



## Millennium Development Authority (MiDA)

### MINUTES OF THE PUBLIC OPENING OF PROPOSALS

**IDIQ CONTRACT FOR ENVIRONMENTAL, SOCIAL, HEALTH & SAFETY CONSULTANT**  
**RFP REF: 5140800/RFP/QCBS/08/18**  
**HELD AT MiDA, on 28<sup>th</sup> SEPTEMBER 2018 immediately after 15:00 Hours**

#### 1.0 **PRESENT**

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

- Benjamin Opoku Environmental & Social Performance Director
- Ophelia Ayeh Environmental & Social Performance Officer
- Frank Mante Procurement Director
- Robert Akongyuure Adongo Procurement Officer

##### **CHARLES KENDALL & PARTNERS**

- Ian Stewart Procurement Agent Manager (PAM), CKP
- Kwesi Ansu-Tutu Senior Procurement Specialist
- Francis Baffoe-Ashun Procurement Expert, CKP

##### **CONSULTANTS/REPRESENTATIVES**

The Attendance Register is attached at Annex 1.

The Register of Proposal Opening Panel is attached as Annex 2.

#### 2.0 **OPENING**

The Procurement Agent Manager opened the meeting at 15:07 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 3

#### **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 15:22 hours with thanks to the participants.

Annex 1



**Millennium Development Authority (MiDA)**

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**HELD AT MiDA, on 28<sup>th</sup> SEPTEMBER 2018 immediately after 15:00 Hours**

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

**VENUE: MiDA  
DATE: 28<sup>th</sup> September 2018  
TIME: Immediately after 15:00 Hours**

**ATTENDANCE REGISTER**

| NO. | NAME                    | ORGANIZATION                        | SIGNATURE |
|-----|-------------------------|-------------------------------------|-----------|
| 1   | DR ALBERT AWOUSAH       | UDC                                 |           |
| 2   | Ishmael Kodzokpo        | JIK management Consultancy Services |           |
| 3   | Kingsley S. Fitz-Gerald | HSTE Consulting Gr. Ltd.            |           |
| 4   | DYSON JUMPAH            | EEMC LTD.                           |           |
| 5   |                         |                                     |           |
| 6   |                         |                                     |           |
| 7   |                         |                                     |           |

Annex 2



## Millennium Development Authority (MiDA)

IDIQ CONTRACT FOR ENVIRONMENTAL, SOCIAL, HEALTH & SAFETY CONSULTANT  
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### REGISTER OF BID OPENING PANEL

VENUE: 4<sup>th</sup> FLOOR, CONFERENCE ROOM, MiDA - ACCRA  
DATE: 28<sup>TH</sup> SEPTEMBER 2018  
TIME: 15.10 HRS GMT

| NO. | NAME                   | ORGANIZATION | SIGNATURE |
|-----|------------------------|--------------|-----------|
| 1   | FRANK MANTE            | MIDA         |           |
| 2   | IAN STEWART            | CKP          |           |
| 3   | Benjamin Opoku         | MIDA         |           |
| 4   | K.A. ANSU - PHTV       | CKP          |           |
| 5   | FRANCIS BAFFOE - ASHUN | CKP          |           |

Annex 3



**Millennium Development Authority (MiDA)**

IDIQ CONTRACT FOR ENVIRONMENTAL, SOCIAL, HEALTH & SAFETY CONSULTANT  
RFP REF: 5140800/RFP/QCBS/08/18

HELD AT MiDA, on 28<sup>th</sup> SEPTEMBER 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   | SAL CONSULT LIMITED                 | 1                       | 4      | FINANCIALS                  |
| 2   | JIK MANAGEMENT CONSULTANCY SERVICES | 1                       | 4      | FINANCIALS                  |
| 3   | HS&E CONSULTING GHANA LIMITED       | 1                       | 4      | FINANCIALS<br>&<br>1 CD     |
| 4   | EEMC LIMITED                        | 1                       | 4      | FINANCIALS<br>&<br>RENDRINE |
| 5   | UDC + BINSERIKOMS                   | 1                       | 4      | FINANCIALS                  |

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