



Millennium Development Authority (MiDA)

MINUTES OF PRE-BID MEETING FOR THE PROCUREMENT OF WORKS – RACE-TO-RETROFIT AND RENEWABLES PROGRAM (CONTRACTORS)-PHASE 1 HELD AT SWISS SPIRIT ALISA HOTEL, 8TH AVENUE EXTENSION, NORTH RIDGE, ACCRA ON 5TH DECEMBER, 2018 AT 10:00 HOURS.

REF: 5620200-01/IFB/CB/ 11/18

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA & ECG)

- Kwabena Amponsa-Debrah Procurement Officer, MiDA
- Robert A. Adongo Procurement Officer, MiDA
- Richmond Owusu Project Manager / MiDA Project- Energy Commission
- Roland Osei-Nyarko Project Control, QA & Logistics Officer, MiDA

- Ian Stewart Procurement Agent Manager, Charles Kendall & Partners (CKP)
- Kwasi Ansu-Tutu Senior Procurement Expert, CKP

- R. Rajmohan Chief Executive Officer, DESL/The Consultant

2.0 WELCOME OF PARTICIPANTS & INTRODUCTION

The meeting was opened by MiDA Procurement at 10:05 am. The participants were welcomed and the agenda was given. The participants introduced themselves after which presentations proceeded with the Technical aspects presented first followed by Procurement issues, general discussions and concluding on clarification questions.

A copy of the list of Participants in its original form is attached as Annex 1.

3.0 TOPICS PRESENTED

3.1 Race-to-Retrofit & Renewables' Program & the Compact

The Project Manager / MiDA Project- Energy Commission, gave an overview of the Race-to-Retrofit & Renewables' Program in the context of the Compact with the following information.

- 1) The Race-to-Retrofit & Renewables' Program is one of the activities under the Energy Efficiency Demand Side Management (EEDSM) Project which is one of the six (6) Projects of the Ghana Compact.
- 2) The Program is intended to make selected and piloted Public institutions more energy efficient.
- 3) The expectations are that energy savings and benefits made by the pilot institutions will be exemplifying.
- 4) It is hoped that Program will have rollover effect to other public institutions and homes.
- 5) The components of the Race –to- Retrofit and Renewables Program (Contractors) Phase 1 are;
 - a. Retrofitting Lights
 - b. Retrofitting HVAC and
 - c. Real Time Energy Monitoring System.

The full details can be found in the Bidding Document and participants were asked to carefully read the document.

3.2 Technical aspects of Race-to-Retrofit & Renewables' Program (Contractors) - Phase 1

The Consultant gave an overview of the technical aspects of the Race-to-Retrofit & Renewables' Program (Contractors) – Phase 1 with the following brief.

- 1) When we talk of Energy Efficiency, we are talking about the amount of energy the consumer pays for.
- 2) Investment Grade Energy Audit (IGEA) is basically the examination of a buildings for energy efficiency improvement opportunities.
- 3) This Program is being piloted in six (6) public buildings in Accra Ghana earmarked for IGEA.

The public buildings are:

- a. Adabraka Polyclinic (APC)
- b. Department of Urban Roads (DUR)
- c. Kore le Bu Teaching Hospital (KBTH) – Surgical block, Maternity block, Child health & Central laboratory
- d. Ministry of Education (MoE)
- e. Ministry of Health (MoH)
- f. University of Ghana (UoG) – Registrar office, Academic affairs, Great Hall & UGCS

- 4) There are two Phases of the Race-to-Retrofit & Renewables' Program:
 - Phase 1- Lighting, air-conditioning / fan / refrigeration systems and Real Time Energy Monitoring System and
 - Phase 2- Solar Systems etc.

This Pre-Bid Meeting is for Phase 1 only.

The Consultant provided the summary of the technical requirements of the Race-to-Retrofit & Renewables' Program (Contractors) – Phase 1 and urged Bidders to find out details from the Bidding Document and strictly comply with them.

The full presentation is provided as: [Race To Retrofit Presentation](#)

3.3 The Procurement Process and the IFB

The Procurement Agent Manager briefed participants on the procurement principles, indicating that the key interest of procurement is to assist Bidders to comply with requirements in order to submit quality Bids.

Bidders were advised to tick all the boxes and sign the GOE forms irrespective of their GOE status.

Bidders were advised to take careful note of the contents of the Bidding Document.

The presentation by the Procurement Agent is attached herewith as:

[Click for Presentation](#)

4.0 General Discussions, Clarifications & Decisions

The Procurement Agent stressed that all clarification questions must be in writing in order to receive a formal response. All questions must be sent in accordance with the instructions given in the Bid Data Sheet, and in the presentation herewith.

Clarification questions asked at the meeting are given in the table at 4.2 below.

Since responses to clarifications were required to be sent to all interested Bidders who may not be present at the meeting, any issue raised and discussed at the meeting must be accompanied by a formal written request no later than 12th December to the Procurement Agent (Charles Kendall & Partners) and MiDA at the e-mail addresses provided in the IFB which are recalled as follows.

These are paghana@charleskendall.com and procurement@mida.gov.gh.

The formal requests for clarification and responses given are (or will be) collated in the Form of Annex 2 below.

- 4.1** The Minutes of the Pre-Bid Meeting along with the clarification questions and responses and copies of the presentations would be circulated no later than 17:00 hours Ghana time on 18th December, 2018 to all those who have requested and received the IFB.

Bidders who have not yet formally requested for the Bidding Document were advised to do so, through the e-mail addresses given above in order to receive responses to the clarification requests and any ensuing Addenda.

- 4.2** The following questions and issues were raised during the Meeting:

No	QUESTION
1.	Please, clarify. If it is required to change tubular lamps as illustrated in the presentation, will this include the fixtures or will it be the tubes only?
2.	The specifications for the required air conditioners states 5 star rating units with Energy Efficiency Ratio (EER) of 3.1. In Ghana, the 5 star units rating prescribes an EER range of 2.8 -5.0. Can you explain why you are asking for 3.1 instead?
3.	If a change of light system is required, it may also include changing the cables as well, as the cables may be old. Is that the case?

4.	This is a Supply & Installation and commissioning, Measurement and Verification, but the IFB emphasis on approach, methodology and methods statement. Should we include our product specifications and compliance with requirements in the Technical Offer?
5.	Under EMS, dashboard to be accessible from workstation via intranet only? This may have to be corrected to include internet.
6.	Does the demand for real time monitoring of temperature and pressure to be integrated with the EMS package?
7.	If we are required to replace a unit with say 30W, will replacement with 40W be acceptable?
8.	For the HVAC systems you want changes, but R22 is organic and 410A is a synthetic oil. The two are not compatible. Does it mean we may be required to change the whole pipe works?
9.	Looking at the thresholds (financial and experience requirements), most Ghanaian firms will not able to meet them. Can these be lowered so we can participate?
10.	The Bid Security stresses on Bank. Can we obtain guarantees from Insurance companies?

Participants were asked to note that:

- (a) Copies of the presentations shall be made available to Bidders as soon as possible; and
- (b) Anyone requesting the IFB following this meeting would also be provided with the attached presentations, and any addenda to the IFB.

5.0 **CLOSING**

Before closing, the MiDA Procurement and the Consultant announced that there would be Site Visit as planned in the IFB. Three buildings will be visited immediately after the meeting and the rest on the following day of 6th December, 2018.

The Meeting came to a close at 11.20 Hours.

ANNEX 1 – LIST OF PARTICIPANTS



Millennium Development Authority (MiDA)

PRE-BID MEETING – RACE TO RETROFIT AND RENEWABLES PROGRAM (CONTRACTORS) - PHASE I

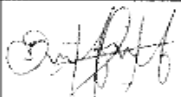


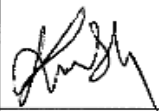

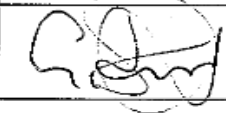
IFB: 5620200-01/IFB/CB/11/18

REGISTER OF BIDDER'S REPRESENTATIVES



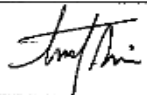



VENUE: SWISS SPIRIT ALISA HOTEL
DATE: 5TH DECEMBER, 2018
TIME: 10.00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	CONSTANCE AGBENOHEV#	1. CHAUVIN ARNOUX ENERGY (CAE) 2. TATA POWER DELTA DISTRIBUTION LTD (TPDDL)		+233 249773903 cons.agbey@gmail.com
2	Felix Darko	Electro Darko House Ltd.		+233 249311241 felix.darko@electrohousegh.com felix-darko@ecth




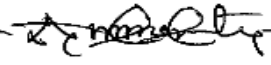


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NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
3	Yaw Fimpang Sarpong	Macht Energy		0241772804/sarpong.fimpang@macht.com
4	Jonas Osafo	Macht Energy		0245995554 josal.83.moderu@gmail.com josal@macht.com
5	ALBERT M. ASOARYE	MAYBERT ENR. Co Ltd		0244389759 info@maybertgh.com
6	Kwabena Agyemang	Maybert Eng. Co. Ltd		0244280661 info@maybertgh.com
7	Philip Agyeman	Maybert Eng. Co. Ltd		0266818237 info@maybertgh.com
8	Gyawu Sideon	Maybert Eng Co. Ltd		0245538793 info@maybertgh.com

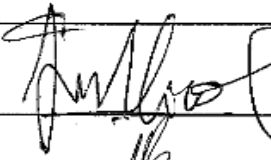

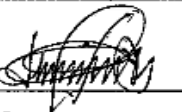

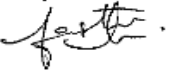
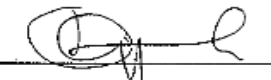
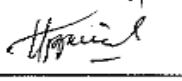

REGISTER OF BIDDER'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
9	SAMUEL ABAGYE OMANUQU	DUTZ AND Co		saqa@chutchomafco.nl 0207180917/0242123754
10	ADELAIDE OFORI	DESL		adelaideofori168@gmail.com 0548933096
11	TAPAN KUMAR PRADHAN	DESL	Tapan Kumar Pradhan	+91 9582940388 - India 0548941634 - Ghana tkpradhan@deslenergy.com
12	R. RAJMOHAN	DESL		+91 9650300612 - India rajmohan@deslenergy.com
13	EMMANUEL AHADZIE	TECHNOLIGHTS LTD		technolightsltd@gmail.com 0208118720
14	WISDOM A-ATTAH	ALTIMATE KRISTAL VISION LTD		Wireengine@gmail.com gwmen@yahoo.com 0249528149
15	Bernice N.A Afari	Lightingale Ltd		bafari.lightingaleltd@gmail.com 0574051792
16	Divine Alorwu	Berock Ventures Ltd		divine.alorwu@berockventures.com 024726209




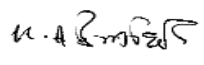
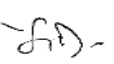



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NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
17	ANDREW FTWIRE	POWER WORLD LTD	A.K. Ftwire	0208149998 powerworldgh@gmail.com
18	MIKE-DAVE ABABIO	POWER WORLD LTD		055 024 8021 hspghma2016@gmail.com
19	Ibrahim O Samanu	Stephand Solutions		026 8088076 027 6412411 stephardsolutions@gmail.com
20	Emmanuel Dii Amu	Stephamed Solutions		026 12 00467 Aii_amo@yahoo.com
21	NICHOLAS MENDAH	CMST CONSTR. CS. HTB.		0244107928 CmetBackup@gmail.com
22	ANDERSON BLANC	MANITOBA HYDRO INTERNATIONAL GOVERNMENT OF CANADA		ANDERSON, BLANC INTERNATIONAL INC. CA 030 221 1539
23	James Ansel	Agenda Comm. LTD		0243704260 agendagh@yahoo.com





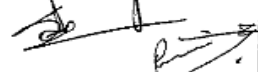
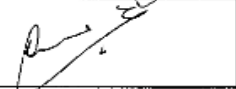


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NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
24	JOSHUA M. NICOL	HALIFAX ASSOCIATES		Joshuanicol8133@yahoo.com 024023954 ebrakatu10@gmail.com
26	Emmanuel Brakatu	Kereke-Bu Teaching Hospit		0244676065
27	Yorm Alpha Demanye	Kereke bu teach. Hospit		0277755526 acumbalo@gmail.com
28	Kenneth Kotey	Kereke-bu Teaching Hospital		0276980158 awokuo8kor@gmail.com
29	Ferdinand Amnye	DESL		afritin@yahoo.com
30	Amuel Oppay	DVNS		Kojo@dvnsgh.com
31	Helena Appiah	Datavoice & Power solutions		helena@dvnsgh.com
32	Gamel Senah	Thermenergy Svc Ltd		0243412412 gamel.senah@thermenergy.com

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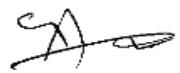



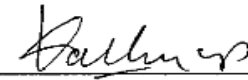
NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
33	NU OKYASE ADJEI	THERMENERGY SERVICES		0504-504-504 nu.okyase@thermenergyservices.com
34	ADJIEY ENTONAH FAME	THERMENERGY SERVICES		0501376563 fame.adjeiy@thermenergyservices.com
35	Kwaku Osei - Scarpans	RIFE INTERNATIONAL		0242769386 KOSARPORTE@RIFEINTL.COM
37	Kwaku Ariedu - GMAIC	ATLANTIC INTERNATIONAL CLIMATE CONTROL		066681676 Kwaku.Ariedu@atlantic-climate.com
38	JUNAH M. DANDU	ATLANTIC CLIMATE CONTROL LTD		0202339812 junah.dandu@atlantic-climate.com
39	Ampet Ampet	Process & Plant Automation Ltd		0241045566 ampet@automationglora.com
40	K. D. Tiwari	Alpha Power Ventures Ltd.		0581100150 kdtiwari@alphapl.com
41	Kofi Oduro	Process & Plant Automation		0501335274 Koboboboy@automationglora.com

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NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
42	GEORGE ST. SOBODAI	EDERICK LIMITED		0244-657958 gsobodai@ederickltd.com
43	Anteson William Jank	Ederick Ltd.		0277714285 services@ederickltd.com
44	Joseph Ansey	Qsolutions Consult		0249180188
45	MR PADI	KREMS.G.LTD HOLIFAX		0244627921
46	Shayma boud Bouhass Ibrahim Awadi	EGL - abud 14 (ABB)		0231628101
47	Ibrahim Awadi	EGL - Electroline (ABB)		0552558173
48	Kurawo Adube	Power World		0249 299 275
49	Steve Acheampug	Alpha Devices		0545592681

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NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
50	Ebenezer Afari Ektemet	ATLANTIC HOLDINGS		0246617084
51	Philip Nwafley	RIFE INT		05480 00002
52	Henry Amulor-Asente	Perfect Pack		0246234485
53	David Mettle	Sigma Computers		0204002627
54	VIKAS KASHYAP	ALPHA POWER		05461068
55				
56				
57				

ANNEX 2

CLARIFICATIONS FOR RACE-TO-RETROFIT AND RENEWABLES PROGRAM (CONTRACTORS)-PHASE 1
BID REFERENCE: 5620200/IFB/CB/11/18

SI	Ref	Question	Answer
1			
2			
3			
4			