



Millennium Development Authority (MiDA)

MINUTES OF PRE-PROPOSAL MEETING FOR CONSULTANCY SERVICES CONSULTANT SERVICES FOR MID-TERM AND FINAL EVALUATIONS

REF: 5750100/RFP/QCBS/07/19

HELD AT SWISS SPIRIT ALISA HOTEL, ACCRA ON 23 JULY 2019 AT 10:00
HOURS

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

Sharon Parku	Monitoring and Evaluation Officer
Godfred Owusu Adjei	Monitoring and Evaluation Officer
Kwabena Amponsa-Debrah	Procurement Officer

CHARLES KENDALL AND PARTNERS

Ian Stewart	Procurement Agent Manager
Esmond Anarigede	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 Procurement Officer at 10:50 who 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. Consultants were advised to read the Compact and all available documents on the MiDA website (www.mida.gov.gh) and MCC website (www.mcc.gov).

4.2 **The Activity Being Procured**

The Monitoring and Evaluation Officer Project then provided an overview of the Compact and technical requirements for the Mid – Term and Final Evaluations. The presentation by the Measurement and Evaluation Officer Project covered both the Compact and the technical requirements of the assignment. A copy of the presentation is attached here. [Click to view.](#)

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 30th August 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.

A copy of the presentation by the Procurement Agent Manager is attached.

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 **26th July, 2019** 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	Can you clarify the start time for 100 working days?
2	Can you clarify on the evaluation by independent evaluator?
3	Can you clarify whether Consultants will be provided evaluation Grid for Mid-term and final?
4	Can you clarify on the three-years' financial statements supposing the current year accounts has not been audited? What can we produce if the firm's last years accounts is not ready?
5	Can clarify the Mandatory Criteria and what we need to comply with the requirement? Do we need to have power sector experience in a project with multiple activities?
6	Can clarify evaluation criteria with regards experience on multiple contracts?
7	Can you clarify more on the need to provide CV'S for Key personnel and also Non-Key Personnel?
8	Will it be permissible for Key Personnel to be on two proposals?

The Procurement Agent Manager wishes to remind 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 26th July 2019** to all who have requested and received the RFP.

5.0 CLOSING

The Meeting closed at 12:20 Hours.

ANNEX 1 – LIST OF PARTICIPANTS





Millennium Development Authority (MiDA)

PRE-PROPOSAL MEETING: 5750100 – CONSULTANT SERVICES FOR MID-TERM AND FINAL EVALUATIONS

RFP: 5750100/RFP/QCBS/07/19

REGISTER OF FIRM'S REPRESENTATIVES

VENUE: ALISA HOTEL
DATE: 23RD JULY, 2019
TIME: 10:00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	MARK OSEI-OKYERE	MAC PHARM CONSULT		0245358043 / oseiokyere@gmail.com
2	Nana Akua B. Boateng	Bigen / Urban Econ.		0244211190 Fatimakhatoun-Collins @bigengroup.com narobrene@gmail.com

REGISTER OF FIRM'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
3	Ermas Anselu	KPMG		4233 501 324 327
4	Esther Fisaan	KPMG		emasansah@kpmg.com eparhin@kpmg.com 0246481431
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