



Millennium Development Authority (MiDA)

MINUTES OF THE PUBLIC OPENING OF PROPOSALS

**GENDER AUDIT AND POLICY, INSTITUTIONAL STRENGTHENING/CAPACITY BUILDING
AND NETWORKING INTERVENTIONS FOR ECG AND NEDCO
RFP REF: 5120700-01/LOI/SIC/01/18**

HELD AT MiDA, on 16TH FEBRUARY 2018 immediately after 15:00 Hours

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- John Boakye Chief Financial Director/Ag. Procurement Director
- Frank Mante Procurement Director
- Ian Stewart Procurement Agent Manager, CKP
- Francis Baffoe-Ashun Procurement Expert, CKP
- Kwabena Amponsa-Debrah Procurement Officer, MiDA
- Cherub Antwi-Nsiah Social and Gender Inclusion Director, MiDA

CONSULTANTS/REPRESENTATIVES

The Attendance Register is attached at Annex 1.

2.0 OPENING

The Procurement Agent Manager opened the meeting at 15:03 hours and welcomed all present, thanking them for attending the Meeting. He then assured all present of MiDA's drive for transparency and openness in all her activities.

3.0 AGENDA FOR THE MEETING

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

- Inspect the Outer Proposal envelopes to ensure all were present against the Tender Submission sheet and all still sealed;
 - Open the envelopes to ensure the Proposals submitted are securely sealed;
 - Open, number and date stamp each Technical Proposal submitted by the due date and time;
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- Record the Minutes of the Public Opening of Proposals which will then be circulated to all the Individual Consultants who submitted Proposals at the earliest opportunity.

4.0 OPENING OF PROPOSALS

The Record of Proposals were opened and read out, and is attached at Annex 2

5.0 CLOSING

In closing, PAM thanked all who were present, and gave the firm assurance that MiDA and the Procurement Agent would ensure the Technical Evaluation Process would be undertaken by an independent Technical Evaluation Panel expeditiously.

The Meeting closed at 15:15 hours with thanks to the participants.

Annex 1



Millennium Development Authority (MiDA)

PROCUREMENT OF CONSULTANT SERVICES FOR GENDER AUDIT AND POLICY,
INSTITUTIONAL STRENGTHENING/CAPACITY BUILDING AND NETWORKING INTERVENTIONS
FOR ECG AND NEDCo

RFP REF: 5120700-01/LOI/SIC/01/18

HELD AT MiDA, on 16TH FEBRUARY 2018 immediately after 15:00 Hours

PUBLIC OPENING OF SUBMISSIONS AS READ-OUT

VENUE: MiDA
DATE: 16th February 2018
TIME: Immediately after 15:00 Hours

ATTENDANCE REGISTER

NO.	NAME	ORGANIZATION	SIGNATURE
1	EMMANUEL ENOSH OSEI MENSAAH	VIVIAN FANNY SARPOMAAH FISCIAN	emmanosh5491@gmail.com
2			
3			
4			
5			
6			
7			

Annex 2



Millennium Development Authority (MiDA)

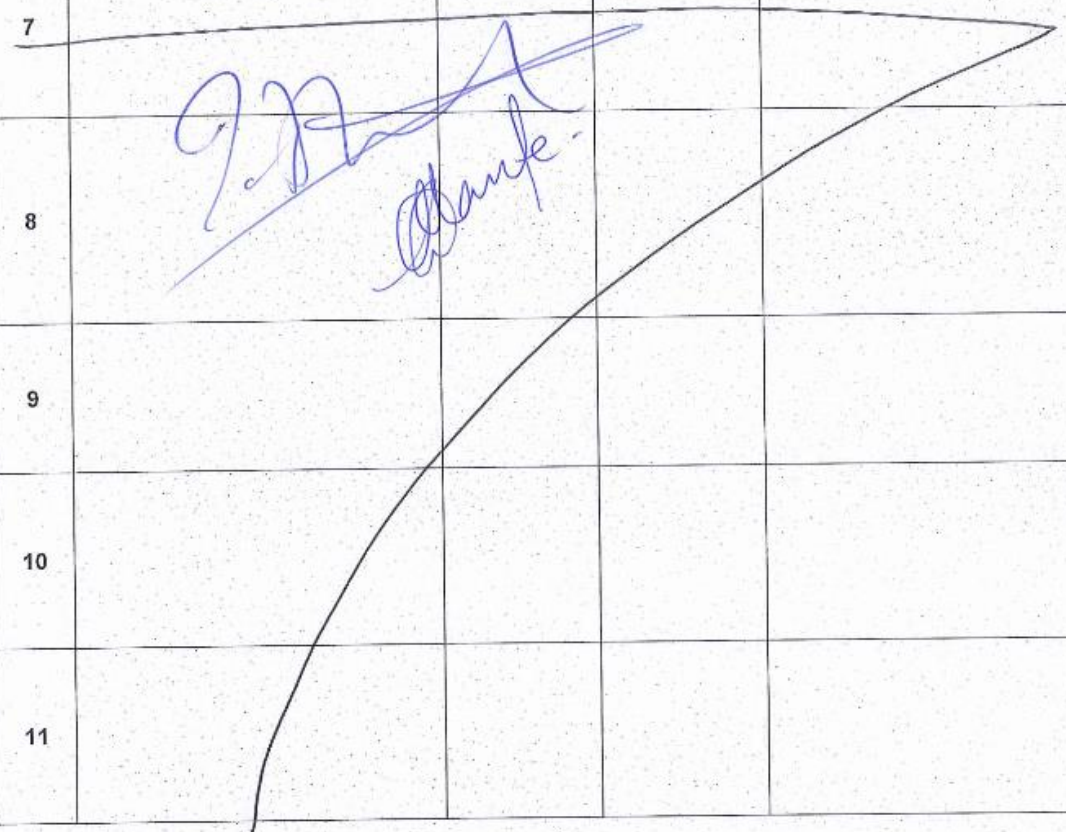
PROCUREMENT OF CONSULTANT SERVICES FOR GENDER AUDIT AND POLICY
INSTITUTIONAL STRENGTHENING/CAPACITY BUILDING AND NETWORKING INTERVENTIONS
FOR ECG AND NEDCo

RFP REF: 5120700-01/LOI/SIC/01/18

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PUBLIC OPENING OF PROPOSALS AS READ-OUT

No.	Name of Consultant	No. of Copies Submitted		Remarks
		Original	Copies	
1	SOPHIA WHITE - GIVANS	1	3	SIGNED
2	TINYADE KACHIKA	1	3	SIGNED
3	SASKIA RAYES LOOT	1	3	SIGNED
4	PETRINA AKOR	1	3	SIGNED
5	VIVIAN FISCIAN	1	3	SIGNED

6	AFUA ANSRE	1	3	SIGNES
7				
8				
9				
10				
11				