



Millennium Development Authority (MiDA)

MINUTES OF THE PUBLIC OPENING OF PROPOSALS

**SETTING UP TWO TRAINING CENTERS FOR ENERGY AUDITORS
RFP REF: 5620100/RFP/QCBS/10/18**

HELD AT MiDA, on 23RD NOVEMBER 2018 immediately after 15:00 Hours

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- Priscilla Adjei-Darko Energy Efficiency & DSM Manager (Engineer)
- Kwabena Amponsa-Debrah Procurement Officer

PROCUREMENT AGENT (PA) REPRESENTATIVES

- Ian Stewart Procurement Agent Manager, CKP
- Francis Baffoe-Ashun Procurement Expert, CKP

CONSULTANTS/REPRESENTATIVES

The Attendance Register is attached as Annex 1.

2.0 OPENING

The Procurement Agent Manager (PAM) opened the meeting at 15:07 hours and welcomed all present, thanking them for attending the Meeting.

3.0 AGENDA FOR THE MEETING

PAM 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 that the Proposals were securely sealed and then 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 as Annex 2

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 15:40 hours with thanks to the participants.

Annex 1



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PUBLIC OPENING OF SUBMISSIONS AS READ-OUT

VENUE: MiDA
DATE: 23RD November 2018
TIME: Immediately after 15:00 Hours

ATTENDANCE REGISTER

NO.	NAME	ORGANIZATION	SIGNATURE
1	Faustina Afrigye	DESL	 afrigye@yahoo.com
2	Adebide Ofori	DESL	 adelaide.ofori168@gmail.com
3	Agyei-Bonchie Sylvester Yiadom	University of Energy and Natural Resources	
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Annex 2



Millennium Development Authority (MiDA)

SETTING UP TWO TRAINING CENTERS FOR ENERGY AUDITORS
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PUBLIC OPENING OF PROPOSALS AS READ-OUT

No.	Name of Consultant	No. of Copies Submitted		Remarks
		Original	Copies	
1	DEVELOPMENT ENVIRONMENT SERVICES (DESL)	1	4	CD plus 1 FINANCIAL
2	KICCI/TATA POWERCO LTD/ TPDDL	1	4	PENDRIVE plus 1 FINANCIAL
3	UNIVERSITY OF ENERGY AND NATURAL RESOURCES	1	4	PENDRIVE plus 1 FINANCIAL
4	_____			
5	_____		_____	