



Millennium Development Authority (MiDA)

**MINUTES OF THE PUBLIC OPENING OF FINANCIAL PROPOSALS
FOR THE IDIQ CONTRACT FOR ENVIRONMENTAL, SOCIAL, HEALTH & SAFETY
CONSULTANT**

RFP REF: 5140800/RFP/QCBS/08/18

**HELD AT THE MiDA BOARD ROOM, 4TH FLOOR, HERITAGE TOWER, ACCRA, ON 25TH
OCTOBER 2018 AT 09:30 HOURS**

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- Frank Mante Procurement Director
- Nandy Ntiamoah Walker Health & Safety Coordinator
- Kwabena Amponsah-Debrah Procurement Officer

CHARLES KENDALL & PARTNERS (CKP)

- Ian Stewart Procurement Agent Manager (PAM)
- Francis Baffoe-Ashun Procurement Expert

CONSULTANTS/REPRESENTATIVES

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

2.0 OPENING

The Procurement Agent Manager opened the meeting at 9:32 hours, welcomed all present and thanked 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 Proposal of the Consultant who attained the requisite pass mark to qualify at this stage was opened, numbered and date-stamped,
- the Financial Proposal was then checked as complete and signed and then the Total Financial Proposal price was read out 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 Procurement Agent Manager, in closing the Meeting, gave the firm assurance that MiDA and the Procurement Agent would ensure that the Proposal Evaluation Process was completed as soon as possible. He thanked all for their presence.

The Meeting closed at 9.40

Annex 1



Millennium Development Authority (MiDA)

FINANCIAL OPENING FOR THE IDIQ CONTRACT FOR ENVIRONMENTAL, SOCIAL,
HEALTH & SAFETY CONSULTANT
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REGISTER OF CONSULTANT'S REPRESENTATIVES

VENUE: MiDA BOARDROOM, 4TH FLOOR, HERITAGE TOWER
DATE: 8TH JUNE 2018
TIME: 9:30 Hours

NO.	NAME OF REPRESENTATIVE	CONSULTANT	SIGNATURE
1	STEPHEN BOSO JNR	SAL CONSULT LTD sboso@salconsultgh.com	<i>[Signature]</i>
2	EMMANUEL ADDO	SAL CONSULT LTD emma22.ew@gmail.com	<i>[Signature]</i>
3	KINGSLEY S. FITZ-GERALD	HSTE CONSULTING GH LTD Kingsley@hstconsulting.com	<i>[Signature]</i>
4	DYSON JUMPAH	ENVIRON ENGINEERING & MANAGEMENT CONSULT (EMAC LTD)	<i>[Signature]</i>
5			
6			
7			

Annex 2



Millennium Development Authority (MiDA)

FINANCIAL OPENING FOR THE IDIQ CONTRACT FOR ENVIRONMENTAL, SOCIAL, HEALTH & SAFETY CONSULTANT
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RECORD OF PROPOSAL PRICES AS READ-OUT (25th OCTOBER 2018)

Name of Bidders	Currency	Proposal Price USD	Proposal Price GHS	Proposal Signed (Y/N)	Remarks
SAL CONSULT LIMITED	USD	2,648,300.00	—	Y	
HS+E CONSULTING GHANA LIMITED	USD	6,048,527.20	—	Y	1 CD
ENVIRON ENGINEERING & MANAGEMENT CONSULT	USD	3,525,125.00	—	Y	1 PENDRIVE

Name of MiDA Procurement Representative: FRANK MANTE Signature [Signature]

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