



# Millennium Development Authority (MiDA)

**MINUTES OF PRE-PROPOSAL MEETING FOR PROCUREMENT OF  
CONSULTANCY SERVICES FOR THE FIELD METERING AND  
MONITORING STUDIES ACTIVITY REF: 5610400/RFP/QCBS/03/18  
HELD AT SWISS SPIRIT ALISA HOTEL, ACCRA ON 27 MARCH 2018 AT  
10:00 HOURS**

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## **1.0 PRESENT**

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

Sylvester Ashong Ayayee	Energy Efficiency & DSM Project Manager
Priscilla Adjei-Darko	Engineering Assistant EEDSM
Kwabena Amponsa-Debrah	Procurement Officer
Albert Nyarko	Senior Monitoring & Evaluation Officer

### **CHARLES KENDALL AND PARTNERS**

Ian Stewart	Procurement Agent Manager
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 the Energy Efficiency & DSM Project Manager at 10:10 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.

Consultants are 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 Field Metering & Monitoring services

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 27<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 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 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 Agent Manager 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 Energy Efficiency & DSM Project Manager and Procurement agent Manager both 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 **4<sup>th</sup> April 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	Can you clarify where the Lead Consultant should have undertaken similar or the same type of assignment what constitutes "similar" work
2	In addition to the standard templates do we introduce additional documentation if there is further information that should be provided?
3	How should we state the years of experience. For example if someone has worked 6 months should we provide start and finish dates and
4	If we are putting forward an individual as Key Personnel should we also state the MCC experience that they have if appropriate?
5	We understand for overseas firms it is when they are in country that they are in the field. What do Ghanaian firms do or is it home at the office.
6	Can MiDA confirm that the estimated start date in the RFP will be adhered to because it will help when trying to recruit individuals from associate firms?
7	When we have an original CV which has more information than appears allowed for on the MiDA template should we still use the template or add an additional page as necessary?
8	Can we supply either Audited Accounts with audit letters or Certified Financial Statement Supported by tax returns?
9	With regard the submission of 3 years Financial Accounts what happens if the 2017 accounts are not yet ready. Can we supply the last three (3) years accounts and the 2017 draft accounts with a covering explanatory note?
10	Can we supply both Audited Accounts with audit letters and Certified Financial Statement Supported by tax returns?

The Procurement Agent Manager advised all firms who had not yet requested the RFP to do so by email to [paghana@charleskendall.com](mailto:paghana@charleskendall.com) so that the nominated person, or persons, could receive the RFP and any subsequent communications such as the responses to any written clarification questions received.

The participants were also advised to ensure that Proposals contained as much information as possible, and if necessary with clarification notes in order to strengthen their Proposals and ensure there was no doubt in the mind of the Technical Evaluation Panel when evaluating Proposals. It was stressed that the responsibility to make the content of all Proposals clear for the Technical Evaluation Panel lies with the Consultants. If the Proposal is compliant with the RFP and TOR, and the content clear and aligned to requirements then the Consultants stand a good chance of success.

The Senior Monitoring & Evaluation Officer informed the participants that in the RFP, MiDA has fixed the expected household sample size at 1,000 for the survey work, which is a significant proportion of the FMMS consultancy. Just as MiDA colleagues indicated in their presentations, we do not expect you to just copy and paste what the RFP says about sampling, but provide a vivid description of the sampling design and methodology/technique you will employ to distribute the sample across the seven (7) or so Municipalities, to make reported results statistically reliable.

The Minutes of the Pre-Proposal Meeting along with the presentations would be issued as soon as possible after the Meeting, and the clarification questions and responses (if any) would be circulated no later than **17:00 hours on 11<sup>th</sup> April, 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 11:15 Hours.

**ANNEX 1 – LIST OF PARTICIPANTS**





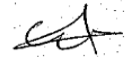
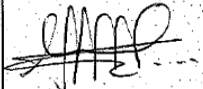

**Millennium Development Authority (MiDA)**  
PRE-PROPOSAL MEETING – FIELD METERING AND MONITORING STUDIES  
RFP: 5610400/RFP/QCBS/03/18

**REGISTER OF CONSULTANT REPRESENTATIVES**

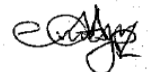
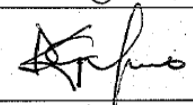


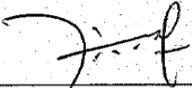

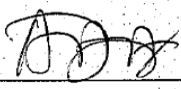
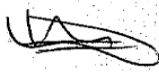
VENUE: ALISA HOTEL  
DATE: 27<sup>TH</sup> MARCH, 2018  
TIME: 10.00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	Ebenzer N. Kofey	CSIR-IIR		0208126658 ebenkofey@gmail.com
2	PAX D. DRAMBOE	CSIR-IIR		0244215847 paxdani@dramboe.com

### REGISTER OF CONSULTANT REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
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