



Millennium Development Authority (MiDA)

MINUTES OF THE PUBLIC OPENING OF PROPOSALS

RFP: PROCUREMENT OF CONSULTANT SERVICES FOR MID-TERM AND FINAL EVALUATIONS

Ref No: 5750100/RFP/QCBS/07/19

Held at MiDA on 30th August 2019 at 15:00 Hours

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- | | |
|--------------------------|------------------------------------|
| • Ian Stewart | Procurement Agent Manager |
| • Kofi Amoako Marfo | Monitoring and Evaluation Director |
| • Kwabena Amponsa-Debrah | Procurement 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 15:05 hours with the opening of the Proposals since there were no consultant's representatives present.

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 Submission form and Record of Proposals opened and read out is attached at Annex 2.

5.0 CLOSING

The Meeting closed at 15::20 hours.

Annex 1



Millennium Development Authority (MiDA)

MID AND END OF TERM EVALUATION
PUBLIC OPENING OF PROPOSALS
RFP REF: 5750100/RFP/QCBS/07/19

PUBLIC OPENING OF PROPOSALS AS READ-OUT

VENUE: MiDA
DATE: 30 August 2019
TIME: 16:00 Hours

Attendance Register

NO.	NAME	ORGANIZATION	SIGNATURE
1			
2	<i>No CONSULTANT REPRESENTATIVES</i>		
3			
4			
5			
6			
7			
8			
9			

Annex 2



SUBMISSION FORM

RFP for the: Mid-Term and Final Evaluations

Ref No: 5750100/RFP/QCBS/07/19

Deadline for Submission: 30th August 2019 15:00 hours local time (Ghana)

No.	Name of Consultancy Firm	Name of Submitting Official	Date/Time Submitted	Signature
1	Fichtner FICHTNER GmbH & Co. KG	DHL	28/09/2019 10:06am	DHL
2	Derekson Limited	Fedex	28/09/19 11:15	Fedex
3	Lochan & Co Chartered Accountants	DHL	29/09/19 11:15	DHL
4	AH consulting & Muzesi Inc	Muzesi Inc	29/09/19 12:19	Muzesi Inc
5	Amant PwC	Amant Yaka	30-Aug-19 10:30	Amant Yaka
6	 			
7	 			
8	 			
9	 			
10	 			
11	 			
12	 			



Millennium Development Authority (MiDA)
 MID AND END OF TERM EVALUATION
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PUBLIC OPENING OF PROPOSALS AS READ-OUT ON 30 AUGUST 2019

No.	Name of Consultant	No. of Copies		Remarks
		Technical	Financial	
1.	FICHTNER GMBH & CO	1 + 4	YES	1 CD TECHNICAL
2.	DEREKSON LIMITED	1 + 4	YES	1 CD TECHNICAL
3.	LOCHAN ECO CHARTERS ASSOCIATES LTD	1 + 4	YES	1 CD TECHNICAL
4.	AH CONSULTING LTD	1 + 3	YES	1 CD TECHNICAL
5.	PWC	1 + 4	YES	1 CD TECHNICAL
6.				
7.				
8.				
9.				
10.				