



Millennium Development Authority (MiDA)

REQUEST FOR PROPOSALS

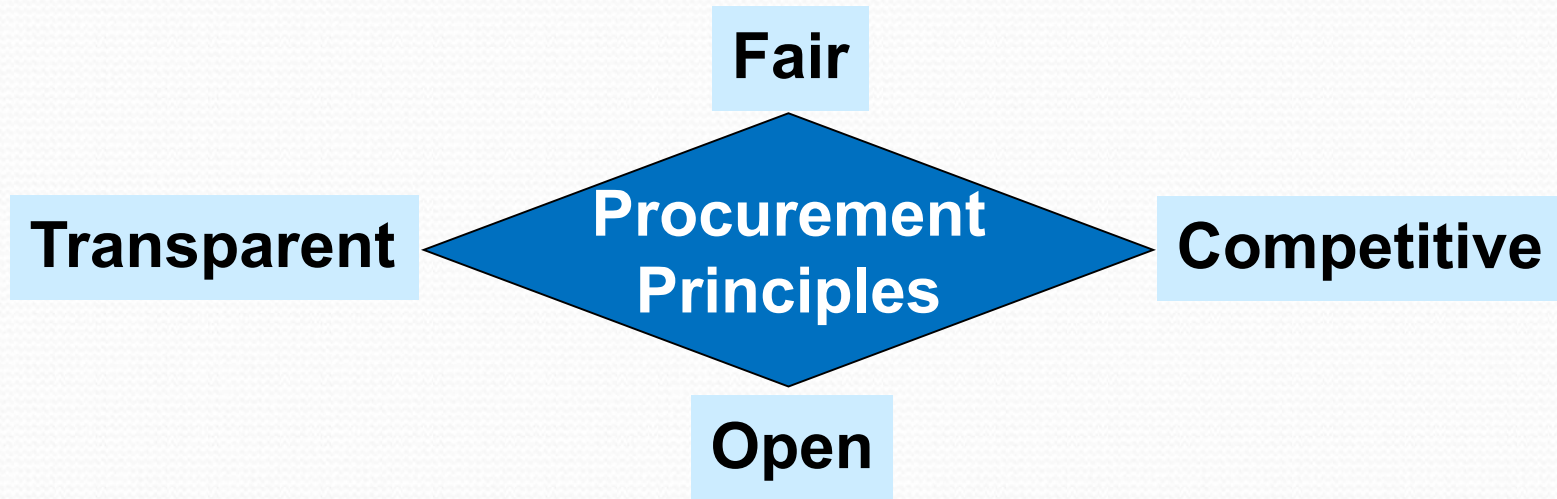
MCC STANDARD BIDDING DOCUMENT ADAPTED FROM IDA/WORLD BANK STANDARD DOCUMENTS BUT ADAPTED TO SUIT MCC.

REMEMBER THIS IS UNTIED AID AND COMPETITION IS OPEN WORLDWIDE.

IMPORTANT FOR INTERESTED BIDDERS TO READ THE RFP CAREFULLY AS THIS NEW VERSION HAS ONLY BEEN EFFECTIVE FROM MAY 2016.

IF IN DOUBT ON ANY ISSUE(S) ALWAYS ASK FOR CLARIFICATION BY THE ADVERTISED DEADLINE.

MiDA PROCUREMENT PRINCIPLES



- Procurement Agent to ensure integrity of the process
- Open competition wherever possible
- No geographic or national preferences
- Independent and suitably qualified Evaluation Panels
- MCC and MiDA Board of Directors approvals over certain thresholds
- Price Reasonableness Analysis
- Contractor Past Performance Reports
- Reference Checks
- Bid Challenge System (www.mida.gov.gh) and Debriefings

PART 1 - SECTION I

INSTRUCTIONS TO CONSULTANTS

READ CAREFULLY, AND IN PARTICULAR NOTE

CLAUSE 17

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

PART 1 - SECTIONS II AND III

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 10th 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 III - QUALIFICATION AND EVALUATION CRITERIA

LEGAL STATUS - LETTER OF INCORPORATION WITH TECH-1

FINANCIAL CRITERIA - ACCOUNTS AND CREDIT FACILITIES TO EVIDENCE SUFFICIENT FINANCE TO COMPLETE THE CONTRACT

LITIGATION CRITERIA – FOR CONTRACTS IN LAST 5 YEARS

ORGANIZATIONAL CAPABILITY AND EXPERIENCE OF THE CONSULTANT – EVIDENCE OF SUCCESSFUL EXPERIENCE ON PROGRAM/PROJECT MANAGEMENT CONSULTANCIES

APPROACH, METHODOLOGY, PMP, AND WORK PLAN - RESPOND TO THE REQUIREMENTS OF THE TOR AND THE STATED CRITERIA

KEY PROFESSIONAL PERSONNEL – EDUCATIONAL QUALIFICATIONS, RELATED WORK EXPERIENCE, AND EXPERIENCE IN DEVELOPING COUNTRIES

SECTION IV

Section IV A – 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 IV B – 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.

TECH FORMS

- TECH-1 *Technical Proposal Submission Form*
- TECH-2A *Financial Capacity of the Consultant*
- TECH-2B *Current and Past Proceedings – Litigation etc*
- TECH-3 *Organization of the Consultant*
- TECH-4 *Experience of the Consultant*
- TECH-5A *References of the Consultant*
- TECH-5B *References of MCC-Funded Contracts*
- TECH-6 *Approach, Methodology and Work Plan*
- TECH-7 *Comments and Suggestions on the TOR*
- TECH-8 *Team Composition and Tasks Assigned*
- TECH-9 *Staffing Schedule (all Personnel)*
- TECH-10 *Work and Deliverables Schedule*
- TECH-11 *Curriculum Vitae for Key Personnel*

TECH FORM - PART 1

- **TECH-1** *Use the form and wording of the letter provided and attach Power of Attorney, Letter of Incorporation, Joint Venture or Association Agreements.*
- **TECH-2A** *Attach Audited or Certified Financial Statements for the last 3 years and complete the Balance Sheet information Form.*
- **TECH-2B** *Provide details of all current or past legal proceedings, litigation, arbitration, action claims investigations or disputes over the last five (5) years.*
- **TECH-3** *Provide the background and organization of your firm/entity, your organization chart, and demonstrate your organizational capability and experience.*
- **TECH 4** *Provide information on all relevant assignments your organization has carried out relevant to the TOR – all MCC funded work must be included.*
- **TECH-5A** *At least three (3) references with name, physical address, phone/mobile and email address of referees that can provide substantial input about the type of work performed and confirming the quality of work shown in form TECH-4.*
- **TECH-5B** *References with name, physical address, phone/mobile and email address of referees for all MCC Funded work shown in form TECH-4.*

TECH FORMS - PART 2

- **TECH-6** *Description of your Technical Approach and Methodology, Work Plan, and Organization and Staffing for the assignment – show an understanding of the assignment, what you will do and how you will do it.*
- **TECH-7** *Present and justify any modifications or improvements to the TOR you are proposing to improve performance in carrying out the assignment.*
- **TECH-8** *List the name, organization, and area of expertise for the Key Personnel proposed as well as the position [for the Assignment, not their corporate position] and tasks assigned for the Assignment.*
- **TECH-9** *Provide the home and field staffing inputs for all Key and Non-Key Personnel (Support Staff).*
- **TECH-10** *Provide a list of all the main activities, deliverables and other milestones for the assignment.*
- **TECH-11** *Please ensure you follow the format of the CV provided. With regards the educational qualifications of personnel you must clearly indicate the year(s) of academic qualification. Also ensure that the number of years of experience for personnel is clearly detailed on the CV.*

FIN FORMS

- **FIN-1** *Financial Proposal Submission Form*
- **FIN-2** *Price Summary*
- **FIN-3** *Breakdown of Price by Activity*
- **FIN-4** *Breakdown of Price by Remuneration*

FIN FORMS

- **FIN-1** *Use the form and wording of the letter provided and insert the relevant date and amount(s) in words and figures.*
- **FIN-2** *Insert the total fully loaded price in the relevant currency (US Dollars, or Ghanaian Cedi, or a combination of both).*
- **FIN-3** *Complete the Breakdown of Price by Activity using fully loaded prices and listing/pricing each of the line item activities in the whole assignment.*
- **FIN-4** *Complete the Breakdown of Price by Remuneration giving home and field rates for all of the Key and Non-Key Personnel in forms TECH-8 and TECH-9 of your Proposal.*

PART 1 - SECTION V

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 – CONTRACT AGREEMENT

This is the new form of Contract Agreement 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.

Note: The General Conditions of Contract and MCC Additional Provisions will not be changed.

CLARIFICATION QUESTIONS AND RESPONSES

CLARIFICATION QUESTIONS MUST BE SENT **BY E-MAIL** NO LATER THAN CLOSE OF BUSINESS ON **20th OCTOBER, 2017** TO:

paghana@charleskendall.com

and copy to

procurement@mida.gov.gh

YOU MUST USE THESE ADDRESSES TO SOLICIT A WRITTEN RESPONSE TO YOUR QUESTIONS INCLUDING THOSE RAISED AT THIS MEETING.

RESPONSES TO ALL QUESTIONS WILL BE ISSUED ALONG WITH THE MINUTES OF THE PRE-PROPOSAL MEETING NO LATER THAN **27TH OCTOBER 2017**.

SUBMISSIONS

MiDA PROCUREMENT

4TH FLOOR HERITAGE TOWER

SUBMISSION FORM TO BE COMPLETED ON
TENDER BOX.

SUBMISSIONS DUE BY **14:00** HOURS GHANA TIME
ON **10th NOVEMBER, 2017**. A PUBLIC OPENING
FOLLOWS IMMEDIATELY AFTER.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

COMMON CHALLENGES

- ❖ Courier packages not clearly marked - label courier packages in accordance with ITC 17 and the Proposal Data Sheet instructions.
- ❖ Clarification questions not asked by due date and time.
- ❖ The cover, or Technical and Financial Proposal, envelopes not correctly marked, or submitted in separately sealed envelopes.
- ❖ Proposal submission form/letter (TECH-1) not signed.
- ❖ Power of Attorney not provided for the person given authority to sign the Proposal and/or negotiate and/or sign the resulting Contract.
- ❖ JV or Association documents not provided.
- ❖ Financial Information incomplete or not provided.
- ❖ Firms respond to TORs stating they will do **what** the TOR requires but not explaining **how** they will carry out the assignment
- ❖ References not provided for Bidder and/or Key Personnel.
- ❖ Incorrect, or no, email addresses provided for Referees.
- ❖ CV not in correct format and/or not signed.
- ❖ CV to clearly state the years of experience for your Key Personnel.



Thank You.

Any Questions?



Millennium Development Authority (MiDA)

PRE-BID CONFERENCE

RACE TO RETROFIT & RENEWABLE CONSULTANCY SERVICES

October 17, 2017

Venue: Alisa Hotel, Accra, Ghana

Presented By

Sylvester A. Ayayee

Project Manager, EEDSM Project, MiDA

OUTLINE OF PRESENTATION

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- COMPACT OVERVIEW
- INSTITUTIONAL ARRANGEMENTS
- SERVICES AND ROLES OF RACE TO RETROFITS & RENEWABLE PROGRAM CONSULTANT
- CONTRACT TERMS
- PAYMENT STRUCTURE
- EVALUATION CRITERIA

OUTLINE OF PRESENTATION

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COMPACT OVERVIEW

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- **Ghana Compact II Program**
 - **Compact Projects**
 - **Race to Retrofits & Renewables Program**
- Selected Buildings**

GHANA COMPACT II PROGRAM

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➔ Power Compact

- ➔ An international treaty between the United States Government represented by Millennium Challenge Corporation (MCC) and the Republic of Ghana to develop the power sector.
- ➔ Total (projected) Program Funds: US\$ 535.6M to be disbursed in two (2) tranches
 - ❖ Tranche I Funding – To be disbursed upon Entry into Force (EIF)
 - ❖ Tranche II Funding – To be disbursed within two (2) years of EIF when certain conditions precedent are met.
- ➔ Compact Duration: Five (5) years from Entry into Force (EIF)
- ➔ EIF effected on 6 September 2016; reckoning Compact Closure date at 5 September 2021

COMPACT PROJECTS

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- **ECG Financial & Operational Turnaround Project**
- **NEDCo Financial & Operational Turnaround Project**
- **Regulatory Strengthening & Capacity Building Project**
- **Access Project**
- **Power Generation Sector Improvement Project**
- **Energy Efficiency & Demand Side Management Project**
 - **Improve Energy Auditing Activity**
 - **Race to Retrofits & Renewables Program**

COMPACT PROJECTS – Cont'd

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- ▶ The Compact Projects are divided into two (2) broad areas:

Foundational/Infrastructure Projects:

- ✓ ECG Financial & Operational Turnaround
- ✓ Redesigned NEDCo Financial & Operational Turnaround
- ✓ Access
- ✓ Energy Efficiency & Demand Side Management

Reform/Policy Projects

- ✓ Regulatory Strengthening & Capacity Building
- ✓ Power Generation Sector Improvement
- ✓ Energy Efficiency & Demand Side Management

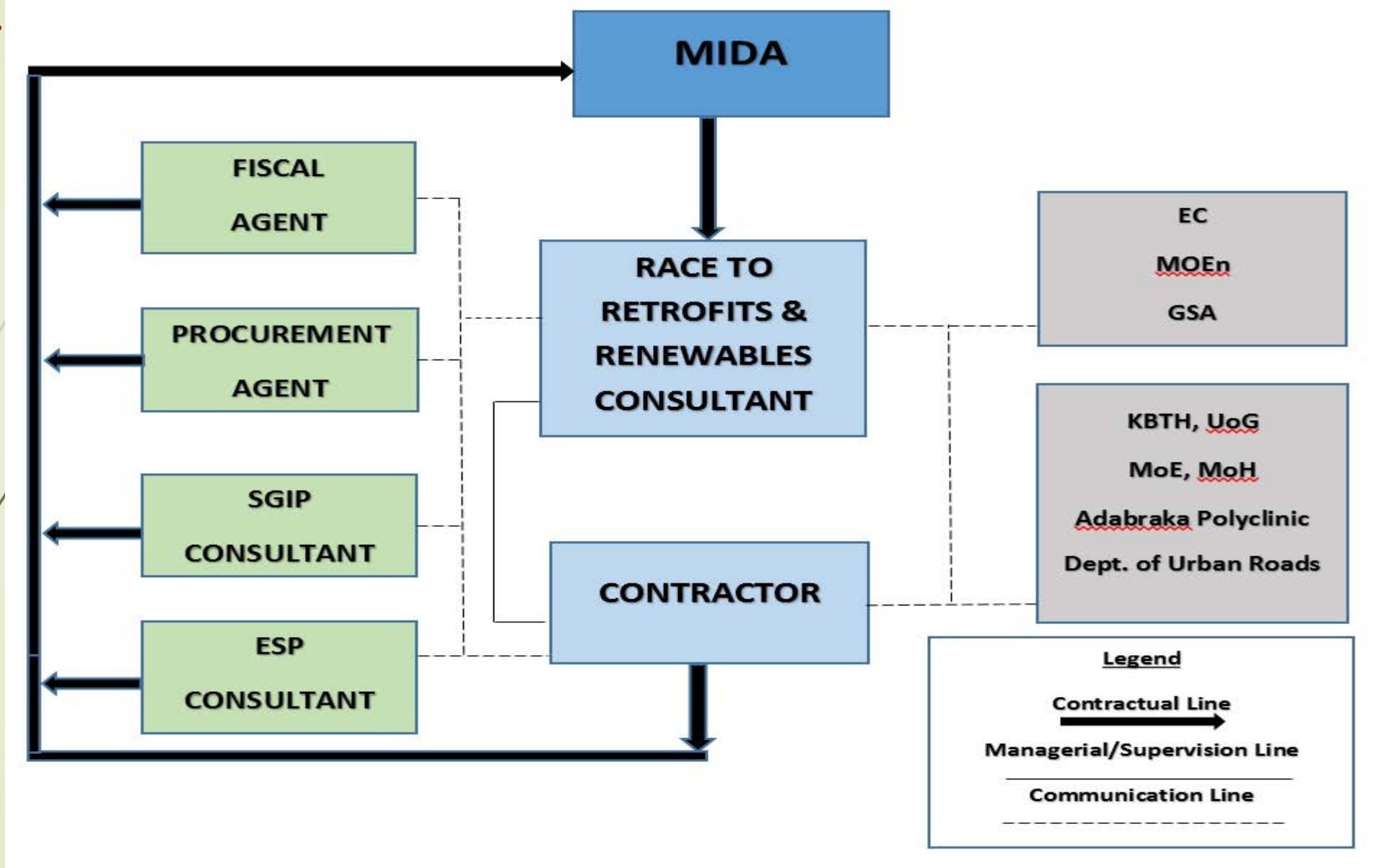
PROJECT SELECTED FACILITIES/BUILDINGS

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S/N	Name of institution	General facility type	No. of floors (stories)	Floor area (sq. meters)
1	Korle-bu Teaching Hospital	Surgical Block	6	993
		Maternity Block	6	1,983
		Childhealth Block	4	1,983
		Central Laboratory Block	2	702
2	Ministry of Education (MoE)	Office Building	3	2,480
3	Ministry of Health (MoH)	Office Building	2	2,385
4	University of Ghana (UoG)	A-Great Hall – (Auditorium)	4	1,700
		D-Academic Affairs (Offices)	3	770.3
		K-VC's Block (Offices)	3	512.79
		UGCS Building	4	3,152.16
5	Adabraka Polyclinic	Administration Block	1	273
		Laboratory Block	1	1650
		Pharmacy	1	149
		OPD/Detention	1	378
		Recovery Ward - Osu Klottey Block	2	492
		Maternity / Labour Ward	1	401
6	Dept. of Urban Roads	Office Building	3	918.57

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INSTITUTIONAL ARRANGEMENTS



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SERVICES AND ROLES OF THE RACE TO RETROFITS & RENEWABLES PROGRAM CONSULTING SERVICES

- **The objective of this Race to Retrofits & Renewables Program:**
 - **To invest in and promote the use of EE retrofits and RE installations to reduce the high electricity consumption of the selected public institutions/buildings.**
 - **To develop lessons learned to inform the development of policy and regulatory environment for the implementation of demand side energy efficiency and renewable energy interventions.**
 - **To help meet and supplement rural energy needs through sustainable EE & RE projects and help to provide decentralized energy supply to the selected buildings/institutions in the public sector.**

SERVICES AND ROLES OF THE RACE TO RETROFITS & RENEWABLES PROGRAM CONSULTING SERVICES Cont'd

Definitions, for the purposes of this RFP

► Preliminary Energy Audit

The objective of the Preliminary Energy Audit (PEA) is a rapid assessment, of opportunity, scope and identification of key operational issues related to energy systems in a facility. The PEA is a pre-feasibility study and low level of effort. Completion of a PEA should require very few, if any, on-site measurements with most analysis and conclusions developed based on utility data, on-site observations and interviews and the expertise of the Consultant. Savings and cost estimates for identified opportunities should be to an accuracy range of +/- 20% to +/- 30% for the PEA.

► Investment Grade Energy Audit

The objective of the Investment Grade Energy Audit (IGEA) for the purpose of this RFP is to identify energy retrofit opportunities with a focus on simple energy systems and assess these opportunities for technical, economic, and operational feasibility. It is expected that the analysis, energy and operational savings estimations will be developed using a combination of mainly spot measurements and limited short term data logging. The level of effort in the IGEA should be apportioned so that more time and resources are spent on developing energy use characteristics and retrofits opportunities on feasible retrofits for the scope identified in the PEA. Savings and cost estimates should be to an accuracy range of +/- 5% to +/- 10%.

SERVICES AND ROLES OF THE RACE TO RETROFITS & RENEWABLES PROGRAM CONSULTING SERVICES Cont'd

Overview of Race to Retrofits & Renewables Program Consultant Services

- **Task 1: Conduct Preliminary Energy Audits (PEA) of the selected facilities under consideration.**
- **Task 2: Assist MiDA and stakeholders to review the PEA results and finalize the facility selections and scope for IGEAs.**
- **Task 3: Conduct the investment grade energy audit (IGEA) of the final target list of three (3) selected public sector institutions/buildings and deliver an IGEA report on detailed investment recommendations.**
- **Task 4: Assist MiDA and Stakeholders with Selection of Measures and Development of an Implementation Plan (EE/RE Strategy and Action Plan).**

SERVICES AND ROLES OF THE RACE TO RETROFITS & RENEWABLES PROGRAM CONSULTING SERVICES Cont'd

- **Task 5: Provide clarifications about the technical and operational details of the recommended EE and RE measures to the MiDA Procurement Agent during the preparation of procurement documentation for the design and construction services.**
- **Task 6: Serve as the MiDA's Engineer for the supervision of design works, construction works, and commissioning of the installed equipment and systems associated with the simple EE and RE retrofit measures.**
- **Task 7: Provide technical assistance to MiDA in Managing the Defects Notification Period of the Contractor (1 year maximum).**
- **Task 8: Measurement and Verification of Savings in line with an IPMVP compliant M&V plan.**
- **Task 9: Develop final completion reports for the Energy Efficiency (EE) retrofits and Renewable Energy (RE) technologies for the selected public sector institutions/buildings.**

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CONTRACT TERMS

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- **Duration**

- Approximately 110 weeks, (including works supervision and DLP). Providing the Works commence to coincide with the 36 week period

- **Key Personnel Requirements**

- Proposed LOE Key Personnel: 12 Person –Months.
- The Consultant may provide additional technical and administrative support staff as may be required.

- **Consists of:**

- Scope of services and deliverables outlined in the TOR

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PAYMENT STRUCTURE

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- Payments shall be made in accordance with the deliverable schedule of percentages of the amounts included in the Contract.
- Specifically for Construction Supervision and Defect Liability deliverables, 50% of the Consultant's total payment shall be in respect of submission of quarterly reports and shall be payable in equal quarterly installments.
- However, the remaining 50% shall be pro-rated against Contractors Work progress as shown in the table of payment schedule in the TOR.

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EVALUATION CRITERIA

GENERAL

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Consultancy firm experience:

- Experience as the lead Consultant for energy efficiency & renewable energy (EE&RE) projects, conducting preliminary energy audits (PEA) in public and private sector buildings.
- Experience as the lead Consultant for energy efficiency & renewable energy (EE&RE) designs and implementation of consultancy services on EE&RE engineering projects and preparation of bidding documents for implementation proposals, negotiations and contract award.
- Experience as the lead Consultant for construction supervision of public sector EE&RE projects.
- Experience as a Consultant for Investment Grade Energy Audit (IGEA) for EE&RE projects, and Measurement and Verification (M&V) of energy savings in line with an International Performance Measurement and Verification Protocol (IPMVP).
- Project management, designing and providing training and capacity building in modern EE/RE technologies.

EVALUATION CRITERIA

APPROACH, METHODOLOGY AND WORKPLAN

APPROACH

- Clear understanding of the contract requirements
- Appreciation for the assignment contained in the ToR

METHODOLOGY

- Detailed Program Management Plan (PMP).
- Proposed approach and methodology includes solutions for addressing time constraints .

WORKPLAN

- Proposed project organization and staffing provides a clear, logical and appropriate staffing pattern with responsibilities among different staff positions adequately defined in the ToR.
- A fully developed Work Plan showing the proposed completion of the works contained in the ToR.

EVALUATION CRITERIA

KEY PERSONNEL QUALIFICATION

Qualifications

- Educational Qualifications and training,
- Membership of Professional Organization, and
- Knowledge of English Language.

Work Experience Relevant to the Assignment

- Demonstrable successful experience and past performance in accomplishment of similar projects.

Developing country experience

- Relevant work experience in Sub-Saharan Africa and developing countries

THANK YOU



QUESTIONS AND COMMENTS??