



Millennium Development Authority (MiDA)

MINUTES OF PRE-PROPOSAL MEETING FOR THE DEFINITION, PROCUREMENT AND SUPERVISION OF THE IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM FOR ECG (REF 5120200/RFP/QCBS/10/17) HELD AT ARB-APEX BANK CONFERENCE ROOM, ACCRA ON 17 OCTOBER 2017 AT 10:00 HOURS

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- Eric Asare Distribution Project Director
- Tanko Mohammed Manager, Technical Support
- John Boakye Chief Financial Officer
- Ian Stewart Procurement Agent Manager
- Frank Boadi Communication and Outreach Officer
- Robert Adongo Procurement Officer

2.0 OPENING

The meeting was opened by Frank Boadi at 10:15 and who welcomed all Consultants and Representatives present and thanked them for their interest in the RFP for the ERP Consultant Activity and attending the Meeting.

3.0 PARTICIPANTS

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).

4.2 The Activity Being Procured

The Manager, Technical Support then provided an overview of the ERP Consultant activity requirements.

The presentation by the Manager, Technical Support is attached.

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 **15:00 hours Ghana time on 17th 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.

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 **27th October, 2017** to the MiDA and CKP e-mail addresses shown in the RFP to elicit a formal response.

These are paghana@charleskendall.com and 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 3rd November, 2017** to all who have requested and received the RFP.

The following questions were raised during the Meeting:

No	QUESTIONS
1	The RFP covers some of the systems used by ECG but not all of them so where would the Consultant obtain full details of the ECG systems?
2	The RFP shows four or five of the mail modules but ECG will require more than that for the ERP system so where would we get the details?
3	What would be the Consultant's relationship with the private sector ECG Concessionaire and what would happen if they requested changes in the systems or infrastructure at ECG?
4	If you look at the timelines then there are forty nine weeks before the procurement starts so what would happen if the ECG Concessionaire comes in and makes changes to the work required?
5	The RFP indicates that the Indra system will be maintained. Is there any document to show how this will work with the ERP?
6	At what point in the process would the Consultant need to do the system configuration?
7	Does a document management system need to link into or be part of the ERP system?
8	Is the Consultant going to be based in MiDA or ECG, or both? What space will be made available?
9	The Consultant will need some clarity on the infrastructure available. Is there any reason this was not supplied?
10	The RFP requests references for MCC work but is this related to Compact 1 or Compact 2 work?
11	Will there be any need for credit checking in the ERP system?
12	Can you confirm what the tax arrangements are for any contract to be issued?
13	What happens if I am a Ghanaian citizen but my company that wants to respond to the RFP is overseas?
14	Can a group of individuals submit a Proposal for this activity?
15	Can a group of companies submit a Proposal for this activity?

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.
- b) The Minutes, presentations, and clarification question responses will also be placed on the MiDA Website.

5.0 **CLOSING**

The Meeting closed at 11:50 Hours.

ANNEX 1 – LIST OF PARTICIPANTS



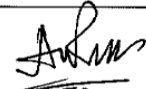

Millennium Development Authority (MiDA)

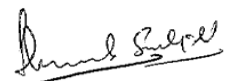
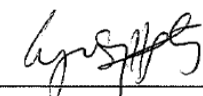


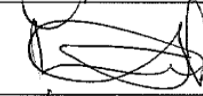


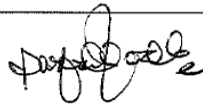
PRE-PROPOSAL MEETING – THE DEFINITION, PROCUREMENT AND SUPERVISION OF THE IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM FOR ELECTRICITY COMPANY OF GHANA (ECG)

PROPOSAL REF: 5120200/RFP/QCBS/10/17

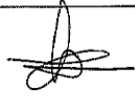
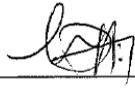
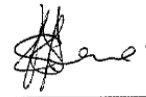
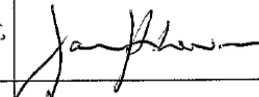
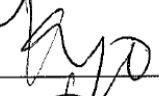


REGISTER OF CONSULTANT REPRESENTATIVES

VENUE: APEX BANK HEAD OFFICE
DATE: 24TH OCTOBER, 2017
TIME: 10.00 HOURS

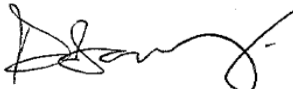
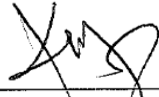


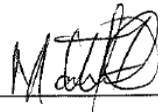
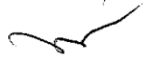
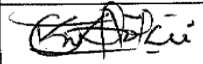
NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
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10	YAN ADDO SARFO-ADD	PRIMESTRATEGY		0246893893

REGISTER OF CONSULTANT REPRESENTATIVES

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REGISTER OF CONSULTANT REPRESENTATIVES

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