



Millennium Development Authority (MiDA)

MINUTES OF THE PUBLIC OPENING OF FINANCIAL PROPOSALS FOR THE SETTING UP TWO TRAINING CENTERS FOR ENERGY AUDITORS RFP REF: 5620100/RFP/QCBS/10/18

**HELD AT THE MiDA BOARD ROOM, 4TH FLOOR, HERITAGE TOWER, ACCRA, ON
13TH DECEMBER 2018 AT 09:30 HOURS**

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- Sylvester Ashong Ayayee Energy Efficiency & DSM Manager
- Kwabena Amponsah-Debrah Procurement Officer

CHARLES KENDALL & PARTNERS (CKP)

- Ian Stewart Procurement Agent Manager (PAM)
- Francis Baffoe-Ashun Procurement Expert

CONSULTANTS/REPRESENTATIVES

The Attendance Register is attached as **Annex 1**.

2.0 OPENING

The Procurement Agent Manager opened the meeting at 9:31 hours, welcomed all present and thanked all for attending the Meeting.

3.0 PROCEDURE FOR OPENING

The following procedure was adopted for the opening:

- the Financial Proposal envelopes were inspected to ensure that all documents were present, intact and still sealed and not tampered with,
- the envelopes containing the Financial Proposals of those Consultants that have not attained the requisite pass marks to qualify at this stage were set aside,
- the Financial Proposal of the Consultant who attained the requisite pass mark to qualify at this stage was opened, numbered and date-stamped,
- the Financial Proposal was then checked as complete and signed and then the Total Financial Proposal price was read out as shown in Form FIN-1 of the RFP,
- the Minutes of the Public Opening of Financial Proposal were recorded which were then to be circulated to the Consultants at the earliest opportunity.

The Record of Financial Proposal Prices Read-Out is attached as **Annex 2**.

4.0 CLOSING

The Procurement Agent Manager, in closing the Meeting, gave the firm assurance that MiDA and the Procurement Agent would ensure that the Proposal Evaluation Process was completed as soon as possible.

The Meeting closed at 09:35 hours.

Annex 1



Millennium Development Authority (MiDA)

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

REGISTER OF CONSULTANT'S REPRESENTATIVES

VENUE: MiDA BOARDROOM, 4TH FLOOR, HERITAGE TOWER
DATE: 13TH DECEMBER 2018
TIME: 10:00 Hours

NO.	NAME OF REPRESENTATIVE	CONSULTANT	SIGNATURE
1	Adelkide Ofori	DESL	adelkideofori16@gmail.com
2			
3			
4			
5			
6			
7			

Annex 2



Millennium Development Authority (MiDA)
 FINANCIAL OPENING FOR THE SETTING UP TWO TRAINING CENTERS FOR ENERGY AUDITORS
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RECORD OF PROPOSAL PRICES AS READ-OUT (13th DECEMBER 2018)

Name of Bidders	Currency	Proposal Price USD	Proposal Price GHS	Proposal Signed (Y/N)	Remarks
DEVELOPMENT ENVIRONENERGY SERVICES LTD (DESL) IN ASSOCIATION WITH INDIAN INSTITUTE OF SOCIAL WELFARE & BUSINESS MANAGEMENT (IISW&BM) & CEPT RESEARCH & DEVELOPMENT FOUNDATION (CRDF)	USD	890,400.00	—	Y	1 ORIGINAL 4 COPIES 1 CD

Name of MiDA Procurement Representative: Kwabena Ampomah Deryan Signature: [Signature]

Name of Procurement Agent Representative: IAN STEWART Signature: [Signature]