



Millennium Development Authority (MiDA)

**MINUTES OF PRE-PROPOSAL MEETING FOR AUDIT OF RESOURCES
MANAGED BY THE MILLENNIUM DEVELOPMENT AUTHORITY
(REF 5830100/RFP/QCBS/02/18) HELD AT ALISA HOTEL, ACCRA ON
27 FEBRUARY 2017 AT 10:00 HOURS**

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- John Boakye Chief Financial Officer
- Frank Mante Procurement Director
- Ian Stewart Procurement Agent Manager
- Kwabena Amponsah Debra Procurement Officer
- Robert Adongo Procurement Officer
- Theodora Okantey Internal Audit Officer

2.0 PARTICIPANTS

A copy of the list of Participants in its original form is attached as Annex 1.

3.0 OPENING

The meeting was opened by Procurement Director at 10:15 with a prayer and welcomed all Consultants and Representatives present.

4.0 TOPICS PRESENTED

Compact Background

The Compact Program will be executed over a period of five (5) years upon Entry into Force (EIF) of the Compact on 6th September, 2016. MiDA are in the CIF (Compact Implementation Funding) period to be used by Government and MiDA to facilitate the implementation of the Compact.

Participants were advised to read the Compact on the MiDA website (www.mida.gov.gh).

4.2 The Activity Being Procured

The Chief Financial Officer, then provided an overview of the technical requirements for the Audit of Resources Managed by MiDA.

The presentation by the Chief Financial Officer covering both the Compact and the technical requirements is attached.

4.3 The Request for Proposal (RFP) Document

The Procurement Agent Manager briefed the Meeting on the various Sections of the new MCC RFP document which had been prepared using the generic IDA/World Bank Standard Documents as a base and adapted to suit MCC Conditionalities. As such Consultants were to take careful note of the departures from the standard and the Compact conditions.

PART 1 PROPOSAL AND SELECTION PROCEDURES

Section 1 – The Instructions to Consultants must be read carefully; particularly Clause 17 in relation to the requirement to ensure the Proposals are correctly packaged.

Section 2 – The Proposal Data Sheet supersedes the related clauses from the Instructions to Consultants. Please also note that Proposals must be submitted no later than **15:00 hours Ghana time on 23rd March, 2018.**

Section 3 – The Qualification and Evaluation Criteria shows the marks to be awarded for each category and you are required to obtain a total of 80 marks if you are to pass and enable your Financial Proposal to be opened and evaluated. Consultants were requested to ensure their submissions were in full compliance with the requirements of the RFP and TOR.

Section 4A – The Technical Proposal Forms – Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **TECH-1 to TECH-11** forms.

Section 4B – The Financial Proposal Forms - Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **FIN-1 to FIN-4** forms.

Section 5 – Terms of Reference – Consultants should read these carefully as it provides, among others, details of the scope of work required under this assignment, the level of effort, and the Key and any non-Key Personnel requirements.

PART 2 CONDITIONS OF CONTRACT AND CONTRACT FORMS – This is the basic form of Contract that you will be required to sign so please read the terms and conditions carefully. If you are in any doubt about any of the terms of Contract it is advisable to ask for clarification at this stage.

The presentation by the Procurement Agent Manager is attached with the Minutes in pdf.

4.4 MiDA's Responses to written Comments and Queries Raised by Prospective Consultants

There had been no clarifications sought prior to the Pre-Proposal Meeting.

4.5 General Discussions, Clarifications & Decisions

Discussions then centred on issues relating to queries and comments which had not previously been raised. The Procurement Agent Manager stressed that all requests requiring a formal written response that would be used by the Evaluation Panel should be in writing in accordance with ITC 8.1 and the Proposal Data Sheet. Since responses to clarification questions were required to be sent to all potential bidders, any issues raised and discussed at the Pre-Proposal Meeting must be sent no later than **2nd March, 2018** to the MiDA and CKP e-mail addresses shown in the RFP to elicit a formal response.

These are paghana@charleskendall.com and procurement@mida.gov.gh.

The following questions were raised during the Meeting:

No	QUESTIONS
1	The requirements in Form TECH-2 for the submission of accounts are noted but these are concerns because these do not align with Ghana regulations which allow audit firms to self-certify accounts.
2	What Constitutes Certification of Accounts?
3	What will Constitute Submitted Tax Returns when audit firms are formed by partners? Audit firms are formed as a partnership and, because of that, they will only be able to use the individual partner's tax returns. If individual partner's tax returns were used would this be acceptable?
4	What duration (period) should the financial account cover i.e. from 2017 or is it the latest available three years accounts?
5	Do the qualifications of the Key Personnel need to be accurate with regard the number of years' experience?

The Minutes of the Pre-Proposal Meeting along with the presentations will be issued immediately after the Meeting, and the clarification questions and responses (if any) would be circulated no later than **17:00 hours on 9th March, 2018** to all who have requested and received the RFP.

The following points are to be noted:

- a) Anyone requesting the RFP following this meeting would also be provided with the Minutes of the pre-Proposal Meeting, the presentations, and any clarification question responses.
- b) The Minutes, presentations, and clarification question responses will also be placed on the MiDA Website.

5.0 CLOSING

The Meeting closed at 11:50 Hours.

ANNEX 1 – LIST OF PARTICIPANTS



Millennium Development Authority (MiDA)


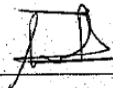


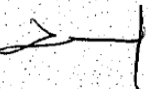

PRE-PROPOSAL MEETING – AUDIT OF RESOURCES MANAGED BY THE MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)
RFP: 5830100/RFP/QCBS/02/18

REGISTER OF CONSULTANT REPRESENTATIVES

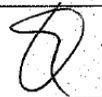

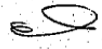
VENUE: ALISA HOTEL
DATE: 27TH FEBRUARY, 2018
TIME: 10.00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	Erica Norvingg Forson	Morrison & Associates		0501266227 info@morrisonassociatesgh.com
2	Daniel Quampal	CFY Pontuers		daniel.quampal @cfypontuers.org

REGISTER OF CONSULTANT REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
3	Selasi ABRAHAM	Ernst & Young		Selasi.abraham@gh.ey.com 05 777 08113
4	ANTHONY SARFONA	KPMG		asarfona@kpmg.com 020 430 6788
5	N. HANSON	KPMG		nhanson@kpmg.com 020 4377310
6	M. KUTTIW	KPMG		mkuttiv@kpmg.com 020 4377310
7	Johnny Mensah	PwC		johnny.mensah@pwc.com 027 7737470
8	George K. Anusu	KPMG		gkanusu@kpmg.com 05015 86310

REGISTER OF CONSULTANT REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
9	Vigal GORGHAN	27		0243207358
10	Kumar GESHAT	27		0702220383
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