



Millennium Development Authority (MiDA)

MINUTES OF THE PUBLIC OPENING OF PROPOSALS

**AUDIT OF RESOURCES MANAGED BY THE MILLENNIUM DEVELOPMENT AUTHORITY
(MiDA) – RE-ISSUED**

RFP REF: 5830100/RFP/QCBS/02/18

HELD AT MiDA, on 23RD MARCH 2018 immediately after 15:00 Hours

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- John Boakye Chief Financial Officer, MiDA
- Frank Mante Procurement Director, MiDA
- Ian Stewart Procurement Agent Manager, CKP
- Francis Baffoe-Ashun Procurement Expert, CKP

CONSULTANTS/REPRESENTATIVES

The Attendance Register is attached at Annex 1.

2.0 OPENING

The Procurement Agent Manager opened the meeting at 15:05 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 there are securely sealed and separate Technical and Financial Proposal envelopes for each submission;
- Open, number and date stamp the Technical Proposals submitted by the due date and time;
- Record the Minutes of the Public Opening of Proposals which will then be circulated to all 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 15:21 hours with thanks to the participants.

Annex 1



Millennium Development Authority (MiDA)

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HELD AT MiDA, on 23RD MARCH 2018 immediately after 15:00 Hours

PUBLIC OPENING OF SUBMISSIONS AS READ-OUT

VENUE: MiDA
DATE: 23RD MARCH 2018
TIME: Immediately after 15:00 Hours

ATTENDANCE REGISTER

NO.	NAME	ORGANIZATION	SIGNATURE
1	SELASI AHIAKU	SELASI.AHIAKU@GH.EY.COM EY	
2	EMMANUEL GYAMFI	efgyamfi@deloitte.com DE LOITTE	
3	NICHOLAS AKYENE	DELOITTE nakylene@deloitte.com.gh	
4	BENJAMIN ALORZUKE	CFY PARTNERS benjamin_alorzuke@ cfypartners.org	
5			
6			
7			

Annex 2



Millennium Development Authority (MiDA)

**AUDIT OF RESOURCES MANAGED BY THE MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)
- RE-ISSUED**

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PUBLIC OPENING OF PROPOSALS AS READ-OUT

No.	Name of Consultant	No. of Copies Submitted		Remarks
		Original	Copies	
1	BDO (SAMMAN AND Co PUBLIC ACCOUNTANTS & BUSINESS ADVISORS)	1	4	IN FOUR (4) PARTS PLUS 1 CD PLUS FINANCIAL ENVELOPE
2	ERNST & YOUNG (EY)	1	4	1 CD PLUS FINANCIAL ENVELOPE
3	DELOITTE	1	4	1 CD PLUS FINANCIAL ENVELOPE
4	KPMG	1	4	1 CD PLUS FINANCIAL ENVELOPE
5	CFY PARTNERS	1	4	1 CD PLUS FINANCIAL ENVELOPE

[Signature]
23/3/18

[Signature]
23/03/18