



# Millennium Development Authority (MiDA)

**MINUTES OF PRE-PROPOSAL MEETING FOR PROCUREMENT OF  
CONSULTANCY SERVICES FOR THE AIR CONDITIONER TEST FACILITY &  
ADDITIONAL TEST LABORATORIES (RFP: 5610200/RFP/QCBS/02/18)  
HELD AT SWISS SPIRIT ALISA HOTEL, ACCRA ON 7 MARCH 2017 AT  
10:00 HOURS**

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## **1.0 PRESENT**

### **MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)**

- Frank Mante Procurement Director
- Sylvester Ashong Ayayee Energy Efficiency & DSM Project Manager
- Kwabena Amponsah Debra Procurement Officer

### **CHARLES KENDALL AND PARTNERS**

- Abigail Appiah Procurement Officer

## **2.0 PARTICIPANTS**

A copy of the List of Participants in its original form has been 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**

### **4.1 Compact Background**

The Compact Program will be executed over a period of five (5) years upon Entry into Force (EIF) of the Compact on 6<sup>th</sup> 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](http://www.mida.gov.gh)).

## 4.2 The Activity Being Procured

The Energy Efficiency & Demand Side Management (EEDSM) Project Manager then provided an overview of the Compact and technical requirements for the Consultancy Services for the Air Conditioner Test Facility & Additional Test Laboratories.

The presentation by the Project Manager of the Energy Efficiency & Demand Side Management (EEDSM) covered both the Compact and the technical requirements of the assignment. A copy of the presentation is attached.

## 4.3 The Request for Proposal (RFP) Document

The Procurement Director 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 should supersede the related Clauses from the Instructions to Consultants. Please it should be also noted that Proposals must be submitted not later than **15:00 hours Ghana time on 6<sup>th</sup> April, 2018.**

**Section 3** – The Qualification and Evaluation Criteria should show the marks to be awarded for each category and you would be required to obtain a total of 80 marks if you were 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 would need to respond to each section and to assist the evaluation process, Consultants could use separators to divide your responses to each of the **TECH-1 to TECH-11** forms.

**Section 4B** – The Financial Proposal Forms - Consultants would need to respond to each section and to assist the evaluation process, Consultants could 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 provided, 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 was explained as the basic form of Contract that you would be required to sign so please read the terms and conditions carefully. If you were in any doubt about any of the terms of Contract it was advisable to ask for clarification at this stage.

The presentation by the Procurement Director is attached together 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 Director 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 **9<sup>th</sup> March, 2018** to the MiDA and CKP e-mail addresses shown in the RFP to elicit a formal response.

These are [paghana@charleskendall.com](mailto:paghana@charleskendall.com) and [procurement@mida.gov.gh](mailto:procurement@mida.gov.gh).

The following questions were raised during the Meeting:

No	QUESTIONS
1	The size of the existing facility at Ghana Standards Authority?
2	The size of the new facility to be built?
3	Clarification on the additional test facility as this is not specified in the RFP.
4	Clarification on the Scope of the Assignment and the Role of the Consultant.
5	Clarification on the date of Compact Closure.

The Minutes of the Pre-Proposal Meeting along with the presentations would be issued immediately after the Meeting, and the clarification questions and responses (if any) would be circulated no later than **17:00 hours on 16<sup>th</sup> March, 2018** to all who have requested and received the RFP.

The following points were 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 and Responses would also be placed on the MiDA Website.

#### 5.0 CLOSING

The Meeting closed at 11:10 Hours.

**ANNEX 1 – LIST OF PARTICIPANTS**



## Millennium Development Authority (MiDA)



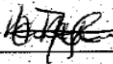
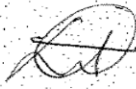
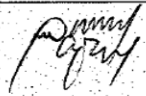
PRE-PROPOSAL MEETING – PROCUREMENT OF CONSULTANCY SERVICES FOR THE AIR CONDITIONER TEST FACILITY  
& ADDITIONAL TEST LABORATORIES  
RFP: 5610200/RFP/QCBS/02/18

### REGISTER OF CONSULTANT REPRESENTATIVES

VENUE: ALISA HOTEL  
DATE: 7<sup>TH</sup> MARCH, 2018  
TIME: 10.00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	CONSTANCE AGBENOTHEVI	RICHCON LTD		0249773903 cons.agben@gmcaile.com
2	FERNANDO J. SILVA	AURECON GHANA		0544504797 FERNANDBJORGE.SILVA@AURECONGHANA.COM

### REGISTER OF CONSULTANT REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
3	Gizella Tetteh-Agbotui	Zella Architects		0244 339051 info@zellaarchitects.com
4	Joshua Ayinboru	Aurecon		0540700192 joshua.ayinboru@aurecongroup.com
5	MARY-ANNE KOKIKANT	ZELLA ARCHITECTS		0245925010 mya@zellaarchitects.com
6	Ebenezer Amoh	Conpro LTD.		0269665186 ahensen123@gmail.com
7	Collins Sena A.	Colmax-D Ltd		0243465963 info@colmaxgroup.com
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