



Millennium Development Authority (MiDA)

MINUTES OF THE PUBLIC OPENING OF PROPOSALS

RFP: Customer Outreach, Facilitation assistance for New Connections and Normalization of Services.

Ref No: 5420200/RFP/QCBS/03/19

Held at MiDA on 10th May 2019 at 15:00 Hours

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- | | |
|----------------------------|---------------------------|
| • Ian Stewart | Procurement Agent Manager |
| • Robert Akongyuure Adongo | Procurement Officer |
| • Samuel Asare Afram | Access Project Manager |
| • Michael Ayekple | Access Project Officer |
| • Esmond Anarigede | Procurement Officer |

CONSULTANTS/REPRESENTATIVES

The Attendance Register is attached at Annex 1.

2.0 OPENING

The Procurement Agent Manager (PAM) opened the meeting at 15:10 hours and welcomed all present, thanked them for attending the Meeting.

3.0 AGENDA FOR THE MEETING

The PAM then 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 there are securely sealed and 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 opened and read out is attached at Annex 2.

5.0 CLOSING

The Procurement Agent Manager, in closing the Meeting, gave the firm assurance that MiDA and the Procurement Agent would ensure the Technical Evaluation Process would be undertaken by an independent Technical Evaluation Panel and would commence in the week of 13th May. He also thanked all present for their participation.

The Meeting closed at 15::25 hours with thanks to the participants.

Annex 1



Millennium Development Authority (MiDA)

RFP: Customer Outreach, Facilitation assistance for New Connections and Normalization of Services.

Ref No: 5420200/RFP/QCBS/03/19

HELD AT MiDA, on 10th May 2019 at 15:00 Hours

PUBLIC OPENING OF SUBMISSIONS AS READ-OUT

VENUE: MiDA
DATE: 10th May 2019
TIME: 15:10 Hours

ATTENDANCE REGISTER

NO.	NAME	ORGANIZATION	SIGNATURE
1	ERIC YANKAH	AARC CONSULTANCY IRELAND	
2	Ameakobaa Owusu-Sekyere	AARC Consultancy Ireland	
3	FAPAHI ZATE	INNOVATIVE SERVICES LIMITED	
4			
5			
6			
7			
8			

Annex 2



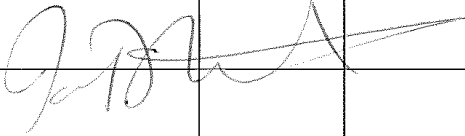

Millennium Development Authority (MiDA)

RFP: Customer Outreach, Facilitation assistance for New Connections and Normalization of Services.

Ref No: 5420200/RFP/QCBS/03/19

Held at MiDA on 10th May 2019 at 15:00 Hours

PUBLIC OPENING OF PROPOSALS AS READ-OUT

No.	Name of Consultant	No. of Copies Submitted		Remarks
		Original	Copies	
1.	Innovative services limited	1	4	1 Financial Envelope 1 Pen drive.
2.	AARC Consultancy	1	4	1 Financial Envelope 1 Pen drive
3.				
4.				
5.				
6.				

