



**Millennium Development Authority (MiDA)**

**MINUTES OF THE PUBLIC OPENING OF PROPOSALS**

**PROCUREMENT OF CONSULTANT SERVICES FOR  
PROGRAM IMPLEMENTATION UNIT  
RFP REF: 5121100-02/RFP/QCBS/10/18**

**HELD AT MiDA, on 10<sup>TH</sup> DECEMBER 2018 immediately after 10:00 Hours**

**1.0 PRESENT**

**MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)**

- Martin Eson-Benjamin CEO
- Frank Mante Procurement Director
- Kwabena Amponsah-Debrah Procurement Officer
- Robert Akongyuure Adongo Procurement Officer

**CHARLES KENDALL & PARTNERS (CKP)**

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

Registry of the Opening Panel of Technical Proposals is attached as **Annex I**.

**CONSULTANTS/REPRESENTATIVES**

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

**2.0 OPENING**

The Procurement Director opened the meeting at 10:05 hours and welcomed all present, thanking them for attending the Meeting and invited the Chairman of the Opening Panel to address Participants. The Chairman, who is also the Chief Executive Officer of MiDA, gave a brief overview of the Activity, and intimated MiDA's present concerned to expediting its efforts in all aspects of the Program to enable it to end successfully.

**3.0 AGENDA FOR THE MEETING**

The Procurement Agent Manager (PAM) then took over, and 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 that there were 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 III

#### **5.0 CLOSING**

In closing, Procurement Agent Manager thanked all who were present, and gave the firm assurance that MiDA and the Procurement Agent would ensure that the Technical Evaluation Process is undertaken expeditiously.

The Meeting closed at 10:23 hours with thanks to the participants.

Annex I



**Millennium Development Authority (MiDA)**

BID REF: 5121100-02/RFP/QCBS/10/18  
Program Implementation Unit

PROPOSAL OPENING PANEL

VENUE: MiDA Office, Conference Room, 4th Floor, Heritage Tower, Accra  
DATE: 10<sup>th</sup> December, 2017  
TIME: 10:00 am

NO.	NAME	ORGANIZATION	DESIGNATION	SIGNATURE
1	MARTIN ESON-BEYEMMA	MIDA	CEO	[Signature]
2	FREDRICK MANTE	MIDA	PD	[Signature]
3	JAN STEWART	CKP	PA MANAGER	[Signature]
4				
5				
6				

Annex II



## Millennium Development Authority (MiDA)

PROGRAM IMPLEMENTATION UNIT  
RFP REF: 5121100-02/RFP/QCBS/10/18

HELD AT MiDA, on 10<sup>TH</sup> DECEMBER 2018 immediately after 10:00 Hours

PUBLIC OPENING OF SUBMISSIONS AS READ-OUT

VENUE: MiDA BOARD ROOM  
DATE: 10<sup>TH</sup> DECEMBER 2018  
TIME: Immediately after 10:00 Hours

ATTENDANCE REGISTER

NO.	NAME	ORGANIZATION	EMAIL ADDRESS
1	PEARSE CORBETT	ESB INTERNATIONAL	PEARSE.CORBETT@ESB.IE
2	FRANCIS DONKOH	KPMG	fdonkoh@kpmg.com
3	Emmanuel Yamoah	KPMG	eyamoah@kpmg.com
4	CONOR LONERGAN	AZOROM	CLONERGAN@AZOROM.COM
5	M. ESON-BENJAMIN	MIDA	meson-benjamin@mida.gov.gh
6	Nantey Godwin	KPMG/Vision	knanteygodwin@kpmg.com
7	Arielle Monteiro	AGRI CONSULTING EUROPE SA (AES)	info@aesagroup.eu

Annex III





**Millennium Development Authority (MiDA)**

PROGRAM IMPLEMENTATION UNIT  
RFP REF: 5121100-02/RFP/QCBS/10/18

HELD AT MiDA, on 10<sup>TH</sup> DECEMBER 2018 immediately after 10:00 Hours

PUBLIC OPENING OF PROPOSALS AS READ-OUT

No.	Name of Consultant	No. of Copies Submitted		Remarks
		Original	Copies	
1	BIGEN GLOBAL LIMITED	1	4	plus a pendrive & FINANCIAL
2	ESB INTERNATIONAL	1	4	plus a CBA & FINANCIAL
3	AZOROM	1	4	plus a pendrive & FINANCIAL
4	AESA	1	4	plus a pendrive & FINANCIAL
5	KPMG + VISION CONSULT	1	4	plus a pendrive & FINANCIAL
6				
7				