



**CLARIFICATIONS FOR THE CONSULTANT SERVICES FOR THE DEFINITION, PROCUREMENT AND SUPERVISION OF THE IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM FOR ELECTRICITY COMPANY OF GHANA (ECG)**

**REFERENCE: 5120200/RFP/QCBS/10/17**

SI	Ref	Question	Answer
1	ITC 23.1	In the RFP document ITC 23.1 IT states Organizational Capability and Experience of the Consultant “ Evidence shall include successful experience as the Prime Consultant in the execution of at least 2 projects of a similar nature and complexity during the last 10 years	ITC 23.1 (page 22) confirms that the TEP shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference applying the evaluation criteria, sub-criteria, and point system specified in Section III – to which we believe the question refers.
2	ITC 13	In ITC 13 In respect of Local Taxes and general Taxation compliance does MiDA have a specific contact at GRA who has handled previous MiDA projects tax issues so that bidders can direct all relevant questions?	No MiDA does not have any particular individual in GRA who handles MiDA tax issues. We would encourage Consultants to speak to their local tax office in the first instance, taking with them a copy of the solicitation document and a copy of the Compact (available at <a href="http://www.mida.gov.gh">www.mida.gov.gh</a> ).

SI	Ref	Question	Answer
3	TOR- General	<p>Would the client be open to and consider a shorter on-the-ground time commitment or alternate work arrangements for expatriate staff?</p> <p>Such a long time commitment in-country proposes unique challenges in attracting and retaining world-class consultants in the planning and implementation of ERP systems.</p>	<p>The RFP has been issued to open competition worldwide and so it is important that all Proposals respond to the requirements in the RFP/TOR so that they can each be evaluated on a like by like basis.</p> <p>All Consultants are allowed to provide comments and suggestions on the TOR, Staff and Facilities in response to Form TECH-7</p>
4	TOR- General	<p>Can the client please provide additional information on the use of computers in the ECG organizations?</p> <p>Are computers widely available and used?</p> <p>Can the client also please provide additional information on existing software suites currently in use for key business processes at ECG?</p>	<p>Everyone in ECG who needs a computer for their work has access to a computer. Computers are widely used for enterprise applications to automate most of ECG's business process, ranging from Finance, HR, Supply Chain, and Engineering.</p> <p>Information on the application suite is in the RFP in pdf form at the bottom of page 71. Please double click on the pdf to open it.</p>
5	TOR- General	<p>Can the client please clarify if there are any pre-established preferences for ERP software suites/systems?</p> <p>Along the same, are there any pre-established aversions?</p>	<p>There are no entrenched preferences, nor any aversions, for any ERP platform. Ease of use, light web based, modern technology will be preferred.</p>
6	TOR, Section 2.2, pg.69	<p>Is the Consultant responsible for travel costs associated with the ECG office visits (local flights, ground transportation, accommodations, and meals)?</p>	<p>Yes the Consultant is responsible for all related costs.</p>

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7	TOR, Section 7, pg. 90	Please confirm that phase 2 level of effort is 30 weeks.	The expected LOE is 30 person weeks over a period of 19 [calendar] weeks.
8	TOR, Section 8.1, pg. 92	Can MCC please confirm that the use of local staff refers to the use of the client's staff (ECG personnel), and not local staff hired by or paid by the consultant?	Section 8 - Required Resources refers to the personnel to be provided by the Consultant firm. The Consultant firm is expected to provide a combination of local and foreign staff in their Proposal as Key and Non-Key Personnel.
9	ITC, Section 1.5, pg. 5	<p>Please confirm that the consultant is responsible for providing and paying for their own office space?</p> <p>If office space is provided by ECG or MCC, please advise if the office will be furnished with a printer, telephone, internet service, and air conditioning.</p>	Please refer to Sections 11 and 12 of the Terms of Reference in the RFP. The Consultant will be responsible for their own office space, facilities and transport. MiDA will facilitate access to ECG Operational regions, and the offices therein. If meetings are to be held in MiDA or ECG offices then meeting rooms will be made available as required.
10	Section VI – Contract Agreement	Are general terms of contract negotiable?	<p>As stated in the pre-Proposal Meeting, the General Conditions of Contract and the Additional Provisions cannot be changed.</p> <p>The Conditions of Contract and Contract Forms provided in Part 2 (from page 99 onwards) of the RFP is the form of Contract which the Consultant is expected to sign and the basis on which the Consultant is submitting their Proposal.</p> <p>If the Consultant wishes to make suggestions or comments on the same then they must be included in response to Form TECH-7.</p>

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11	TOR	Is the Level of Effort (LOE) for each of the Key Experts able to be adjusted?	Please refer to SI3 above.
12	TOR	The base contract appears to require 66 weeks of effort from all three key experts over a duration of 68 weeks.  Please confirm that this accounts for reasonable vacation and leave time?	Working hours and public holidays for Key and Non-Key Personnel are as per Ghana Government employees. However the Consultant is expected to work the hours necessary to complete the services within the Contract time frame.
13	Section IV. B Financial Proposal Forms, pg. 55	Please confirm the consultant should complete a separate Form Fin-3 for each of the three phases in the Terms of Reference?	As in Note 1 of Form Fin-3 the Consultant shall fill a <u>separate</u> Form FIN-3 for each group of activities. Include Base and Option years.
14	General	At what point is MiDA required to notify the consultant that the option for Phase 3 has been exercised?  Can the option and the proposed price of the option expire?	MiDA's intention would be to exercise the Option Period before the end of the Base Contract Period. However the prices for the Base Contract Period and the Option Period would be in the Contract and so should not "expire".
15	Section VI, 11.1, pg 107-108	At what point does the consultant propose the working hours and holidays to be set forth in Annex D?  What are the expected working hours?	See SI 12 above.

SI	Ref	Question	Answer
16	Section VI, 18, Page 111	Please confirm that all of the conditions of Section 2.8 of the compact agreement and Annex V (Tax Schedules) from the Project Implementation Agreement between MCC and The Republic of Ghana regarding the treatment of taxes and tax exemptions will apply to this contract?	The documents stated all apply to the Contract but with respect to taxes please refer to ITC 13.1 (page 19) and GCC 18 (page 111) of the RFP.
17	GEN	Is there a web application hosting plan envisioned for the ERP? Are the current applications online?	There are no external hosting plans. However the Consultant will be responsible for defining the technical and functional requirement for the ERP system.
18	GEN	Does ECG have a preferred ERP in mind SAP, Oracle etc?	There is no pre-established preference for any ERP platform. The preference is for a solution that addresses the utility business challenges.
19	GEN	Does ECG expect to build a custom solution or will be willing restrict themselves to using standard international solution models?	The Consultant will define the technical and functional requirements for the ERP. However, an off-the shelf solution with embedded industry best practices requiring minimal configuration is preferred over customization. There are some essential processes that might have to be custom developed.
20	GEN	Does ECG have an overall ICT budget for this initiative which includes the ERP solution, hardware, connectivity, etc.?	The project will be fully funded by MiDA.
21	GEN	What are the estimated total number of users of the solution?	About 2000, although the final count after streamlined processes is expected to vary.

SI	Ref	Question	Answer
22	GEN	What are the total number of locations at which the proposed solution is expected to be implemented?	Approximately 100 – The solution will include field workforce management as well.
23	GEN	Would ECG depute a focal person to facilitate information gathering and arranging meetings etc	Yes. A focal person supported by a cross functional team will work with the Consultant.
24	GEN	Is the payment schedule given to be RFP fixed or can be changed as per our proposal?	The payment schedule in the form of Contract is the schedule on which all Consultants are expected to base their Proposal.
25	TOR Section 8	Can we decide the number and person months of local and international consultants based on project requirements (can we vary from the ones given in RFP)	See SI 3 above. Consultant must respond to the requirements in the RFP/TOR.
26	TOR Section 8	Is there any preference for national / international team members?	It is the responsibility of the consultant to decide the make-up of the team and how they apportion the Tasks Assigned, between international and local Key and non-Key Personnel.

SI	Ref	Question	Answer
27	Form Tech 5B - References of MCC-funded contracts	<p>Is this in relation to the current Compact (Compact 2) or includes previous compacts (Compact 1) as well.</p> <p>Referencing your requirements for indicating MCC funded contracts undertaken everywhere in the world, does this include contracts executed by other sister companies outside of Ghana? For example, other XXXX offices outside Ghana. Or, is this relevant to only contracts undertaken by XXXX (the firm submitting this bid) everywhere in the world?</p>	<p>Form TECH-5 is specific in that it is the Consultant, or member of JV/Association making up the Consultant team which is bidding, that must provide the relevant details.</p> <p>In other words the registered companies involved in the Proposal be they the Lead Consultant or JV/Associate members of the consortium must present all documents required.</p>
28	Tech 2A - Financial Criteria	Requirements for Audit letters. Is this referring to Management letters from the firm's Auditors?	Audited Financial statements must be supported by audit letters from the Consultant's auditors – this applies to all Consultants involved in the Proposal submitting Audited financial Statements.