



Millennium Development Authority (MiDA)

MINUTES OF PRE-PROPOSAL MEETING FOR CONSULTANCY SERVICES TO DEVELOP ENERGY EFFICIENCY STANDARDS AND LABELLING LEGISLATIVE INSTRUMENTS

REF: 5610500/RFP/QCBS/11/18

HELD AT ACCRA CITY HOTEL, ACCRA ON 28 NOVEMBER 2018 AT 10:00
HOURS

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

Sylvester Ashong Ayayee
Kwabena Amponsa-Debrah

Energy Efficiency & DSM Project Manager
Procurement Officer

CHARLES KENDALL AND PARTNERS

Ian Stewart
Abigail Appiah

Procurement Agent Manager
Procurement Officer

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 10:15 with a prayer and welcomed all Consultants and Representatives present.

4.0 TOPICS PRESENTED

4.1 Compact Background

The Compact Program will be executed over a period of five (5) years upon Entry into Force (EIF) of the Compact on 6th September, 2016. MiDA are in the CIF (Compact Implementation Funding) period to be used by Government and MiDA to facilitate the implementation of the Compact.

Consultants are advised to read the Compact on the MiDA website (www.mida.gov.gh).

4.2 The Activity Being Procured

The Energy Efficiency & Demand Side Management (EEDSM) Project Manager then provided an overview of the Compact and technical requirements for the Consultancy Services to Develop Energy Efficiency Standards and Labelling Legislative Instruments.

The presentation by the Project Manager of the Energy Efficiency & Demand Side Management (EEDSM) covered both the Compact and the technical requirements of the assignment. [Click to view a copy of the presentation.](#)

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 were all understood. As such Consultants were to take careful note of the departures from the standard and the Compact conditions.

PART 1 PROPOSAL AND SELECTION PROCEDURES

Section 1 – The Instructions to Consultants must be read carefully; particularly Clause 17 in relation to the requirement to ensure the Proposals are correctly packaged.

Section 2 – The Proposal Data Sheet supersedes the related Clauses from the Instructions to Consultants. Proposals must be submitted not later than **15:00 hours Ghana time on 18th January, 2019**. All interested Consultants are advised to ensure that their submissions are brought to MiDA 4th floor tender box in good time, as late submissions will not be accepted.

Section 3 – The Qualification and Evaluation Criteria should show the marks to be awarded for each category and Consultants are required to obtain a total of 80 marks to pass and enable their Financial Proposal to be opened and evaluated.

Section 4A – The Technical Proposal Forms – Consultants need to respond to each section and ensure compliance with the requirements. Consultants should use separators to divide your responses to each of the **TECH-1 to TECH-11** forms.

Section 4B – The Financial Proposal Forms - Consultants need to respond to each section and ensure compliance with the requirements. Consultants should use separators to divide your responses to each of the **FIN-1 to FIN-4** forms.

Section 5 – Terms of Reference – Consultants must read these carefully as it provides, among others, details of the scope of work required under this assignment, the level of effort and the Key and any non-Key Personnel requirements.

PART 2 CONDITIONS OF CONTRACT AND CONTRACT FORMS – This is the form of Contract that Consultant would be required to sign so please read the terms and conditions carefully, and in particular the new form of Notification of Award and the self-certification forms the winning Consultant will need to complete as part of the

Contract. If you are in any doubt about any of the terms of Contract it is advisable to ask for clarification at this stage.

The presentation by the Procurement Agent Manager can be [viewed here](#).

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 **30th November 2018** to the MiDA and CKP e-mail addresses shown in the RFP to elicit a formal response.

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

The following questions were raised during the Meeting:

No	QUESTIONS
1	Aside the meeting with Attorney General's Office, Energy Commission and Ghana Standards Authority, is there going to be a Workshop?
2	Form Tech Form 2B, are we required to disclose all our company's litigation or only those related to specific consultancy contracts?
3	Tech Form 2A relates to the submission of account. Our institution, due to Ghana Audit processes, can present accounts from years 2014, 2015 and 2016 but those for 2017 are not yet ready. Will this be acceptable or do we have to provide other information.

The Procurement Agent Manager advised all firms who had not yet requested the RFP to do so by email to paghana@charleskendall.com so that the nominated person, or persons, could receive the RFP and any subsequent communications such as the responses to any written clarification questions received.

It was 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, and aligned with the evaluation criteria, 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, and the clarification questions and responses (if any) would be circulated no later than **17:00 hours on 7th December, 2018** to all who have requested and received the RFP.

5.0 CLOSING

The Meeting closed at 11:14 Hours.



ANNEX 1 – LIST OF PARTICIPANTS



Millennium Development Authority (MiDA)
PRE-PROPOSAL MEETING – CONSULTANCY SERVICES TO
DEVELOP ENERGY EFFICIENCY STANDARDS AND LABELLING LEGISLATIVE
RFP: 5610500/RFP/QCBS/11/18

REGISTER OF CONSULTANT'S REPRESENTATIVES



VENUE: ACCRA CITY HOTEL
DATE: 28TH NOVEMBER, 2018
TIME: 10.00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	Sheriff Arthur Daniels	Shawbell Consulting		0244921183
2	Mame Esaama Orleans-Lindsay	LithurBrew & Co		0503930189

REGISTER OF CONSULTANT'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
3	Nancy Amankiepiso	LithurBrew & CO		0244279647
4	Paul Dangyeh	GIMPA	 email: pdangyeh@gimpa.edu.gh	0248698490
5	Akidam Benedicta	RITE		0543691289
6	Francis Gbeddy	REM LAW		0208121535
7	Jwlia Bedye	Shawbott Consulting		0209696786
8	Justin Abraham Anwar	RAEMA SYSTEMS		0200396033

REGISTER OF CONSULTANT'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
9	Esther Logbe	Alena Systems		0208767951
10	RICHARD TERKOPAN	STANBEN CONSULTING		0203 956 505-
11				
12				
13				
14				
15				
16				