



Millennium Development Authority (MiDA)

MINUTES OF THE BRIEFING MEETING

PRODUCTION OF A VIDEO DOCUMENTARY ON THE GHANA POWER COMPACT II PROGRAMME AT HERITAGE TOWER ON 15TH NOVEMBER 2017, AT 10:00 HOURS RFQ REF: 5810900/RFP/NCS/11/17

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- | | |
|--------------------------|---|
| • John Boakye | Chief Financial Officer (CFO) /
Ag. Procurement Director |
| • Pamela Djamson-Tettey | Communications Director |
| • Ian Stewart | Procurement Agent Manager |
| • Kwabena Amponsa-Debrah | Procurement Officer - MiDA |
| • Frank Kofi Boadi | Communication & Outreach Officer |
| • Frank Botchway | Communication and Web Officer |

SERVICE PROVIDER REPRESENTATIVES

The Attendance Register is attached as Annex 1.

2.0 OPENING

The CFO opened the meeting at 10:05 hours, and after welcoming all present, the MiDA team introduced themselves as did the Service Provider Representatives.

The Meeting proceeded with the Procurement Agent Manager giving an overview of the Non-Consultant Services Request for Proposals. The issues raised were as follows:

1. Front Page of RFP

Please note the front page of the RFP which states that the **date of submission is 8th December, 2017, and that the submission time is 15:00 hours. Late submissions will not be accepted.**

This means that you must be at the Tender Box in MiDA Procurement, in the 4th floor Heritage Tower reception, **BEFORE 15:00 hours** according to the clock on the wall in the MiDA reception area. It matters not if you are seconds, minutes or hours late, because once the 15:00 hours deadline has passed the submission sheet on the Tender Box will be signed off and no further submissions will be allowed. Service providers were advised to ensure that they knew where the

Tender Box was situated and to come in plenty of time to ensure their work on the Proposal was not wasted.

2. Letter of Invitation

Page 4 and clause 6 states that clarification questions can be requested up to 17:00 hours on Friday 17th November. Service Providers must read the RFP and ensure that the requirements, the TOR, the evaluation criteria and the form of Contract are all understood and that if there is any issue which is unclear, send a clarification question to the paghana@charleskendall.com email address stated, with a copy to procurement@mida.gov.gh, and we will ensure that responses are provided no later than 17:00 hours on 24th November. If all the responses are finalized before that date then they will be issued as soon they are complete. Please note that the full list of questions and answers, even if only one or two questions are received, will only be sent once the responses are complete. All questions and all responses will be sent to every Service Provider which received an invitation to compete for this assignment.

Page 4 and clause 7 provides guidance as to how to package your Proposal. One sealed envelope for the Technical Proposal, with forms 1A, 1B and 1C included, and a separate sealed envelope for the Financial Proposal with Forms 2A and 2B included. Both Technical and Financial envelopes are then to be sealed in an outer envelope, clearly marked with the assignment title and reference number, for submission in the MiDA Tender Box.

3. Technical Proposal

1A Technical Offer – Submission – this is the form of letter to be provided. Please cut and paste the form of letter onto your company headed paper, complete the details and sign it. Do not try to reinvent different wording because that might result in your submission not being compliant. The template is there to make it easy to complete.

1B Technical Offer – Please read the form carefully and ensure that you align your response to the requirements of the TOR and the Evaluation Criteria. It is important to remember that submissions will be scored against the Evaluation Criteria on page 30 of the RFP so ensure that when the submission is being drafted you have a check list and ensure you are meeting the TOR requirements and the Evaluation Criteria.

1C CV – Ensure that you use the CV format provided so the evaluation panel have a consistent form to follow. In completing the CV ensure that you do not simply enter the details of the CV at hand, but tailor it sufficiently to the requirements of the TOR and Evaluation Criteria. For example the TOR and Evaluation Criteria require the Team Leader / Director to have five (5) years' experience in the direction/production of documentary films. The 5 years' worth of experience must be clear to the evaluation panel from the CV submitted. Very often CV's include a year, say 2014, and any number of activities carried out during that year. In such cases it is impossible for the evaluation panel to determine if the 5 years requirement has been met. It is the responsibility of those submitting to ensure that all details are clear and unambiguous.

4. Financial Proposal

2A Financial Offer – Submission – In response to a question raised it was confirmed that the RFP shows this as Form 2B when it should show 2A so all Service Providers should change the number of the Form on their submission to Form 2A. Again like the Technical submission form please use the wording given and cut and paste it onto your company headed paper and sign it.

2B Financial Offer - Price Schedule – Again cut and paste the form onto your company headed paper and complete and sign the form as required.

5. Terms of Reference – The TOR includes an introduction and some background to the Compact. Please read this and also review the MiDA Website (www.mida.gov.gh) to see the Compact and all the activities so you have an idea of what MiDA does.

The Scope of Services, Tasks & Deliverables, Payment terms and Expertise required of the Service Provider and their Personnel are self-explanatory but if there are any questions, then again, please submit a clarification question before the stated deadline on 17th November.

6. Evaluation Criteria

Experience of the Service Provider – Please ensure you, at the very least, meet the requirements to evidence five (5) or more years’ relevant experience and evidence of at least five (5) assignments of a similar nature and size. If you have more than 5 years’ experience and have carried out more than five (5) relevant assignments relevant then please feel free to submit the evidence to support your submission. MiDA needs to see sufficient evidence of your capabilities.

Approach, Methodology and Work Plan – The requirements are in the TOR but do not simply cut and paste the content of the TOR as that will not likely gain many evaluation points. What MiDA needs you to do is show that you have a clear understanding of the TOR, and a clear plan as to **how** you are going to implement the assignment. The “**how**” is the important element. You need to show creativity and market yourselves to MiDA in your submission.

Qualifications and Experience of Team Leader / Director – Ensure that your submission, and in particular the CV, covers the requirements clearly. The three bullet point requirements have the potential to get you 20 marks so this is why we advised that you complete the CV form in Section 1C carefully and in line with the requirements of the TOR and Evaluation Criteria.

Technical Capabilities – MiDA needs you to provide sufficient evidence that you have all the equipment required to carry out a successful assignment. Again there are ten (10) points available here so you need to provide as much evidence as you have to show the equipment you own and, separately the equipment that you can rent or lease for the period of the assignment and from who. The more evidence and the more complete list of equipment you can provide the better.

Demonstration of Capacity – the content must be relevant and provide sufficient evidence to MiDA of past work completed to support your Proposal and show the quality of work you can do.

7. Contract Forms – the form of Contract against which you are submitting a Proposal is in Section 4 of the RFP. This is the form of Contract the winner will be required to sign so again please ensure you are clear on all the clauses and, in the event of clarity being required, submit your question(s) by the 17th November deadline.

3.0 QUESTION AND ANSWER SESSION

Question 1 - Clarification on what MiDA will accept as proof of ownership of equipment.

Response: You should provide the best evidence possible from your records, be it a fixed asset list or at the very least to certify on your company letter head details of the equipment available for use for the assignment indicating the equipment owned by your company, and the equipment to be rented or leased for the assignment and from who. You should provide a full list of available equipment to evidence to MiDA that you have the tools to complete a successful assignment.

Question 2 - Clarification of Financial Score Formula

Response: The formula is a standard World Bank formula which has been tried and trusted over the last 40 or so years. As an example:

The lowest price quoted will gain a Financial Score of 100 and a weighted Financial Score of 20. The other financial scores will be calculated based on the formula which basically means a pro-rata score against the lowest price. So if Firm A has a price of 50 and Firm B has a price of 100 then Firm A scores 100 (or a weighted score of 20) and Firm B scores 50 (and a weighted score of 10 – being 20% of 50).

The weighted Technical scores are added to the weighted Financial Scores to provide a combined score which will determine the winner.

Question 3 - Clarification on what type of evidence of work in a related area is required for the 20 minutes documentary.

Response: You can either provide one video or excerpts from various videos could be put together. Basically you are marketing your services to MiDA so it is up to each of you how you want to demonstrate how good your services are. As we said earlier you need to be inventive and creative and sell yourself to MiDA.

4.0 GENERAL

The Services Providers were all advised that, probably early in 2018, MiDA would be issuing another solicitation for the Design of an Outdoor Communication and Visibility Campaign. All were asked to bear this in mind when putting together their Approach and Methodology because this work might impact on how you plan to go about the MiDA Documentary Video assignment.

5.0 CLOSING

In closing, the Communication Director thanked all who were present, and, along with the Chief Financial Officer, requested that everyone adhered to the submission date and time so as to not waste the time and effort put into the submission.

The Meeting closed at 10:50 hours with thanks to the participants.

ANNEX 1
SERVICE PROVIDER REPRESENTATIVES



Millennium Development Authority (MiDA)

SERVICE PROVIDER BRIEFING

PROCUREMENT OF NON-CONSULTANT SERVICES FOR THE PRODUCTION OF A VIDEO DOCUMENTARY ON THE GHANA POWER COMPACT II PROGRAMME

PROPOSAL REF: 5810900/RFP/NCS/11/17

REGISTER OF PARTICIPANTS

VENUE: MiDA BOARDROOM, 4TH FLOOR, HERITAGE TOWER, ACCRA

DATE: 15TH NOVEMBER, 2017

TIME: 10.00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	TELEPHONE NO.	EMAIL ADDRESS(ES)	SIGNATURE
1	SAKAA E. ADJEI-ANIM	GLOBAL MEDIA ALLIANCE	02466 31121	lisiebabe@gmail.com saadjei@gmaeworld.com	
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3	NAWA ABA FORSON	MINISTRY OF INFORMATION	05482 46000	jayforson58@gmail.com	
4	SETH KWAME BOATENG	MINISTRY OF INFORMATION <i>MULTIMEDIA GROUP</i>	0243149169	sethboateng@myjoonline.com sk22boateng@gmail.com	
5	EDWARD ZANYON	VILLAGE COMMUNICATIONS	0246826384	EZANYON@YAHOO.COM	



REGISTER OF PARTICIPANTS

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10	Seth Addy	OSJ CONSULT	0501 29 4898	seth.addy@osjghana.com	<i>S. Addy</i>
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