Millennium Development Authority (MIDA)

**MINUTES OF THE PUBLIC OPENING OF FINANCIAL PROPOSALS
FOR THE PROCUREMENT OF CONSULTANT SERVICES FOR THE HOUSEHOLD &
ENTERPRISE SURVEYS
Ref No: 5740200/RFP/QCBS/11/19**

**HELD AT THE CKP CONFERENCE ROOM, 3RD FLOOR, HERITAGE TOWER, ACCRA,
ON
11TH FEBRUARY 2020 AT 09:30 HOURS**

1.0   PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- Albert Nyarko   M&E Officer
- Kwabena Amponsah-Debrah   Procurement Officer

CHARLES KENDALL & PARTNERS (CKP)

- Ian Stewart   Procurement Agent Manager (PAM)
- Francis Baffoe-Ashun   Procurement Expert

CONSULTANTS/REPRESENTATIVES

The Attendance Register is attached as **Annex 1**.

2.0   OPENING

The Procurement Agent Manager opened the meeting at 9:30 hours, welcomed the lone
Consultant's Representatives present and thanked them for attending the Meeting.

3.0   PROCEDURE FOR OPENING

The following procedure was adopted for the opening:

- the Financial Proposal envelopes were inspected to ensure that all documents
  were present, intact and still sealed and not tampered with,
- the envelopes containing the Financial Proposals of those Consultants that have
  not attained the requisite pass marks to qualify at this stage were set aside,
- the Financial Proposal of the Consultant who attained the requisite pass mark to
  qualify at this stage was opened, numbered and date-stamped,
- the Financial Proposal was then checked as complete and signed and then the
  Total Financial Proposal price was read out as shown in Form FIN-1 of the RFP,

- the Minutes of the Public Opening of Financial Proposal were recorded which were then to be circulated to the Consultants at the earliest opportunity.

The Record of Financial Proposal Prices Read-Out is attached as **Annex 2**.

4.0   CLOSING

The Procurement Agent Manager, in closing the Meeting, gave the firm assurance that per the MCC Guidelines, MiDA and the Procurement Agent would ensure that the Proposal Evaluation Process was completed as soon as possible.

The Meeting closed at 09:38 hours.

Annex 1

Millennium Development Authority (MiDA)

FINANCIAL OPENING FOR THE PROCUREMENT OF CONSULTANT SERVICES FOR THE HOUSEHOLD & ENTERPRISE SURVEYS
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REGISTER OF CONSULTANT'S REPRESENTATIVES

VENUE: MiDA BOARDROOM, 4TH FLOOR, HERITAGE TOWER
DATE: 11TH FEBRUARY 2020
TIME: 09:30 Hours

NO.	NAME OF REPRESENTATIVE	CONSULTANT	SIGNATURE
1	Ruth Essuman	NORC / Kantar	_signature_
2	Samuel Odoom	NORC / Kantar	_signature_
3			
4			
5			
6			
7			

Annel 2

Millennium Development Authority (MiDA)

FINANCIAL OPENING FOR THE PROCUREMENT OF CONSULTANT SERVICES FOR THE HOUSEHOLD & ENTERPRISE SURVEYS

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RECORD OF PROPOSAL PRICES AS READ-OUT (11th FEBRUARY 2020)

Name of Bidders	Currency	Proposal Price USD	Proposal Price GHS	Proposal Signed (Y/N)	Remarks
NORC at the University of Chicago (in association with TNS RMS International (GH) Limited)	USD	770,784.00	—	Y	1 + 4 copies + PENDRIVE + FINANCIAL DETAILS

Name of MiDA Procurement Representative: *Kwabena Amponsa-Debrah* .... Signature ....

Name of Procurement Agent Representative: *IAn Stewart* .... Signature ....