



# Millennium Development Authority (MiDA)

**MINUTES OF PRE-PROPOSAL MEETING FOR RACE TO RETROFIT AND RENEWABLES (REF 5620200/RFP/QCBS/09/16) HELD AT ALISA HOTEL, ACCRA ON 17 OCTOBER 2017 AT 10:00 HOURS**

## **1.0 PRESENT**

### **MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)**

- Sylvester Ayayee EEDSM Project Manager
- Ian Stewart Procurement Agent Manager
- Enoch Agyepong Regulatory Strengthening Project Engineer
- Kwabena Amponsa-Debrah Procurement Officer

## **2.0 OPENING**

Enoch Agyepong opened the meeting at 10:30 hours and welcomed all Consultants and Representatives present and thanked them for their interest in the RFP for the Program Management consultant Activity and attending the Meeting.

## **3.0 INTRODUCTION OF PARTICIPANTS**

Enoch Agyepong asked the participants to introduce themselves and indicate which prospective consulting firm they were representing. A copy of the list of Participants in its original form is attached as Annex 1.

## **4.0 TOPICS PRESENTED**

Background

The goal of the Compact program is to reduce poverty through economic growth in Ghana. The objectives of the Compact program are to

- (a) Increase private sector investment and productivity and profitability of micro, small, medium and large scale businesses;
- (b) increase employment opportunities for men and women; and
- (c) raise earning potential from self employment and improved outcomes for men and women.

The Millennium Development Authority received a grant of \$498.2m from the US Government, managed by the Millennium Challenge Corporation (MCC) located in Washington D.C. USA and provided through the Compact signed between the

Governments of the USA and Ghana. The Chairman explained that the Programme would involve sectoral linkages and private sector involvement for sustainable development in the long run.

The Program consists of six (6) projects: (i) the ECG Financial and Operational Turnaround Project; (ii) the NEDCo Financial and Operational Turnaround Project; (iii) the Regulatory Strengthening and Capacity Building Project; (iv) the Access Project; (v) the Power Generation Sector Improvement project; and (vi) the Energy Efficiency and Demand Side Management Project.

MCC's assistance will be provided in a manner that responds to constraints to economic growth by aiming to improve the reliability and quality of power in Ghana.

The Compact Program will be executed over a period of five (5) years upon Entry into Force (EIF) of the Compact. MiDA are in the CIF (Compact Implementation Funding) period to be used by Government and MiDA to facilitate the implementation of the Compact.

Participants were advised to read the Compact on the MiDA website ([www.mida.gov.gh](http://www.mida.gov.gh)).

#### **4.2 The Activity Being Procured**

The EEDSM Project Manager then provided an overview of the Program Management Consultant (PMC) component.

The presentation by the EEDSM Project Manager is attached with the Minutes.

#### **4.3 The Request for Proposal (RFP) Document**

The Procurement Agent Manager briefed the Meeting on the various Sections of the new MCC RFP document which had been prepared using the generic IDA/World Bank Standard Documents as a base and adapted to suit MCC Conditionalities. As such Consultants were to take careful note of the departures from the Standard and the insertions that incorporate Compact conditionalities.

### **PART 1 PROPOSAL AND SELECTION PROCEDURES**

**Section 1** – The Instructions to Consultants must be read carefully; particularly Clause 17 in relation to the requirement to:

- Clearly mark your outside envelope/package with the name and reference for the assignment – see ITC 17 and the Proposal Data Sheet;
- Ensure that the required number of your Technical and Financial Proposals are provided – see ITC 17 and the Proposal Data Sheet;
- Ensure that the Technical and Financial Proposals are enveloped separately and also clearly marked with the name and reference for the assignment and as required in ITC 17 and the Proposal Data Sheet.

**Section 2** – The Proposal Data Sheet supersedes the related clauses from the Instructions to Consultants. Please also note that Proposals must be submitted no later than **14:00 hours Ghana time on 10<sup>th</sup> November, 2017.**

**Section 3** – The Qualification and Evaluation Criteria shows the marks to be awarded for each category and you are required to obtain a total of 80 marks if you are to pass and enable your Financial Proposal to be opened and evaluated.

**Section 4A** – The Technical Proposal Forms – Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **TECH-1 to TECH-11** forms.

**Section 4B** – The Financial Proposal Forms - Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **FIN-1 to FIN-4** forms.

**Section 5** – Terms of Reference – Consultants should read these carefully as it provides, among others, details of the scope of work required under this assignment, the level of effort, and the Key and any non-Key Personnel requirements.

**PART 2 CONDITIONS OF CONTRACT AND CONTRACT FORMS** – This is the basic form of Contract that you will be required to sign so please read the terms and conditions carefully. If you are in any doubt about any of the terms of Contract it is advisable to ask for clarification at this stage.

The presentation by the Procurement Agent Manager is attached with the Minutes in pdf.

#### **4.4 MiDA's Responses to written Comments and Queries Raised by Prospective Consultants**

There had been no clarifications sought prior to the Pre-Proposal Meeting which were read out.

#### **4.5 General Discussions, Clarifications & Decisions**

Discussions then centred on issues relating to queries and comments which had not previously been raised. The Procurement Agent Manager stressed that all requests for information should be in writing in accordance with ITC 8.1 and the Proposal Data Sheet, and that since responses to clarifications were required to be sent to all potential bidders, any issues raised and discussed at the Pre-Proposal Meeting must be sent no later than **20<sup>th</sup> October, 2017** to the MiDA and CKP e-mail addresses shown in the RFP to elicit a formal response. These are [paghana@charleskendall.com](mailto:paghana@charleskendall.com) and [procurement@mida.gov.gh](mailto:procurement@mida.gov.gh).

The Minutes of the Pre-Proposal Meeting along with the presentations will be issued immediately after the Meeting, and the clarification questions and responses (if any) would be circulated no later than **17:00 hours on 27<sup>th</sup> October, 2017** to all who have requested and received the RFP.

The following questions were raised during the Meeting:

<b>No</b>	<b>QUESTIONS</b>
1	Are the institutions aware that Consultants will be carrying out the assignment?
2	Is it only the blocks shown in the TOR that need to be reviewed and not the whole institution?
3	Do each of the blocks shown have their own individual meters?

4	If you do the consultancy then are you able to do the works as well?
5	Are the measurements in Task 8 to be done immediately or over a period of time?
6	Is there a preference for the type of previous experience?
7	Is it correct that the assignment is over 110 weeks, or approximately 2 years, even though the LOE is a lot less?
8	Who carries the responsibility for carrying out the retrofit works?
9	Do all the associate or joint venture companies need to provide their accounts?
10	What happens if you do not have prior MCC experience?
11	Does it matter to the evaluation if you do not have an MCC CPPRS report?
12	Do all the associate companies need to provide their company documents?
13	Are we required to provide references and relevant contract experience for all companies in the Proposal?
14	What happens if I am a firm and want to employ an individual? Do I have to include the individual's tax returns or is it just the company returns you need?
15	What do we do about tax requirements if you are in association with a local or foreign firm?
16	What sort of information do you need with regard litigation history and why is this required?
17	If a firm has all the legal documentation and access to the individuals with all the experience needed for Key personnel, what do I do if the firm does not have the necessary organizational experience in the assignment being procured?
18	If I, as an individual, worked for other firms, do I have to provide that information or do you only require details for the firm submitting the proposal?
19	What happens if the firm does not provide all the financial information required?
20	Does the experience required in TECH=4 have to be all the work done or just the relevant work to this assignment?
21	What is the limit of the Consultant's liability under the Contract?

The following decisions were taken:

- a) Anyone requesting the RFP following this meeting would also be provided with the Minutes of the pre-Proposal Meeting, the presentations, and any clarification question responses.

## **5.0 CLOSING**

The Meeting closed at 12:30 Hours.

**ANNEX 1 – LIST OF PARTICIPANTS**





**Millennium Development Authority (MiDA)**


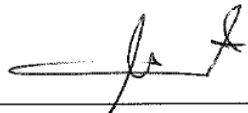



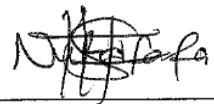

**PRE-PROPOSAL MEETING – RACE TO RETROFITS AND RENEWABLES PROGRAM**

PROPOSAL REF: RFP: 5620200/RFP/QCBS/09/17

**REGISTER OF CONSULTANT REPRESENTATIVES**

VENUE: ALISA HOTEL  
DATE: 17<sup>TH</sup> OCTOBER, 2017  
TIME: 10.00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	Nene Barry	Witteveen + Bos		+233 279 449104
2	SILVEON LOMAKO	Witteveen + Bos		0500077284

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
3	JACOB OBEI YESSOR	VBL HOLDING LTD		0269132043
4	Maxwell Amool	ICF - Ghana		0501331202
5	JAYAPRAKASH TADI	GLOBAL ENERGY CONSULTING ENGINEERS.		0264803809/ 0201691666
6	EBENEZER AYOFE	FIH360		0244389912.
7	Oberg Appiah	EDC Energy		0267022606 oappiah@idcenergygh.com
8	Arnold Worthy	Senafak Co. Ltd		arnoldworthy@senafak.com
9	<del>Angelina Bodu Roman Dist. ASS.</del>	<del>Senafak Co. Ltd</del>	<del></del>	<del>angelinabodu4@gmail.com</del>
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