



# Millennium Development Authority (MiDA)

## MINUTES OF PRE-PROPOSAL MEETING FOR CONSULTANCY SERVICES FOR THE SELECTION OF AN IDIQ ENVIRONMENTAL, SOCIAL, HEALTH & SAFETY CONSULTANT

REF: 5140800/RFP/QCBS/08/18

HELD AT SWISS SPIRIT ALISA HOTEL, ACCRA ON 04 SEPTEMBER, 2018  
AT 10:00 HOURS

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### 1.0 PRESENT

#### MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

Ophelia Ayeh	Health & Safety Coordinator
Nandy Walker	Health & Safety Officer
Kwabena Amponsa-Debrah	Procurement Officer
Robert Adongo	Procurement 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 Kwabena Amponsah-Debrah (Procurement Officer) at 10:15 and welcomed all Consultants and Representatives. The Participants were also asked to introduce themselves and indicate which prospective consulting firm they were representing.

### 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 Request for Proposal (RFP) Document**

The Procurement Agent Manager briefed the Meeting on the various Sections of the 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.

Interested Consultants are requested to read the specific details of this IDIQ Procurement:

- MiDA intends to award a SINGLE IDIQ Head Contract in response to this RFP, and also a Task Order for the first assignment immediately the Head Contract has been negotiated and signed. Please note that you are effectively responding to two (2) Procurements. The TOR and also the Appendix to the TOR.
- The IDIQ Head Contract award for Environmental, Social, Health & Safety (EH&S) Consultancy Services will be for a term of three (3) years. The Head Contracts will have a zero value.
- The ESH&S IDIQ Head Contract holder will be given the initial Task Order as the “consideration” for the IDIQ Head Contract, and thereafter each specific activity will be subject to the Request for Task Order Proposal issued. Even though effectively a “Sole Source” the ESH&S IDIQ Consultant will be required to respond in compliance with the RFTOP.

## **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 supersedes the related Clauses from the Instructions to Consultants. Proposals must be submitted not later than **15:00 hours Ghana time on 28<sup>th</sup> September, 2018.**

**Section 3** – The Qualification and Evaluation Criteria should show the marks to be awarded for each category and Consultants are required to obtain a total of 80 marks to pass and enable their Financial Proposal to be opened and evaluated.

**Section 4A** – The Technical Proposal Forms – Consultants need to respond to each section and ensure compliance with the requirements. Consultants should use separators to divide your responses to each of the **TECH-1 to TECH-11** forms.

**Section 4B** – The Financial Proposal Forms - Consultants need to respond to each section and ensure compliance with the requirements. Consultants should use separators to divide your responses to each of the **FIN-1 to FIN-4** forms.

**Section 5** – Terms of Reference – Consultants must 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.

**Appendix to TOR (See page 94 of the RFP)** - Please refer to the Proposal Data Sheet (ITC 1.1 (a) 2, and the Qualification and Evaluation Criteria in Section 3 of the RFP.

Description of Approach, Methodology and Work Plan for Performing the Initial task Order shall be described by Consultant in Forms TECH-6, TECH-8, TECH-9, and TECH-10.

The initial Task Order is designed to enable all interested Consultants to:

- a) Evidence that they have the requisite experience and ability to respond to a Request for Task order Proposals; and
- b) Show creativity and thinking outside the box with respect to the assignment, team composition and tasks assigned, staffing, work and deliverables schedule.
- c) The Task Order will be awarded to the Consultant awarded the ESH&S IDIQ Head Contract.

**PART 2 CONDITIONS OF CONTRACT AND CONTRACT FORMS** – This is the form of Contract that Consultant would be required to sign so please read the terms and conditions carefully. If you are in any doubt about any of the terms of Contract it is advisable to ask for clarification at this stage.

*A copy of the presentation by the Procurement Agent Manager is attached. Interested Consultants are requested to go through the presentation to clarify the specific requirements of this ESH&S IDIQ Consultancy.*

#### **4.3 The Activity Being Procured**

The Health & Safety Officer then provided an overview of the Compact and technical requirements for the Consultancy Services for the IDIQ Environmental, Social, Health & Safety Consultant.

The presentation by the Health & Safety Officer covered both the Compact and the technical requirements of the assignment. A copy of the presentation is attached.

#### **4.4 General Discussions, Clarifications & Decisions**

Discussions then centred on issues relating to queries and comments which had not previously been raised. The Health & Safety Officer 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 **7<sup>th</sup> September 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	Clarification on Relationships MiDA, EHS&S Consultant & PMC – <b>Consultants should refer to pages 74-77 of the RFP covering Institutional Arrangements and Implementing Entities.</b>
2	Clarification on Task Order 1 timelines NTP+2 in the Presentations – <b>The Consultant will be engaged for a period of 8 weeks as shown in section 5 on page 101 of the RFP. However the timeline should be calculated 2 + 2 + 4 = 8 weeks.</b>  <b>Table 3 on page 101 should therefore read:</b>  <b>1. Inception Report – NTP + 2 weeks</b> <b>2. Environment and Social Risk Matrix – NTP + 4 weeks</b> <b>3. Environment and Social Management Plan NTP + 8 weeks.</b>
3	Availability of Environmental Permits & Assessments
4	Is temporal partnerships/association permissible
5	Does MiDA has a system in place for field monitoring handheld construction management tools/software, database

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.

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 14<sup>th</sup> September, 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 11:40 Hours.

**ANNEX 1 – LIST OF PARTICIPANTS**



## Millennium Development Authority (MiDA)

PRE-PROPOSAL MEETING – CONSULTANCY SERVICES FOR THE SELECTION OF AN IDIQ ENVIRONMENTAL, SOCIAL,  
HEALTH & SAFETY CONSULTANT  
RFP: 5140800/RFP/QCBS/08/18

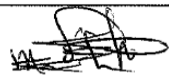





### REGISTER OF CONSULTANT'S REPRESENTATIVES

VENUE: ALISA HOTEL  
DATE: 4<sup>TH</sup> SEPTEMBER, 2018  
TIME: 10.00 HOURS

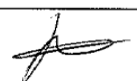


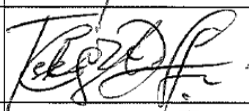
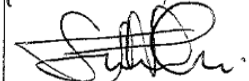
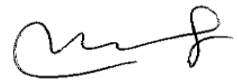


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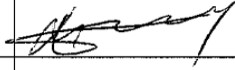
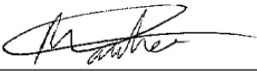

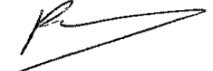


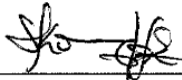
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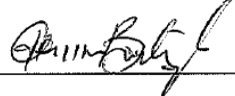
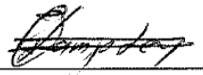
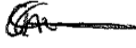

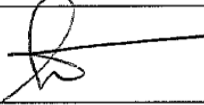
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