions to meet its developmental objectives.

#### **Objective**

1. The purpose of this project is for the Procurement Agent to procure Depo-Provera for the Government of Ghana, Ministry of Health (the Ministry of Health).

#### **Recipient**

2. The primary recipients are the Ministry of Health.

#### **Scope of work**

3. The Procurement Agent's role will include:
  - Help drafting of technical specifications,
  - tendering,
  - technical and commercial evaluation,
  - contract placement,
  - expediting,
  - quality assurance and inspection,
  - progress on delivery and financial reporting,
  - reviewing payment and advising on payments.
4. The Procurement Agent will liaise directly with the Ministry of Health, Ghana Health Service, Ghana Central Medical Stores and DFID.

#### **Outputs / Deliverables**

5. The Procurement Agent will:
  - 5.1. Undertake all sourcing as per the terms and conditions of the framework agreement with DFID.

- 5.2. Ensure that procurement of the commodities is done in line with the project timelines and aims of the project by liaising with the DFID Ghana Health Adviser and Senior Programme Officer.
- 5.3. Help manage the supply base in relation to quality, cost and delivery time and assist with all supply contracts.
- 5.4. 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.
- 5.5. Ensure the supplies are delivered to the Central Medical Stores in Accra, in the quantities and on the indicative dates as follows:

Quantity	Commodity	Indicative Delivery
1,125,000 to 1,150,000	Depo Provera and syringes	February 2016

**Note: delivery dates are still being worked on while the contract is being signed.**

### **Coordination**

6. Clear communication channels and/or approval processes will be established within Procurement Agent and between the Procurement Agent, DFID and the Government of Ghana represented by the Ministry of Health.

### **Reporting**

7. Monthly progress narrative reports will be submitted to DFID Ghana by the Procurement Agent. The monthly progress reports will detail deliverables achieved in the preceding period, deliverables expected within the next reporting period and any proposed corrective action.
8. A final report at the end of March 2016 will be submitted. This would include a breakdown of costs for material, logistics, insurance (if any) and procurement fee to DFID.

These reports will be submitted to the DFID Programme Officer and Health Advisor,

### **Media and communication**

9. The Procurement Agent 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 Procurement Agent 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 Procurement Agent will be contracted for a period commencing 22<sup>nd</sup> December 2015 to 31st March 2016.

## **ANNEX B**

### **Specifications**

#### **Technical Specifications for Depo provera and accessories**

<b>Lot No.</b>	<b>1</b>
<b>Product Description</b>	<b>Medroxyprogesterone Acetate (DMPA) (Depo-provera)</b>
<b>Strength</b>	<b>150mg/mL</b>
<b>Volume</b>	<b>1mL</b>
<b>Product Use</b>	<b>Contraceptive</b>
<b>Dosage Form</b>	<b>Vial</b>
<b>Presentation</b>	<b>Injectable Suspension</b>
<b>Route of Administration</b>	<b>Administered by deep, intramuscular (IM) injection in the gluteal or deltoid muscle.</b>
<b>Regimen</b>	<b>Administered every 3 months</b>
<b>Shelf Life</b>	<b>5 years shelf life (expiry September, 2018)</b>
<b>Packaging specification</b>	<b>25's x 39,008</b>
<b>Product Quantity</b>	<b>1,125,000 – 1,150,000</b>
<b>Storage Conditions</b>	<ul style="list-style-type: none"><li>• Storage between 15 and 25°C.</li><li>• All vials will be transported in refrigerated containers</li><li>• Do not freeze, protect from light; this is valid for both storage and transport</li><li>• Vials stored upright</li><li>• Pallets are not stackable</li></ul>
<b>Quality Standard</b>	<b>WHO Prequalified and approved by the Ghana Food and Drugs Authority</b>
<b>Accessories</b>	<b>Solo shot auto-disable Sterile Syringes (1ml) with 1 inch 22-gauge needles conforming to ISO 9001 standard Quantity – 1,125,000 – 1,150,000 Package – 200's x 4,876 Pallets are stackable on top of Depo provera pallets</b>