



Millennium Development Authority (MiDA)

MINUTES OF PRE-PROPOSAL MEETING FOR CONSULTANCY SERVICES FOR THE PROVISION OF ENERGY EFFICIENCY PRE-TERTIARY SCHOOL CURRICULUM UPDATES

REF: 5630200/RFP/QCBS/06/18

HELD AT SWISS SPIRIT ALISA HOTEL, ACCRA ON 03 JULY 2018 AT
10:00 HOURS

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

Frank Mante	Procurement Director
Sylvester Ashong Ayayee	Energy Efficiency & DSM Project Manager
Priscilla Adjei-Darko	EEDSM Project Engineer
Kwabena Amponsa-Debrah	Procurement Officer
Robert Adongo	Procurement Officer
Albert Nyarko	Senior Monitoring & Evaluation Officer

CHARLES KENDALL AND PARTNERS

Ian Stewart	Procurement Agent Manager
Abigail Appiah	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 Energy Efficiency & DSM Project Manager at 10:10 with a prayer and 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. MiDA are in the CIF (Compact Implementation Funding) period to be used by Government and MiDA to facilitate the implementation of the Compact.

Consultants are advised to read the Compact on the MiDA website (www.mida.gov.gh).

4.2 The Activity Being Procured

The Energy Efficiency & Demand Side Management (EEDSM) Project Manager then provided an overview of the Compact and technical requirements for the Consultancy Services for the Energy Efficiency Pre-Tertiary School Curriculum Updates.

The presentation by the Project Manager of the Energy Efficiency & Demand Side Management (EEDSM) covered both the Compact and the technical requirements of the assignment. A copy of the presentation is attached.

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. 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 3rd August, 2018.**

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. 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. The Energy Efficiency & DSM Project Manager and Procurement Agent Manager both 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 **6th July 2018** 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 the company requirements be modified to evidence experience in energy instead of curriculum development?
2	Can the Consultants sub-contract partners or do they have to go into a Joint Venture or Association as indicated in the RFP?
3	Will the cost of the workshops be borne by the Consultants or MiDA?
4	With regard the Pre-testing phase, what is the minimum period for completion?

The Procurement Agent Manager advised 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.

The participants were also advised to ensure that Proposals contained as much information as possible, and if necessary with clarification notes in order to strengthen their Proposals and ensure there was no doubt in the mind of the Technical Evaluation Panel when evaluating Proposals.

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 (TEP) to evaluate them. If the Proposals are fully compliant with the requirements of the RFP and TOR, then Consultants stand a good chance of success.

The Energy Efficiency & Demand Side Management (EEDSM) Project Manager advised the participants that under the EE School Curriculum, MiDA is looking at 60 schools for the initial survey and 30 schools for the needs assessment.

The Senior Monitoring & Evaluation Officer informed the participants that the period for Pre-testing of the Instrument to be used for the pupils and students' knowledge survey is expected to be proposed by the Bidders as part of the methodology, and subsequently assessed by the TEP.

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 13th July, 2018** to all who have requested and received the RFP.

The following points were to be noted:

a) Anyone requesting the RFP following this meeting would also be provided with the Minutes of the Pre-Proposal Meeting, the presentations and any clarification question responses.

b) The Minutes, Presentations, and Clarification Question and Responses would also be placed on the MiDA Website.

5.0 CLOSING

The Meeting closed at 11:05 Hours.


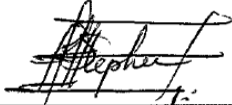
ANNEX 1 – LIST OF PARTICIPANTS



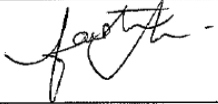


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 PRE-PROPOSAL MEETING – CONSULTANCY SERVICES FOR THE PROVISION OF
 ENERGY EFFICIENCY PRE-TERTIARY SCHOOL CURRICULUM UPDATES
 RFP: 5630200/RFP/QCBS/06/18

REGISTER OF CONSULTANT'S REPRESENTATIVES

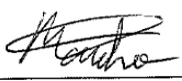




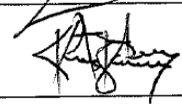
VENUE: ALISA HOTEL
 DATE: 3RD JULY, 2018
 TIME: 10.00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	Lucy Aklaiwu	World Education Inc		0267796257 laklaku@gh.worlded.org
2	Etue Stephen	World Education Inc		0267757671 setue@gh.worlded.org

REGISTER OF CONSULTANT'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
3	Faustina Afrima	DESL		0553286297 afrima@yahoo.com
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5	Adwoa E Sey	World Edu. Inc.		asey@gh.worlded.org
6	David K. Mills	WAD AFRICAN FORBES LTD		dmm@wadeo.ch
7	Arahat Mohammed	WAD AFRICAN FORBES LTD		0246617516
8	Michael Banner	World Education Inc.		0244676905

REGISTER OF CONSULTANT'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
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