



**Millennium Development Authority (MiDA)**

**MINUTES OF PRE-BID MEETING FOR THE PROCUREMENT OF HIGH-VOLTAGE DISTRIBUTION SYSTEM (HVDS) +SECURITY LIGHTING (SL) WORK PACKAGES FOR MARKETS AND ECONOMIC ENCLAVES (M+EES) HELD AT ACCRA CITY HOTEL, BARNES ROAD, ACCRA-NORTH ON 18<sup>TH</sup> JUNE 2019 AT 10:25 HOURS.**

**REF: 5420300/IFB/CB/05/19**

**1.0 PRESENT**

**MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)**

Frank Mante	Procurement Director, MiDA
Samuel A. Afram	Access Project Manager, MiDA
Robert A. Adongo	Procurement Officer, MiDA
Kwabena Amponsa-Debrah	Procurement Officer, MiDA
Michael Ayekple	Access Project Officer, MiDA

**CHARLESKENDALL AND PARTNERS (CKP)**

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

**SMEC INTERNATIONAL PTY LTD (SMEC)**

Isaac Nyantakyi	Deputy Program Director, PMC/SMEC
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**PROGRAM IMPLEMENTATION UNIT (AZOROM /MOTT MACDONALD)**

Robert Wasson	PIU
Eugene O'Neil	PIU
Ernest Sanchez	PIU

**POWER DISTRIBUTION SERVICES GHANA LIMITED (PDS) - FORMERLY ECG**

Daniel Akyem	PDS
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**TECHNICAL ASSISTANCE CONSULTANT (ESBI)**

Rodney Green	Technical Assistance Consultant to PDS
Michael Shechan	Technical Assistance Consultant to PDS

**PARTICIPANTS**

List of Participants in its original form is attached as **Annex 1**.

## **2.0 WELCOME ADDRESS & PARTICIPANTS' INTRODUCTION**

The meeting was opened by the MiDA Procurement Director at 10:25 am with a short welcome address, followed by an opening prayer. Participants introduced themselves after which the programme was outlined.

The Access Project Manager made the first presentation which focused on the Compact Overview, the Access Project goals and objectives, as well as the scope of Works This was followed by a presentation on Procurement issues delivered by the Procurement Agent Manager. A question and answer session formed the latter part of the meeting.

## **3.0 TOPICS PRESENTED**

### **3.1 Access Project**

The Access Project Manager gave an overview of the Compact, the Objectives and Scope of the Access Project.

The two (2) Access Project activities of Infrastructure Upgrades and Social Inclusiveness and Improved Partnership were highlighted.

As part of the presentation, some key findings from the infrastructure audit were presented. These include the haphazardly strung LV feeders and sagging lines that suffer inadequate safety clearance. The presentation covered design criteria, works packages, list of installations, work schedules and institutional arrangement amongst others. The need for Contractors to work closely with the MMDAs was particularly emphasized.

Resettlement issues (and Resettlement Action Plans) were also explained as critical success factors to the work of the Contractors. It was stressed that there will be an urgent need for effective and continuous collaboration between the RAP and other Consultants on the ground, and the Works Contractors.

The full description of the Access Project, its structure and institutional arrangement are given in the enclosed presentation herewith.

[The full presentation is provided here](#)

### **3.2 The Procurement Process and the IFB**

The Procurement Agent Manager briefed participants on the procurement principles, indicating that the aim of the presentation is to provide Bidders with sufficient information and guidance to enable them to comply with requirements and submit quality Bids. Bidders were advised to read and take careful note of all the Sections of the IFB. In particular:

**Government Owned Enterprises Form** – Irrespective of whether or not a firm is a GOE, all Bidders must ensure that the form provided is fully completed and signed with all the required boxes ticked. There are no exceptions, even if you are not a government-owned enterprise.

**Securities and Guarantees** – The forms required are in every MCC Standard Bidding Document used by MiDA. All firms interested in Bidding should approach their bankers at the outset and ensure that they are willing to produce the securities and guarantees in the formats given. If the Bank raises any queries or wishes to issue a different format of Security or Guarantee then you must formally approach the Procurement Agent in writing ([paghana@charleskendall.com](mailto:paghana@charleskendall.com)) at latest within the deadline for clarification questions to

be submitted. If a Bidder does not approach MiDA and submits a Bid Security in the wrong format, they risk their Bid being rejected.

**Multiple Lots** – In the past MiDA when an IFB has included multiple Lots, MiDA has received some Bids with a separate Bid/envelope for each Lot, and sometime Bids which in one document cover the response to all three Lots. So be aware that if a Bidder intends to submit Bids for more than one Lot, be it all three Lots or a combination of two of the Lots, then they should ensure that a separate Bid submission is made for each Lot being competed for. Even if some of the content is the same between the two Lots, the separation of the Bid submissions will bring clarity to the Bid Review Panel and ensure that you all have a fair chance in the competition. Bidders going for multiple Lots can issue one combined or separate Bid Securities for each Lot. In the event of a combined Bid Security please ensure the Bid Security is in the first Lot being competed and that copies are referred to in the other Bid document(s).

**Submissions** – Participants were advised to present the content of their Bids in a logical order aligned to the order of the forms in the IFB, conveniently bringing the bid opening readings of Bid Submission Form, Power of Attorney and Bid Security to the forefront of the Bid. Bidder are advised to use separators so that it makes both the Bid Opening, and the subsequent evaluation process, easier for all concerned. The submission date and time were fixed according to the clock in MiDA Procurement on the 4<sup>th</sup> Floor of Heritage Tower. All were warned that late bids would not be accepted so they should make every effort to ensure that whoever is submitting the Bid knows where to go and gets there well in advance of the submission deadline to avoid disappointment.

The PA warned Bidders that, if they turn up in MiDA without the Bid Submission properly packaged and marked, they will be asked to go outside and complete the exercise. Bidders should arrive in MiDA with the Submission being properly packaged and marked. If a Bidder has to go outside MiDA Reception and pack its Bid correctly and cannot do it by the submission deadline then like anyone else who is late, the Bids will not be accepted at the Tender Box.

The PA indicated that there a discrepancy between the Advance Payment percentage of the Contract Amount in BDS Sub-Clause ITB 47.1 and PCC Sub-Clause GCC 53.1. Bidders are to take note that the latter is actually correct. The Advance Payment shall be fifteen (15%) percent of the Accepted Contract Amount.

**Clarification Questions and Responses** – Participants were urged to ensure questions were submitted by email in a form whereby they could be cut and pasted into a table. Responses will then be issued by 17:00 hours Ghana time on the date stated in the IFB. The responses will be sent to all who have requested the IFB so any firm who has not requested the IFB should immediately apply, to ensure they received all the necessary documentation updates.

[The full presentation by Procurement is provided here](#)

#### **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 and discussed at the meeting are given in the table at 4.2 below and not officially answered.

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 (by email is sufficient – a pdf signed letter is not required as the questions have to be copied onto the table shown at Annex 2 below)

no later than 25<sup>th</sup> June 2019 to the Procurement Agent (Charles Kendall & Partners) and MiDA at the e-mail addresses provided in the IFB which are recalled below as follows.

These are [paghana@charleskendall.com](mailto:paghana@charleskendall.com) and [procurement@mida.gov.gh](mailto:procurement@mida.gov.gh).

***The formal requests for clarification and responses given will be collated in the Form of Annex 2 below. Bidders may use this form to submit their clarification questions.***

- 4.1** The Minutes of the Pre-Bid Meeting along with copies of the presentations will be issued no later than 19<sup>th</sup> June 2019 to all those who have requested and received the IFB. The clarification questions and responses will be issued no later than 17:00 hours Ghana time on 12<sup>th</sup> July but if MiDA has all the responses to the questions received ready before then, the responses will be issued earlier to give Bidders longer time to prepare their Bids.

Bidders who have not yet formally requested for the Bidding Document, were advised to do so, through the e-mail addresses given in 4.0 above in order to receive responses to the clarification requests and any ensuing Addenda.

- 4.2** The following questions and discussions came up during the meeting:

No	QUESTION
1.	Do you prefer Bid Security for each Lot or combined Lots, if the Bidder is bidding for more than one lot?
2.	Will you accept Ghana Cedi equivalent of the Bid Security Amounts?
3.	Is this Bidding Process confined to Ghanaians alone?
4.	I am from Tamale. I want to know why NEDCo investments under the Compact have been cancelled as seen in your presentation?
5.	The presentation indicated that 12.0 m high Wooden Poles are to be used on the Project, with 1.8m to be buried underground. However, a representative from PDS hinted that, as part of their standard operating procedures, 1/6 of the pole height(2.0m) must rather be buried. for adequate anchoring.
6.	In the technical specifications, we have noted that some brand names have been used / mentioned. Are other brands acceptable?
7.	The IFB covers Lot 1, 2 & 3. Can we bid for any or all and present all Bids in one submission?
8.	Some of the equipment specifications, in particular E18, E21 and E22 cannot be traced.
9.	In the mission of the HVDS + SL, lighting of the market is apparently key. It appears however there are too many canopies that will obscure the lighting situation, even if the SL is provided.
10.	On the basis of the design criteria, are we providing new injections & installations and leaving the existing ones?
11.	Will the Employer provide all the materials and equipment required for the project?
12.	Will the Scope of Work of the Contract entail Engineering and Design by the Contractor?

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, MiDA Procurement Director thanked all presenters and participants for making the pre-bid meeting a success.

No official sites visits were organised.

The Meeting ended at 12.10 Hours.

**ANNEX 1 – LIST OF PARTICIPANTS**




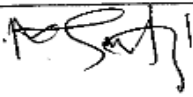

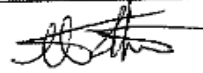

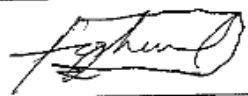
**Millennium Development Authority (MiDA)**  
**PRE-BID MEETING:**  
**5420300 – HIGH-VOLTAGE DISTRIBUTION SYSTEM (HVDS) +**  
**SECURITY LIGHTING WORK PACKAGES FOR MARKETS AND ECONOMIC ENCLAVES (M+EEs)**  
**CB NO: 5420300/IFB/CB/05/19**  
**REGISTER OF FIRM'S REPRESENTATIVES**

**VENUE:** ACCRA CITY  
**DATE:** 18<sup>TH</sup> JUNE, 2019  
**TIME:** 10:00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	Setter Solomon	A.O CONST WORK LTD		Kwasia34@yahoo.com 0545579943 <del>SetterSolomon@gmail.com</del>
2	Patrick Aforve	Siyalanda Energy (pty) Ltd		patrick@siyalanda.com 0205415649

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### REGISTER OF FIRM'S REPRESENTATIVES

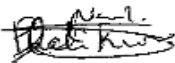



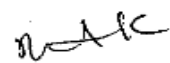
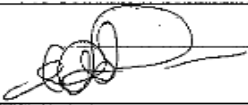
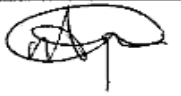
NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
3	Richard Botchway	Siyacanda Energy		050/648318
4	Mohammed Bashiry	M. Bashim Livingman Elect. and Mech Associate		elivingman@gmail.com 0243088575
5	Robert Ochi Dr	Uton Engineering		robert.ochi@utonengineering.com 024464275
6	David Arthur	uton Engineering		0203003167 David.arthur@utonengineering.com
7	MARCO OBODAI-TOOTO	PRETOS LIMITED		050203462 marcobodai@yahoo.com
8	Michael Gamerah	Pretos Ltd		sgpamerah@gmail.com

### REGISTER OF FIRM'S REPRESENTATIVES




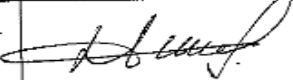

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
9	Andrews Delali Wornyo	Wilkins Engineering Limited		0540 113505
10	Tussip Awudu	Wilkins Eng. Ltd		awussif@wilkinsengineering.com
11	GILBERT OPOKU	GILTOP MARKETING.		0277247942
12	Sandra Adjeteey	Process & Plant Automation Ltd		0501581562 sadjeteey@automationghana.com
13	Rowland Tetey	Comecil		0244851689
14	Klugay Michael	Intermerc		0242118799 m.klugay@me.com
15	Ayo Olotu	SEAL of ENL. SERU. LTD. Lagos		dj_otutu@yahoo.com +234 8033950971
16	Hartham ElNaggar	El sewedy Electric		h.mousa@elsewedy.com 0506732892



### REGISTER OF FIRM'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
17	Ide Paetikor Na-Tei	Process and Plant Automation		ina-tei@automationghana.com
18	<del>Xma Adafewa Essandoh</del>	Process & Plant Automation	<del></del>	<del>aessandoh@automationghana.com</del>
19	Daniel Xin	Inhemeter CO., (TI)		daniel@inhemeter.com
20	MICHAEL KUMORDZI	POWER FACTOR LTD		Sales@powerfactorgh.com
21	REJUCE KRATAH	LI		LI
22	Ekus Adams	Process & Plant Automation		ekus@automationghana.com
23	Pius Agbeti	AMEL		pius.agbeti@goldmainland.com

### REGISTER OF FIRM'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
24	Ameyo	Alpha TND		garde.a@alphatnd.com
25	Johnson fonkuma	Foreen Elec Eng. Serv. Ltd		foreen_k@yahoo.com
26	Stanley Brocke	U-Ton Eng. Ltd		stanley.brocke@outenengin- eering.com
27	POLYCARPE HOMEVOR	SULANA ELECTRICAL ENG. WORKS LTD		project@sulanaelectrical .com
28	Fred Smart	Asfute Consults		smartfred@gmail.com
29				
30				
31				
32				

**ANNEX 2**

**CLARIFICATIONS FOR HVDS & SL FOR M+EEs PACKAGES**  
**BID REFERENCE: 5420300/IFB/CB/02/19**

SI	Ref	Question	Answer
1			
2			
3			
4			