



# Millennium Development Authority (MiDA)

## MINUTES OF PRE-PROPOSAL MEETING FOR CONSULTANCY SERVICES FOR PROGRAM IMPLEMENTATION UNIT (PIU)

REF: 5121100-02/RFP/QCBS/11/18

HELD AT 4<sup>TH</sup> FLOOR, MiDA OFFICE, ACCRA ON 13<sup>TH</sup> NOVEMBER 2018 AT  
10:00 HOURS

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### 1.0 PRESENT

#### MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

Martin Eson-Benjamin	Chief Executive Officer
Mawunyo Rubson	Generation Project Director
Frank Mante	Procurement Director
Eric Asare	Distribution Project Director
Benjamin Opoku	Environmental & Social Performance Director
Sylvester Ashong Ayayee	Energy Efficiency & DSM Project Manager
Kwabena Amponsa-Debrah	Procurement Officer

#### CHARLES KENDALL AND PARTNERS

Ian Stewart	Procurement Agent Manager
Abigail Appiah	Procurement Officer

#### MILLENNIUM CHALLENGE CORPORATION

Kenneth Miller	Resident Country Director
Elizabeth Feleke	Deputy Resident Country Director

### 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 the Energy Efficiency & DSM Project Manager at 10:07 with a prayer and CEO welcomed all Consultants and Representatives present.

## **4.0 TOPICS PRESENTED**

### **4.1 Compact Background**

The CEO gave a general introduction about the Compact and the Program Implementation Unit (PIU) activity:

- There are 2 years and 10 months left before the Compact ends so the capacity and experience of the PIU Team is critical.
- Despite various challenges, we have come this far and keen to exhaust Compact Funds.
- Our next heavy steps are towards Implementation and Contract Management.
- We dare not miss any steps, or
  - Leave any activity poorly supervised.
  - Or have an activity reviewed or reported on.
- The capacity of MiDA Project Teams must be built up.
- Hence the PIU was introduced.
- We are in need of partners; partners in development and for progress.
  - Hence again, the PIU; a Team committed to our success.
- Kindly come into the Team, partner with us, and help us to meet our targets.
  - Empathize with us and let us win together.
- We trust that you are as keen to work with us, as we are to work with whoever gets selected.

The Compact Program is being executed over a period of five (5) years from Entry into Force (EIF) of the Compact on 6<sup>th</sup> September, 2016 to the Compact End Date on 6<sup>th</sup> September, 2021.

Consultants are advised to read the Compact on the MiDA website ([www.mida.gov.gh](http://www.mida.gov.gh)).

### **4.2 The Activity Being Procured**

The Generation Project Director then provided technical requirements for the Consultancy Services for the Program Implementation Unit.

The presentation by the Generation Project Director covered both the Compact and the technical requirements of the assignment. A copy of the presentation is attached.

### **4.3 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. The participants were asked to take note that the form of RFP is new, as of September 2018, and so those who had received earlier versions should check the revisions to ensure that were all understood.

A copy of the presentation by the Procurement Agent Manager is attached; please note that it has been revised to incorporate the revisions to the RFP as shown in clause 5.0 below.

#### 4.4 General Discussions, Clarifications & Decisions

Discussions then centred on issues relating to queries and comments which had not previously been raised. Procurement Agent Manager 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 **16<sup>th</sup> November 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	What are the Compact Challenges referred to by the CEO – This was a reference to the way ECG, NEDCo and other Implementing Entities work and the need for the PIU to be able to work with Consultants and stakeholders without fear or favour to improve Compact implementation.
2	What is the difference between the PIU and the PMC – The PMC will continue to do the design work and then carry out supervision. The PIU's job is to ensure that the challenges above are dealt with and that MiDA and their Consultants keep to the work plans to ensure the Compact is delivered on time.
3	Can we find 5 office spaces for PIU in MiDA?
4	If no space in MiDA, can we find office space close to MiDA office? MiDA advised the Consultants that they should look for space in Heritage Tower or in nearby buildings. MiDA would assist where possible to help the winning Consultant secure space.
5	Why is the Technical and Financial weighting 85% - 15% respectively. Basically MiDA changed from the usual 80% - 20% weighting due to the short list, because the firms are deemed to be able to implement the assignment, and because there is more importance on the Technical side and the PIU Team, but not totally at the expense of price.
6	In Section II PDS ITC 24.2 it refers to a weighting of 80% - 20% which we presume is an error – Yes and the correct 85% - 15% will be clarified in the Addendum to be issued with the Minutes.
7	Who is the Employer – MiDA is the Employer.
8	Has the Dispute Board been appointed yet – No but this will be clarified before Contract signature.

The PA Manager stressed that it is the responsibility of the Consultants to ensure that the content of their Technical and Financial Proposals are clear to make it easy for the Technical Evaluation Panel to evaluate them. If the Proposals are fully compliant with the requirements of the RFP and TOR, then Consultants stand a good chance of success.

The Minutes of the Pre-Proposal Meeting along with the presentations would be issued as soon as possible after the Meeting.

The clarification questions and responses (if any) would be circulated no later than **17:00 hours on 23<sup>rd</sup> November, 2018** to all short listed Consultants.

## **5.0 ADDENDUM No 2**

As a result of the issues raised at the pre-Proposal Meeting an Addendum No 2 has been attached to the Minutes. The revisions cover two issues namely:

a) Section II of the RFP - The Proposal Data Sheet now shows the correct weighting of Technical and Financial scores as 85% and 15% respectively.

b) The original submission date of 7<sup>th</sup> December is a public holiday in Ghana for Farmers Day. In the circumstances, and to enable the Technical Evaluation to commence on 10<sup>th</sup> December, 2018, the submission date and time has been revised to **10:00 hours on Monday 10<sup>th</sup> December, 2018**.

## **6.0 CLOSING**

The Meeting closed at 11:22 Hours.

**ANNEX 1 – LIST OF PARTICIPANTS**



## Millennium Development Authority (MiDA)






PRE-PROPOSAL MEETING – CONSULTANCY SERVICES FOR PROGRAM IMPLEMENTATION UNIT (PIU)  
RFP: 5121100-02/RFP/QCBS/10/18

### REGISTER OF CONSULTANT'S REPRESENTATIVES

VENUE: MiDA 4<sup>TH</sup> FLOOR, ACCRA  
DATE: 13<sup>TH</sup> NOVEMBER, 2018  
TIME: 10.00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	CONOR LONERGAN	AZOROM		+353 87 2856733 C.LONERGAN@AZOROM.COM
2	JOE CORBETT	ESB International		055 648 0040 joe.corbett@esbi.ie

## REGISTER OF CONSULTANT'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
3	Dane Poggenpael	Bigen		dane.poggenpael@bigenafrika.com 026 052 8157 +27 82 443 9938
4	James Ofri-Bosmel	KPMG		jobosmel@gmail.com 0244824258
5	YAWADU-BOAHEITE	AES A		0244239337
6	LIMBA POKU ADU	AES/CC	Boku Adu	0244626369
7	FRANCIS DONKOH	KPMG		0244671795
8	Jonathan Lutzen	KPMG		020411588

