



Millennium Development Authority (MiDA)

5920100 - MINUTES OF PRE-BID MEETING FOR THE PROCUREMENT OF ENTERPRISE RESOURCE PLANNING (ERP) IMPLEMENTATION (PDS) HELD AT SWISS SPIRIT ALISA HOTEL, NORTH RIDGE, ACCRA ON 20TH AUGUST 2019 AT 10:00 HOURS GHANA TIME.

REF: 5920100 /IFB/CB/08/19

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- Tanko Mohammed Project Manager, IT, MiDA
- Kwabena Amponsa-Debrah Procurement Officer, MiDA

CHARLESKENDALL AND PARTNERS (CKP)

- Ian Stewart Procurement Agent Manager, Charles Kendall & Partners (CKP)
- Esmond Mahama Anarigede Procurement Support, CKP

MiDA PROGRAM IMPLEMENTATION UNIT

- Robert Wasson Azorom
- Helge Habenicht ERP Consultant
- Eric Yankall ERP Consultant

POWER DISTRIBUTION SERVICES GHANA LIMITED (PDS) - FORMERLY ECG

- Enyonam Kpekpena PDS
- Hussein Awuviri PDS

TECHNICAL CONSULTANT (PDS)

- Orla Burke ESBI Technical Consultant, 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 Officer at 10:00 am with a short welcome address, followed by an opening prayer. Participants introduced themselves after which the programme was outlined.

The Project Manager, MiDA IT made a presentation which focused on the introduction of the Compact, Compact Projects and Activities. The IT Project Manager also presented on the overview of PDS including its roles. The ERP Technical Consultant presented on the details and requirements of the ERP implementation. This was followed by a presentation on Procurement issues delivered by the Procurement Agent Manager. Question and answer sessions followed.

3.0 TOPICS PRESENTED

3.1 Introduction of the Compact and its Projects

The Project Manager for IT in MiDA, gave an overview of the Compact, and recalled the goal, objectives and the Projects. Some of the information given are:

The goal of the Compact is to reduce poverty through economic growth in Ghana and the objectives are;

- Increase private sector investment, productivity, and profitability of micro, small, medium and large-scale businesses;
- Increase employment opportunities for men and women; and
- Raise earning potential from self-employment and improved outcomes for men and women.

The four (4) Projects of the Compact were showcased and the context of the ERP Implementation in the overall scheme of ECG (now PDS) Financial Operations Turnaround (EFOT) Project was illustrated. The contractual, supervisory and communication relationship between the various actors involved in the ERP Implementation was shown and explained. The details are shown in the attachment immediately below in pdf.



3.2 Overview of PDS

The IT Project Manager also gave an overview and roles of PDS. He asked participant to note that PDS is formerly ECG. The salient points are;

Public Distribution Services (PDS) is the single largest electricity distribution company in Ghana and operates mainly in the southern part of Ghana. The operational area is divided into eight (8) regions namely; Accra East, Accra West, Ashanti SBU, Central, Eastern, Tema, Volta & Western.

PDS purchase energy in bulk from Volta River Authority (VRA) or other suppliers, transmit, supply and distribute electricity directly to consumers, and is responsible for all the ancillaries associated with these roles.

The total customer base of PDS is 4 million customers as at 2019 and the annual demand growth rate is 10%.

The details of this presentation are shown in the attachment already above.

3.3 Scope of ERP Project

The ERP Technical Consultant made presentation on the Scope of the ERP. The main outcome of the ERP Implementation are;

- 1) Under the present compact agreement, the installation of an Enterprise Resource Planning (“ERP”) system is envisaged that will – as far as practical – integrate with existing enterprise applications of PDS for the purpose of facilitating the flow of information between business functions within the organisation and managing relationship with outside stakeholders.
- 2) Collection and dissemination of vital technical and commercial data through modern ERP Systems to appropriate departments, management and the board of directors of

PDS on a timely basis are crucial; ensuring relevant departments can respond to critical operational, customer services and management issues in order to achieve corporate goals and objectives.

- 3) The ERP System shall also comprise an integrated suite of business software applications using a common, unified database. The enterprise solution shall integrate internal and external management information across the entire PDS organisation, embracing processes spanning, financial accounting, management accounting, human resources, order processing, work management, supply chain management, project management, enterprise asset management, document management and data management services.
- 4) The purpose of this integrated ERP System is to facilitate the flow of information between all business processes and functional units inside the boundaries of the organisation and manage the services to outside stakeholders to achieve the following:
 - Streamline business process and seamlessly automate activities;
 - Enforce policy adoption consistently;
 - Provide visibility across directorate functions and processes;
 - Access data for decision making readily;
 - Acquire reliable information for planning and management decision making;
 - Bring operational efficiency.
- 5) This will ensure that the collection of vital data, information and key performance indicators on all activities including technical, operational, commercial, financial and process efficiencies (losses, collection rate, reliability indices, etc.) are automated and readily available for use by management.



AARC-PDS
Pre-Bid-Conf ERP sc

3.4 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 earliest opportunity 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) 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.

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 front pages 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 4th 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.

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.



5920100 - ERP
Pre-Bid Meeting Pro

The full presentation by Procurement is provided as:

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 26th 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 and 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 19th 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 12th 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.

4.2 The following questions were discussed during the meeting:

No	QUESTION
1.	Clarification regarding the type of ERP to be offered, Customized, Off- the-Shelf, or Specific Configuration.
2.	Clarification regarding ICT Infrastructure, do we have to include storage, switches, routers etc.
3.	Do we provide our own Remote access for staff working remotely?
4.	Do we provide our own Active Directory for single sign-on or is it ECG?
5.	Clarification regarding Integration of ERP beyond the applications in the presentation (MMS, OMS and GIS), what about the other applications?
6.	What type of Storage solution is preferred, on premise or Cloud or Hybrid
7.	For Cloud, does the country policy allow financial data to stay out of Ghana
8.	How will the ERP be integrated with other functions for existing vendor applications like cms, oracle etc. supplied by other Vendors? Does it mean the systems will be sunset?
9.	Are there solutions available within the existing system that has not been expressly stated in the IFB?
10.	What is the Data Center Scope? Where does the data center ends, so that bidders can know what to offer in storage etc.?
11.	Will the Data Center project cover the requirement for the ERP infrastructure?
12.	Field Services - are Bidder require to quote for Call Center as part of the scope.
13.	How is Price Reasonableness determined
14.	How will the Scores be determined for Technical & Financial
15.	Clarification on Joint Venture Registration
16.	Clarification on Power of Attorney for Joint Venture

17.	What is the Budget for the ERP Project
18.	What is the value of the Performance Guarantee
19.	Clarification on references, should references be backed by an award letter, or a letter.
20.	Clarification on environmental requirement, are bidders required to show certificate of compliance
21.	Is the budget for the ERP Project catering for all the integrations, hardware etc.?
22.	Clarification on Notarization of documents, particularly Power of Attorney, Joint Venture Letters

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, the MiDA IT Project Manager hoped that after two (2) hours of presentation and discussions, participants have gained better understanding and appreciation of the project scope. He thanked all participants for their interest and for making time. He urged participants to expect fair and transparent process and prayed that “the best bidder wins”.

The Meeting ended at 12.15 Hours.

ANNEX 1 – LIST OF PARTICIPANTS



Millennium Development Authority (MiDA)

PRE-BID MEETING:

5920100 - PROCUREMENT OF ENTERPRISE RESOURCE PLANNING (ERP) IMPLEMENTATION

CB No: 5920100/IFB/CB/08/19


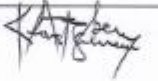




REGISTER OF FIRM'S REPRESENTATIVES

VENUE: ALISA HOTEL
DATE: 20TH AUGUST 2019
TIME: 10:00 HOURS



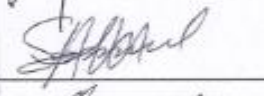
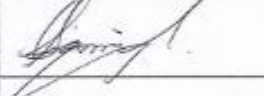
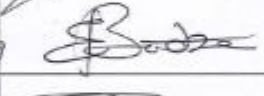

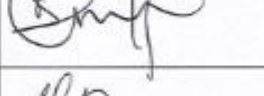
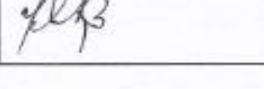
NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	Omari Tenkorang	DevApps Ltd.		0207386213/ Omari@DevAppsLtd.com
2	Sam Brandful	Infotechgroup W.S.D. Consulting		0244312065 sbrandful@wsdconsultingtd.com

1

REGISTER OF FIRMS REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
3	MICHAEL ODONKOR	MODULAR RESOURCES AND SERVICES LIMITED		0244 615 614 resources.modulowrgh@gmail.com
4	CONSTANCE AGBENOHEVI	TATA POWER DELHI DISTRIBUTION LTD		024 9773903 cons.agbey@gmail.com tarun.katiyar@tatapower-dl.com
5	Bygn Anosh	Life Trust Consulting (Oracle NetSuite)		0209031322 bygn.anosh@gmail.com
6	ASHUTOSH TRIPATHI	TECH MAHINDRA LTD.		+27-716104064 ASHUTOSH TRIPATHI@TECHMAHINDRA.COM
7	SANTHANA	TECH.MANA		4233 - 055005101 Santhana.gov.meth@gmail.com +91-988562205
8	ESTHER GICHANA	SOLUCIONES INDRA TECHNOLOGIA S DE LA INFORMACION S.G.U		+34 91 480 84 43 joo.jcraja@minisat.com cmca.biedas@minisat.com frubianes@indracompany.com egichana@indracompany.com

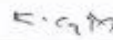

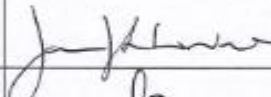
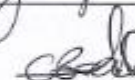
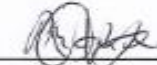

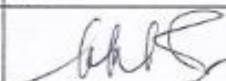

REGISTER OF FIRM'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
9	Roger Tsegah	Callens Solutions Limited		0561080082 roger.tsegah@callensolutions.com
10	Osei Basu-Nkansah	Callen Solutions Ltd		OBN@Callensolutions.com 0501678385
11	Samuel Afari	icastech / Relational / Probase		Safari@relational-technologies.a 0554073780
12	Emeka Obijain	SAP West Africa		emeka.obijain@sap.com +234 - 8080475029
13	ENOCH BODZA	CASANTEY BUSINESS SOLUTIONS GHANA (CSB)		enochbodza@casanteybusinesssystems.com 0553774415
14	Sefakor Y Lamptey	Ostee		0264716307
15	Dennis Adusah	OSTEE		0245723721
16	FAROOQ MUSA	BST		0509 244 156 Farooq@valuespaceafrica.com


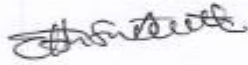


REGISTER OF FIRM'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
17	MICHAEL GUARSHIE	PERVOL SYSTEMS LTD		0244314337/024314337 michael.guarshie@pervol.net
18	JORD SILVA	NOVA BASIS		+351 966221543 JORDO.BAPRELO@NOVABASE.PT
19	JOHN LARTE	PERVOL SYSTEMS		0244550200 JOHN.LARTE@PERVOL.NET
20	SAM BRASBY	NOVA BASIS		0544311096
21	SYLVIA DARKO	PERVOL SYSTEMS LTD.		0244611121 SYLVIA.DARKO@PERVOL.NET
22	Randolph Botchway	Enterprise Computing		rbotchway@entcomputing.com 0243148911
23	Paul Fyich	Enterprise Computing		efyich22@gmail.com 0504067931


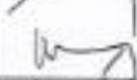
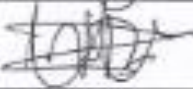


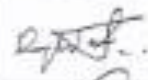


REGISTER OF FIRM'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
24	GABRIEL AYEDAH	SCL		0249126199 gabriel@rhema-systems.com
25	Daniel Aboakwa	Rhema Systems & Associates Ltd		020 8295327 dabokwa@rhema-systems.com
26	Samuel Newman	Rhema Systems		0244276578 snewman@rhema-systems.com
27	Christabelle Barclay	Rhema Systems		0500240060 christabelle@rhema-systems.com
28	Christina Figbe	Qualtel		0202588807 cfigbe1@gmail.com
29	ALLEN STANLEY-MARBEN	DELECTIS GH LTD	AMS	0209200899 allen@delectis-gh.com
30	Akshay Teye	Pricewaterhouse		0202122999
31	Eugene Kallon	Deloitte		0244 289816 -
32	Kwame Plahar	Blue space Africa		0207405509 kwame@bluespaceafrica.com

REGISTER OF FIRM'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
33	Clara Osei-Tutu	Position Consultants		0540110387
34	Josh Ntodi	Position Consultants	JN.	
35	Joseph Appouman-Badu	Inlaks	JAB	0247-712794
37	Emelien Hanson	Inlaks		0044325770
38	Louis Nkoko	Inlaks		0233009650
39	Max Ada	Sahara Square		02669207
40	Roy Ntim	Mannschaft	RN	0558885095
41	Andrew	Estec	AJ	0205612492

REGISTER OF FIRMS/Service REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
42	Samuel Poko	PREVISION CONSULTANTS		0232019018
43	MICHAEL UKPONG	CRG CONSULTING		+234 8033473455
44	PRINCE BRITNEY	NOSMAY CO. LTD		0100535783 britney@nosmay.com office@nosmay.com
45	Kwadwo Offei - ESOM	VETERAN GROUP CO. LTD		0241585788
46	Sam Boateng	Experts		nanq5qnb3@gmail.com 0263375577
47	Raymond Wemegah	KPMG		rwemegah@kpmg.com 0505352163
48	Edem Abotorgah	KEPMG		0501224126
49	Tom Ntiador	TTCS/IOCO		ntiador@ttcghana.com 0208175883

REGISTER OF FIRMS REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
50	BERNARD K. AGRESTHE	Twenty Third Century TICS Systems		bernard@twentythird.com 0508794471
51	Kwasi Dankwa	ADB		Kwasi.dankwa@ay.dba.com 0247160261
52	RAS VICTOR BLESSO	VISION R4 R4S R4		mvq.com@gmail.com 0262305645 0551517118
53	Paul Buansi	BrainTrust Ltd		0244351441
54	Enoch Adjei-Dansu	LifeTrust Consulting (Oracle Metrowire partners)		0501516090 enoch@lifetrustconsulting.com
55				
56				

ANNEX 2

CLARIFICATIONS FOR ERP IMPLEMENTATION
BID REFERENCE: 5920100/IFB/CB/08/19

SI	Ref	Question	Answer
1			
2			
3			
4			