



Millennium Development Authority (MiDA)

**MINUTES OF THE PUBLIC OPENING OF FINANCIAL PROPOSALS FOR MiDA
DOCUMENT MANAGEMENT SYSTEM**

RFP REF: 5810800/RFP/NCS/11/17

**HELD AT MiDA BOARDROOM, 4TH FLOOR, HERITAGE TOWER, ACCRA, ON 9TH
FEBRUARY 2018 AT 10:00 HOURS GHANA TIME**

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- John Boakye Chief Financial Officer
- Frank Mante Procurement Director
- Robert Adongo Procurement Officer,
- Francis Baffoe-Ashun Procurement Expert, CKP (Representing Procurement Agent)

CONSULTANTS/REPRESENTATIVES

The Attendance Register is attached as Annex 1.

2.0 OPENING

The Procurement Agent (PA) opened the meeting at 10:10 hours and welcomed all present, thanked them for attending the Meeting.

3.0 AGENDA FOR THE MEETING

The PA then outlined the Agenda for the meeting which was to:

- Read out the Technical Scores for the Bidders who have qualified to this Stage;
 - Inspect the Financial Proposal envelopes to ensure all were present and still sealed;
 - Set aside those envelopes containing the Financial Proposals of those Consultants that have not gained sufficient marks to qualify for this stage but read out their Technical Evaluation Scores;
 - Open, number and date stamp the Financial Proposal of the Consultant that have gained sufficient marks to qualify for this stage;
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- Check the Financial Proposal are complete and signed and then read out the Total Financial Proposal prices as shown in Form FIN-1 of the RFP;
- Record the Minutes of the Public Opening of Financial Proposal which will then be circulated to the Consultant at the earliest opportunity.

4.0 OPENING OF FINANCIAL PROPOSALS

The Record of Financial Proposal Prices Read-Out is attached as Annex 2.

After the Proposals have been readout and Bidder Representatives have begun to leave, it was realized that Messrs Josanti's Proposal Price was of two components, and that only one component had been read out. The PA therefore called back the Bidders/Representatives and the correct Proposal Prices were readout and cross checked by the Representatives of both Bidders.

5.0 CLOSING

The Procurement Agent, in closing the Meeting, gave the firm assurance that MiDA and the Procurement Agent would do all possible to ensure the Evaluation Process was completed as quickly as possible. He also thanked all present for their participation.

The Meeting closed at 10:20 hours.

Annex 1



Millennium Development Authority (MiDA)

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REGISTER OF CONSULTANT'S REPRESENTATIVES

VENUE: MiDA BOARDROOM, 4TH FLOOR, HERITAGE TOWER
DATE: 9 FEBRUARY 2018
TIME: 10:00 Hours

NO.	NAME OF REPRESENTATIVE	CONSULTANT	SIGNATURE
1	Joseph Amoh-Anti	JOSANTI joseph@josanti.com	
2	Joseph Jamena Mensah	WASP LTD solutions@waspghana.com	
3	Esi Kukula	WASP LTD solutionsupport@waspghana.com	
4			
5			
6			
7			

Annex 2



Millennium Development Authority (MiDA)
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RECORD OF PROPOSAL PRICES AS READ-OUT (10 FEBRUARY 2018)

Name of Bidders	Currency	Proposal Price USD	Proposal Price GHS	Proposal Signed (Y/N)	Remarks
W.A.S.P LTD	GHS	—	432,291.90	Y	1 Original 3 Copies
JOSANTI INFOIMAGING	GHS	\$244,132.08	369,692.00	Y	1 Original 3 Copies

Name of MiDA Procurement Representative: FRANCIS MATE Signature: [Signature]

Name of Procurement Agent Representative: FRANCIS FASSO-ASTUN Signature: [Signature]