



**Millennium Development Authority (MiDA)**

**MINUTES OF THE PUBLIC OPENING OF PROPOSALS**

**FIELD METERING AND MONITORING SERVICES CONSULTANT**

**RFP REF: 5610400/RFP/QCBS/03/18**

**HELD AT MiDA, on 27<sup>TH</sup> APRIL 2016 at 15:05 Hours**

**1.0 PRESENT**

**MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)**

- |                          |                           |
|--------------------------|---------------------------|
| • Frank Mante            | MiDA Procurement Director |
| • Ian Stewart            | Procurement Agent Manager |
| • Kwabena Amponsa-Debrah | Procurement Officer       |

**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.

**3.0 AGENDA FOR THE MEETING**

The Procurement Agent Manager 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, the Procurement Agent Manager thanked all who were present, and gave the firm assurance that MiDA and the Procurement Agent would ensure the Minutes would be circulated shortly and the Technical Evaluation Process would be undertaken by an independent Technical Evaluation Panel commencing in the week of 30<sup>th</sup> April.

The Meeting closed at 15:15 hours with thanks to the participants.

Annex 1



## Millennium Development Authority (MiDA)

FIELD METERING AND MONITORING STUDIES  
RFP REF: 5610400/RFP/QCBS/03/18  
HELD AT MiDA, on 27<sup>TH</sup> APRIL 2018 immediately after 15:00 Hours

PUBLIC OPENING OF SUBMISSIONS AS READ-OUT

VENUE: MiDA  
DATE: 27<sup>TH</sup> APRIL 2018  
TIME: Immediately after 15:00 Hours

### ATTENDANCE REGISTER

NO.	NAME	ORGANIZATION	SIGNATURE
1	Godwin Nantey	Vision/Jonder TBSEC	
2			
3			
4			
5			
6			
7			

Annex 2



**Millennium Development Authority (MiDA)**

FIELD METERING AND MONITORING STUDIES  
 RFP REF: 5610400/RFP/QCBS/03/18  
 HELD AT MiDA, on 27<sup>TH</sup> APRIL 2018 immediately after 15:00 Hours

**PUBLIC OPENING OF PROPOSALS AS READ-OUT**

No.	Name of Consultant	No. of Copies Submitted		Remarks
		Original	Copies	
1	CSIR - Institute of Industrial Research	1	4	1 Pendrive
2	PWC	1	4	1 CD
3	Vision + Jordec + TBHEC	1	4	1 CD
4	<i>[Signature]</i>			
5	<i>[Signature]</i>			