



Millennium Development Authority (MiDA)

**MINUTES OF THE PUBLIC OPENING OF FINANCIAL PROPOSALS
FOR THE AUDIT OF RESOURCES MANAGED BY THE
MILLENNIUM DEVELOPMENT AUTHORITY (MiDA) – RE-ISSUED
RFP REF: 5830100/RFP/QCBS/02/18**

**HELD AT THE MiDA BOARD ROOM, 4TH FLOOR, HERITAGE TOWER, ACCRA, ON 17TH
APRIL 2018 AT 10:00 HOURS**

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- John Boakye Chief Financial Officer (CFO)
- Kwabena Amponsah-Debrah Procurement Officer

CHARLES KENDALL & PARTNERS (CKP)

- Kwadwo Osei Asante Senior Procurement Specialist,
- Francis Baffoe-Ashun Procurement Expert,

CONSULTANTS/REPRESENTATIVES

The Attendance Register is attached at **Annex 1**.

2.0 OPENING

The CFO opened the meeting at 10:00 hours, welcomed all present and thanked them all for attending the Meeting.

3.0 PROCEDURE FOR OPENING

The following procedure was adopted for the opening:

- the Financial Proposal envelopes were inspected to ensure that all documents were present, intact and still sealed and not tampered with,
- the envelopes containing the Financial Proposals of those Consultants that have not attained the requisite pass marks to qualify at this stage were set aside,
- the Financial Proposals of those Consultants who attained the requisite pass marks to qualify at this stage were opened, numbered and date-stamped,
- the Financial Proposals were then checked as complete and signed and then the Total Financial Proposal prices were read out the as shown in Form FIN-1 of the RFP,

- the Minutes of the Public Opening of Financial Proposal were recorded which were then to be circulated to the Consultants at the earliest opportunity.

The Record of Financial Proposal Prices Read-Out is attached as **Annex 2**.

4.0 CLOSING

The CFO, in closing the Meeting, gave the firm assurance that MiDA and the Procurement Agent would ensure the Proposal Evaluation Process was completed as a matter of urgency. He also thanked all present for their participation.

The Meeting closed at 10:15.

Annex 1



Millennium Development Authority (MiDA)

FINANCIAL OPENING FOR THE AUDIT OF RESOURCES MANAGED BY THE
MILLENNIUM DEVELOPMENT AUTHORITY (MiDA) – RE ISSUED
RFP REF: 5830100/RFP/QCBS/02/18

REGISTER OF CONSULTANT'S REPRESENTATIVES

VENUE: MiDA BOARDROOM, 4TH FLOOR, HERITAGE TOWER
DATE: 17 APRIL 2018
TIME: 10:00 Hours

NO.	NAME OF REPRESENTATIVE	CONSULTANT	SIGNATURE
1	Benjamin Alorzuke	CFY Partners benjamin-alorzuke@cfypartners.org	
2	SELASI AHIAKU	SELASI-AHIAKU@GHT.ET.COM ERNST & YOUNG	
3	MICHAEL KUTTIW	mkuttin@kpmg.com KPMG	
4	George K. Awusa	"	
5			
6			
7			

Annex 2



Millennium Development Authority (MiDA)
 FINANCIAL OPENING FOR THE AUDIT OF RESOURCES MANAGED BY MiDA – RE ISSUED
 RFP REF: 5830100/RFP/QCBS/02/18

RECORD OF PROPOSAL PRICES AS READ-OUT (17 APRIL 2018)

Name of Bidders	Currency	Proposal Price USD	Proposal Price GHS	Proposal Signed (Y/N)	Remarks
ERNST & YOUNG	USD	357,850.48	—	Y	1 CD
KPMG	USD	984,366.00	—	Y	1 CD
CFY PARTNERS	USD	277,000.00	—	Y	1 CD

Name of MiDA Procurement Representative: JOHN BOAKYE Signature: [Signature]

Name of Procurement Agent Representative: KWADWO OSELAANTE Signature: [Signature]