



**Millennium Development Authority (MiDA)**

**MINUTES OF THE PUBLIC OPENING OF PROPOSALS**

**RFP: PROCUREMENT OF CONSULTANT SERVICES FOR THE HOUSEHOLD &  
ENTERPRISE SURVEYS**

**Ref No: 5740200/RFP/QCBS/11/19**

**Held at MiDA on 10<sup>th</sup> January 2020 at 15:05 Hours**

**1.0 PRESENT**

**MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)**

- Kwabena Amponsa-Debrah Procurement Officer

**PROCUREMENT AGENT (PA) REPRESENTATIVES**

- Ian Stewart Procurement Agent Manager, CKP
- Francis Baffoe-Ashun Procurement Expert, CKP

**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 went through the following:

- 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)

PROCUREMENT OF CONSULTANT SERVICES FOR THE HOUSEHOLD & ENTERPRISE SURVEYS  
Ref No: 5740200/RFP/QCBS/11/19

HELD AT MiDA, on 10<sup>TH</sup> JANUARY 2020 immediately after 15:00 Hours

PUBLIC OPENING OF SUBMISSIONS AS READ-OUT

VENUE: MiDA  
DATE: 10<sup>th</sup> JANUARY 2020  
TIME: Immediately after 15:00 Hours

### ATTENDANCE REGISTER

NO.	NAME	ORGANIZATION	SIGNATURE
1			
2			
3			
4			
5			
6			
7			

*No ATTENDEES*

Annex 2



**Millennium Development Authority (MiDA)**

PROCUREMENT OF CONSULTANT SERVICES FOR THE HOUSEHOLD & ENTERPRISE SURVEYS  
REF No: 5740200/RFP/QCBS/11/19

HELD AT MiDA, on 10<sup>TH</sup> JANUARY 2020 immediately after 15:00 Hours

PUBLIC OPENING OF PROPOSALS AS READ-OUT

No.	Name of Consultant	No. of Copies Submitted		Remarks
		Original	Copies	
1	SMJDATA	1	4	Plus Pen Drive and Financial Envelope presented
2	A2F Consulting	1	4	Plus Pen Drive and Financial Envelope
3	NORC at the UNIVERSITY of CHICAGO	1	4	Plus Pen Drive and Financial Envelope
4	PWC	1	4	Plus Pen Drive and Financial Envelope
5				

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