



Millennium Development Authority (MiDA)

MINUTES OF THE PUBLIC OPENING OF BIDS

SUPPLY OF UTILITY VEHICLES FOR ECG (PDS) OPERATIONS

BID REF. NO. 5150100/IFB/05/19

HELD AT MiDA, on 31st MAY 2019 at 10:05 Hours

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- Frank Mante MiDA Procurement Director
- Tanko Mohammed IT Project Manager
- Kwabena Amponsa-Debrah Procurement Officer

CHARLES KENDALL & PARTNERS (CKP) – PROCUREMENT AGENTS (PA)

- Ian Stewart Procurement Agent Manager (PA)

BIDDER/REPRESENTATIVES

The Attendance Register is attached at Annex 1.

2.0 OPENING

The Procurement Director (PD) opened the meeting at 10:05 hours and welcomed all present, thanking them for attending the Meeting. All participants introduced themselves.

3.0 AGENDA FOR THE MEETING

The Procurement Agent (PA) then outlined the procedure for the meeting which was to:

- Inspect the Outer Bid envelopes to ensure all were present against the Bid Submission sheet and all still sealed;
- Open the envelopes to ensure that the Bids are securely sealed.
- Open, number and date stamp the Bid submissions by the due date and time;
- Bids Prices read out to the hearing of all present.
- Allow Bidder representatives to confirm read-out prices.
- Record the Minutes of the Public Opening of Bids which will then be circulated to all Bidders who submitted Bids at the earliest opportunity.

4.0 OPENING OF BIDS

The Record of Bids opened and read out is attached at Annex 2

5.0 CLOSING

The Procurement Director gave the firm assurance that MiDA and the Procurement Agent would ensure that the Evaluation Process would be undertaken by an independent Evaluation Panel and outcome communicated to all Bidders.

The Meeting closed at 10:17 hours with thanks to the participants.

Annex 1



Millennium Development Authority (MiDA)

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BID REF. NO. 5150100/IFB/05/19

REGISTER OF BIDDER'S REPRESENTATIVES

VENUE: MiDA Board Room, 4th Floor, Heritage Tower, Accra

DATE: 31st May 2019

TIME: 10:10 a.m.

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE
1	Victor Sarpong	Toyota Ghana Company Limited	
2			
3			
4			
5			
6			

Annex 2



Millennium Development Authority (MiDA)

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BID REF. NO. 5150100/IFB/05/19

RECORD OF BID PRICES AS READ-OUT (31st MAY 2019)

No.	Name of Bidders	Bid Prices	Bid Security		Bid Form Signed (Y/N)	Discounts/Modification	Remarks	Bidder/Rep Signature
			Amount	Bank				
1	DWD - GHANA	\$1,318,590	\$25,000	Bank bys	Yes	2.5% on overall Cost of vehicle	1 original 4 Copies	Not Present
2	Toyota Ghana Company Ltd	\$695,100	\$25,000	Phoenix Insurance	Yes	None	1 original 4 Copies	
3								
4								