

# Race to Retrofits & Renewables program



*Phase-1 Projects\_ Pre-Bid Meeting  
Accra, Ghana  
5<sup>th</sup> December, 2018*

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# Preamble



- Part of the assignment “**Race to Retrofits and Renewables Program**” under the “Energy Efficiency and Demand Side Management Project”
- Investment grade energy audit (IGEA) to identify energy efficiency retrofit opportunities in the following facilities
  - Adabraka Polyclinic (APC)
  - Department of Urban Roads (DUR)
  - Kore le Bu Teaching Hospital (KBTH) – Surgical block, Maternity block, Child health & Central lab
  - Ministry of Education (MoE)
  - Ministry of Health (MoH)
  - University of Ghana (UoG) – Registrar office, Academic affairs, Great hall & UGCS

# Projects & Locations: Phase-1



Lot	Item	APC	DUR	MoE	MoH	KBTH	UoG
1	Energy efficient lighting systems	Yes	Yes	Yes	Yes	Yes	Yes
2	Energy efficient air-conditioning system	Yes	Yes	Yes	Yes	Yes	Yes
	Energy efficient refrigeration system	Yes	Yes	Yes	Yes	Yes	No
	Energy efficient fan system	Yes	Not applicable	Yes	Yes	Yes	Yes
3	Real time energy monitoring system	Yes	Yes	Yes	Yes	Yes	Yes

APC- Adabraka Polyclinic  
 DUR-Department of Urban Roads  
 MoE-Ministry of Education

MoH-Ministry of Health  
 KBTH-Kore le Bu Teaching Hospital  
 UoG-University of Ghana

# Lot-1: Lighting retrofits



**Lot-1:** Energy efficient lighting system (Includes all lighting retrofits)

- All types of non-LED light fixtures will be retrofitted with suitable LED light fixtures
- All non-working light fixtures will also be replaced with suitable LED light fixtures
- Work includes removal of existing fixtures, supply, construction, testing, commissioning, M&V and DLP management (As given in the RfP)

Present fixture	FTL T8 36W	FTL T8 18W	FTL T5 28W	FTL T8 4X18W	FTL T5 2X28W	FTL T5 4X14W
						
Proposed fixture (with choke)	18W LED	9W LED	18W LED	LED panel light 30W	LED T5 2X18W	LED panel light 30W
						

# Lot-1: Quantity

## Lighting retrofits



Fixture	APC	DUR	MoE	MoH	KBTH	UoG	Contingency	Total
LED T8 18W	19	4	96	479	1155	157	190	2100
LED T8 2X18W	9	62	56	3	157	214	49	550
LED T8 9W	3	0	2	3	383	2	37	430
LED panel light 30W	2	48	53	22	307	16	52	500
LED bulb 5W	0	0	0	0	282	3	35	320
LED bulb 9W	38	0	0	0	90	48	24	200
LED down light 24W	0	0	0	0	12	0	3	15
LED bulb 18W	0	0	0	0	56	0	4	60
LED bulb 30W	59	0	0	0	58	2	11	130
LED bulb 40W	47	0	0	0	59	0	14	120
LED Flood Light 100W	0	2	0	3	0	5	0	10
LED Flood Light 150W	0	0	0	3	0	0	0	3

# Lot-2: HVAC system



Lot-2: Energy efficient HVAC system (Includes all air-conditioners' retrofits, refrigerators' retrofit and fans retrofit)

- All types of existing air-conditioners will be retrofitted with suitable 5 star inverter type ACs
- All types of existing refrigerators will be replaced with suitable 5 star refrigerators
- All types of existing ceiling fans will be replaced with super energy efficient fans
- All non-working fixtures will also be replaced with suitable fixtures
- Work includes removal of existing fixtures, supply, construction, testing, commissioning, M&V and DLP management (As given in the RfP)

# Lot-2: Quantity

## Air-conditioners' retrofits



Item	Type	TR	APC	DUR	MoE	MoH	KBTH	UoG	Contingency	Total
1	1.5 TR Inverter type	1.5	29	14	66	31	190	58	12	400
2	2 TR Inverter type	2	14	26	39	46	152	28	15	320
	Total		43	40	105	77	342	86	27	720

## Refrigerators' retrofits

Item	Capacity, L	APC	DUR	MoE	MoH	KBTH	UoG	Contingency	Total
Refrigerators	130L	17	19	16	48	116	0	4	220
Refrigerators	225L	3	7	18	2	21	0	4	55

## Ceiling fans

Item	Power,W	APC	DUR	MoE	MoH	KBTH	UoG	Total	Plus 10%
SEEF	28	77	0	78	53	478	66	752	820



# Lot-2: Summary



## **Air-conditioners**

- Number of 1.5 TR ACs to be procured : 400
- Number of 2 TR ACs to be procured : 320

## **Refrigerators**

- Number of 130L refrigerators to be procured : 220
- Number of 225L refrigerators to be procured : 55

## **Fans**

- Number of super energy efficient fans to be procured : 820

# Lot-3: RTEMS



Real time energy monitoring system (RTEMS)

- Includes smart meters, gateway, current transformer (CT), panels and software
- Number of smart meters, gateways, panels etc are as given in the following table

Serial number	Facility	Number of meters	Number of gate ways	Number of CTs	Number of panels
1	APC	6	6	6	6
2	DUR	9	9	9	9
3	MoE	12	12	12	12
4	MoH	9	9	9	9
5	KBTH	44	44	44	44
6	UoG	15	15	15	15
	Total	95	95	95	95

# Way forward



**Thank You**



# Millennium Development Authority (MiDA)

**PRESENTED BY PROCUREMENT AGENT**

**DATE: 5<sup>TH</sup> DECEMBER 2018**

**VENUE: SWISS SPIRIT ALISA HOTEL. ACCRA**

# INVITATION FOR BIDS

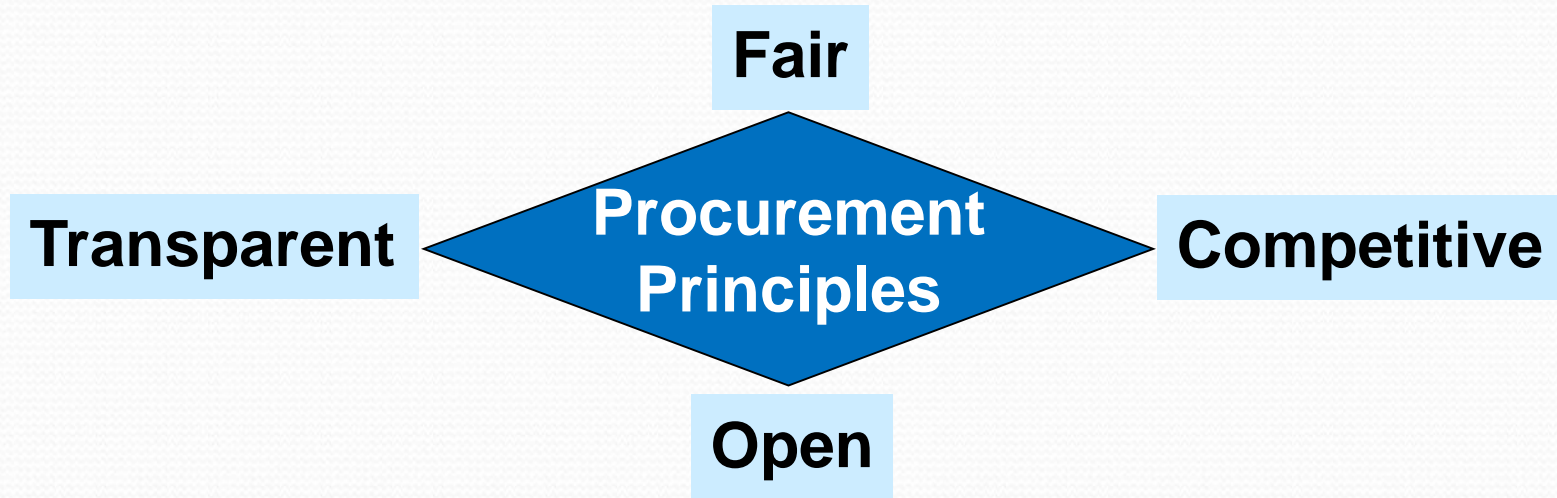
MCC STANDARD BIDDING DOCUMENT ADAPTED FROM IDA/WORLD BANK STANDARD DOCUMENTS BUT ADAPTED TO SUIT MCC

REMEMBER THIS IS UNTIED AID AND COMPETITION IS OPEN WORLDWIDE

IMPORTANT FOR INTERESTED BIDDERS TO READ THE IFB CAREFULLY AS THIS IS REVISED MCC SBD & HAS ONLY BEEN EFFECTIVE IN 2018

IF IN DOUBT ON ANY ISSUE(S) ALWAYS ASK FOR CLARIFICATION

# MiDA PROCUREMENT PRINCIPLES



- Procurement Agent to ensure integrity of the process
- Open competition wherever possible
- No geographic or national preferences
- Government-Owned Enterprises (ITB Clause 5.4)
- Independent and suitably qualified Evaluation Panels
- MCC and MiDA Board of Directors approvals over certain thresholds
- Price Reasonableness Analysis
- Contractor Past Performance Reports
- Reference Checks
- Bid Challenge System ([www.mida.gov.gh](http://www.mida.gov.gh)) and Debriefings

# PART 1 - SECTION I

## INSTRUCTIONS TO BIDDERS

READ CAREFULLY, AND IN PARTICULAR NOTE

ITB CLAUSE 12 DOCUMENTS COMPRISING THE BID:

- ❖ The Letter of Bid in Section IV
- ❖ All Bid Forms in Section IV
- ❖ Bid Security – please refer to the Bid Data Sheet( BDS ITB 20)
- ❖ Written authorization of signatory to commit ..Bidder(BDS ITB 21.2)
- ❖ Documentary evidence of the Bidder's qualifications
- ❖ Technical Offer, in accordance with ITB 17
- ❖ Any other materials-BDS ITD 12.1(g)
  - Manufacturers' Names and Addresses & Catalogue numbers
  - Details of the Bidder's quality assurance and test set-up in compliance with quality assurance under Section V Works Requirements.
  - Products and equipment brochures and catalogues
- ❖ Joint Venture/Association Agreement(s)-ITB 12.2
- ❖ Any change in the legal structure of the Bidder after the Bid submission?-ITB 12.3

# PART 1 - SECTION I

## INSTRUCTIONS TO BIDDERS

READ CAREFULLY, AND IN PARTICULAR NOTE

### CLAUSE 20 : BID SECURITY

- ❖ Shall be a demand guarantee and either an unconditional bank guarantee or an irrevocable letter of credit
- ❖ If the financial institution is from outside of Ghana the Bid Security must be confirmed by a correspondent financial institution in Ghana, satisfactory to the Employer (MiDA), to make the Bid Security enforceable

For the individual Lots:

- **Lot 1: US\$5,000 (Five-Thousand- United States Dollars).**
- **Lot 2: US\$25,000 (Twenty- Five-Thousand- United States Dollars).**
- **Lot 3: US\$10,000 (Ten-Thousand- United States Dollars).**

For the 3 Lots combination:

- **US\$35,000 (Thirty-Five-Thousand- United States Dollars).**
- ❖ Shall be valid until **28<sup>th</sup> June, 2019 – 120 (+28) days** after Bid Submission



# PART 1 - SECTION I

## INSTRUCTIONS TO BIDDERS READ CAREFULLY, AND IN PARTICULAR NOTE

### ITB CLAUSE 22

The Inner and Outer Envelopes shall:

- ❖ Bear the full name and address of the Bidder
- ❖ Be addressed to MiDA as shown in the Bid Data Sheet (ITB 23.1)
- ❖ Be clearly marked with the name and reference for the assignment – also see Bid Data Sheet ITB 1.1;
- ❖ Bear a warning not to open before the time and date for Bid Opening specified in the Bid Data Sheet (ITB 22.2).

# PART 1 - SECTIONS II AND III

**Section 2** – The Bid Data Sheet (BDS) supersedes the related clauses from the Instructions to Bidders. Please ensure that the BDS is read carefully.

Please note ITB 23.1 that Bids must be submitted no later than **10:00 hours Ghana time on 25<sup>th</sup> January, 2019.**

**Section 3** – The Bid Review, Evaluation Criteria and Bidder Qualification Requirements contains all the criteria that the Purchaser shall use to review Bids, post qualify Bidders and select the winning Bid.

# SECTION III - THE BID REVIEW, EVALUATION CRITERIA AND BIDDER QUALIFICATION

## ❖ A. Bid Review

- ❖ A1 Administrative Review and
- ❖ A2 Responsiveness determination
- ❖ -Technical Review
  - ❖ Documents of the Technical Offer and
  - ❖ Adequacy of Technical Offer

## ❖ B. Evaluation criteria

- ❖ B1. Price Review
- ❖ B2. Price Reasonableness Analysis

## ❖ C. Qualification Review and References and Past Performance Review

- ❖ C1. Qualification Review (Bidder must 2.0 Qualification Requirements)
  - ❖ For multiple Lots Award - Bidder must meet aggregated requirements
- ❖ C2. Bidder References & Past Performance ( Bidder must meet)

# SECTION IV – BIDDING FORMS

Section IV starts with Notes to Bidders on Working with the Bidding Forms – please follow the instructions carefully.

The Forms include:

- ❖ A. Bid Submission Forms

- ❖ Letter of Bid

- ❖ Technical Offer :–

- ❖ shall include Descriptions, Tables, Drawings, and Charts, as necessary to comply with the Works Requirements (includ. Technical Specifications), E&S, H&S, Key personnel, Equipment etc.

- ❖ Technical Information of Offer

- ❖ B. Bidder's Qualification Forms

You must respond to all of the Forms provided.

# SECTIONS VI, VII AND VIII

- **SECTION VI – GENERAL CONDITIONS OF CONTRACT** (These cannot be changed)
- **SECTION VII CONTAINS**  
PARTICULAR CONDITIONS OF CONTRACT (PCC)  
& ANNEX TO THE CONTRACT – MCC  
ADDITIONAL PROVISIONS (These cannot be changed)
- **SECTION VIII - NOTICE OF INTENT TO AWARD, LETTER OF ACCEPTANCE, CONTRACT AGREEMENT AND FORMS OF GUARANTEES, CERTIFICATES AND OTHER FORMS**

# CLARIFICATION QUESTIONS AND RESPONSES

CLARIFICATION QUESTIONS MUST BE SENT **BY E-MAIL** NO LATER THAN CLOSE OF BUSINESS ON **12<sup>TH</sup> DECEMBER, 2018** TO:

**[paghana@charleskendall.com](mailto:paghana@charleskendall.com)**

and

**[procurement@mida.gov.gh](mailto:procurement@mida.gov.gh)**

**YOU MUST USE THESE ADDRESSES TO SOLICIT A WRITTEN RESPONSE TO YOUR QUESTIONS INCLUDING THOSE RAISED AT THIS MEETING.**

RESPONSES TO ALL QUESTIONS WILL BE ISSUED ALONG WITH THE MINUTES OF THE PRE-BID MEETING, AND ANY ADDENDUM TO THE IFB, NO LATER THAN **18<sup>TH</sup> DECEMBER, 2018.**

# SUBMISSIONS

**MiDA PROCUREMENT**

**4<sup>TH</sup> FLOOR HERITAGE TOWER**

**INSIDE THE TENDER BOX**

**SUBMISSION FORM ON TENDER BOX TO BE COMPLETED.**

**SUBMISSIONS DUE BY 10:00 HOURS GHANA TIME ON 25<sup>TH</sup> JANUARY, 2019. A PUBLIC OPENING FOLLOWS IMMEDIATELY AFTER.**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

# COMMON CHALLENGES

- ❖ Clarification questions not asked by due date and time
- ❖ Bids submitted late
- ❖ Courier packages not clearly marked
- ❖ Bids not signed
- ❖ Written authorization of signatory to commit the Bidder not provided
- ❖ Bid Envelopes not correctly marked
- ❖ JV or Association documents not provided (where applicable)
- ❖ Government-Owned Entities form not completed and/or signed
- ❖ Bid Security in the wrong format, value and/or validity and /or not supported by correspondent financial institution where required
- ❖ Bid Forms not completed correctly and/or submitted
- ❖ Works Requirements not responded to in full ( Bidder to create own specs compliance table to align to lot (s) of interest)
- ❖ References not provided for Bidder and/or Key Personnel
- ❖ Incorrect and/or no email addresses provided for References



# SPECIFIC CHALLENGES

- ❖ Bid Submission being supply-driven rather than responding to the Works Requirements in Section V
- ❖ Failure to respond to the Technical Specifications in the Technical Offer (respond to the respective Specifications of the Lot of interest)
- ❖ Where data is required, one- or two-word responses (e.g. “Yes,” “No,” “Will comply,” etc.) are normally not taken as sufficient to confirm technical responsiveness to the Technical Requirements
- ❖ Prices not provided in the required packaging (i.e. wrong packaging leading to more than a Bid per Lot)
- ❖ Multiple Lots: Aggregated requirements of multiple Lots exceed the capacity of the Bidder.
- ❖ Expecting payments for partial work done, when Work done will be measured and valued fully completed and operational.



**Thank You.**

**Any Questions?**