



## **Millennium Development Authority (MiDA)**

### **MINUTES OF THE SITE INSPECTION MEETING**

#### **SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF CCTV FOR MiDA OFFICES AT HERITAGE TOWER**

**RFQ REF: 5810500/07/RFQ/10/17**

**HELD AT MiDA, on 1<sup>st</sup> NOVEMBER 2017, at 09:30 Hours**

#### **1.0 PRESENT**

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

- |                            |                                         |
|----------------------------|-----------------------------------------|
| • Joseph Dadson            | System Administrator - MiDA             |
| • Raymond Bruku            | Assistant System Administrator - MiDA   |
| • Kwabena Amponsa-Debrah   | Procurement Officer - MiDA              |
| • Robert Akongyuuri Adongo | Procurement Officer – MiDA              |
| • Francis Baffoe-Ashun     | Representing the Procurement Agent (PA) |

##### **FIRMS REPRESENTATIVES**

The Attendance Register is attached as Annex 1.

#### **2.0 OPENING**

The Procurement Agent opened the meeting at 09:30 hours, after waiting for an extra thirty (30) minutes for the arrival of the Bidders Representatives. After welcoming all present, he introduced the MiDA team, and gave the Bidder Representatives the opportunity to introduce themselves. The Meeting proceeded to the Sites to be covered by the CCTV, after an overview of the RFQ by PA.

#### **3.0 ISSUES ARISING FROM THE SITE VISIT**

- MiDA Confirmed the location points of the Cameras.
- Firms will install cameras and make the termination points of the cabling in the server room.
- Firms will also make sure that the ceiling is kept clean without stains while doing the cabling works.
- There will be no modification of the schematic diagram as contained in the RFQ, and also there will not be any increase in quantities of requested items.

#### **4.0 CLOSING**

In closing, PA thanked all who were present, and entreated the firms to keep to the deadline for the submission of their bids as late submissions will not be allowed.

The Meeting closed at 10:00 hours with thanks to the participants.

## Annex 1



## Millennium Development Authority (MiDA)

**SITE INSPECTION MEETING**  
**QUOTATION REF: 5810500/07/RFQ/10/17**

### REGISTER OF COMPANIES' REPRESENTATIVES

**VENUE:** MiDA OFFICE, 4<sup>TH</sup> FLOOR, HERITAGE TOWER  
**DATE:** 1<sup>ST</sup> NOVEMBER, 2017  
**TIME:** 9:00 am

NO.	NAME	ORGANIZATION	TELEPHONE NO	EMAIL ADDRESS	SIGNATURE
1	Richardson Argyu	AES Security	0544337442	Richardson.Argyue@gh-ges.com	
2	Stephen Gbolo	VS Solutions LTD	0545391792	stephengbolo70@gmail.com	
3	Rickey Osei-Kofi	GDN	0244645844	rosei@globaldetaphix.com	
4	Sampson Asante	Compu Ghana	0247685265		
5	Ken Asare	Leopold Venture	0244210705	dkenus@livo.com	
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