



Millennium Development Authority (MiDA)

MINUTES OF PRE-BID MEETING FOR THE PROCUREMENT OF AC TEST LABORATORY HELD AT ACCRA CITY HOTEL, BARNES ROAD, ACCRA-NORTH ON 11TH FEBRUARY 2020 AT 10:30 HOURS.

REF: 5640200-02/IFB/CB/01/20

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

Sylvester A. Ayayee	Project Manager, Energy Efficiency & Demand Side Management (EEDSM), MiDA
Priscilla Adjei-Darko	Project Engineer, Energy Efficiency & Demand Side Management (EEDSM), MiDA
Richmond Owusu	Project Manager / MiDA EEDSM Project - Energy Commission Secretariat
Kwabena Amponsa-Debrah	Procurement Officer, MiDA
Robert Adongo	Procurement Officer, MiDA
Eunice Ayorkor Sallah	Procurement Support, MiDA
Ian Stewart	Procurement Agent Manager, Charles Kendall & Partners (CKP)
Francis Baffoe-Ashun	Procurement Expert, CKP
Esmond Mahama Anarigede	Procurement Officer, CKP

2.0 WELCOME ADDRESS & PARTICIPANTS' INTRODUCTION

The Meeting opened at 10:30am with prayers by Mr. Francis Baffoe-Ashun. Participants were requested to introduce themselves and the List of Participants is attached as Annex 1

3.0 TOPICS PRESENTED

3.1 Technical aspects of AC Test Laboratory

The Project Manager, EEDSM Project gave an overview of the technical aspects of the AC Test Laboratory, stating the project is for Ghana Standard Authority.

The main objectives of the Project implemented under this contract are;

- To construct a laboratory for the Ghana Standards Authority for performance testing of ductless Room Air Conditioning (RAC) systems with capacities up to 12 kW.
- To support the implementation of a national program for enforcing a Minimum Efficiency Performance Standards (MEPS) and performance labeling of ductless RACs systems.
- To construct a laboratory equipped with a Balanced Ambient Room Calorimeter (BARC) Test Chamber for evaluation of the capacity and performance of RACs in accordance with the ISO 5151 standard.

The Project Manager provided the summary of the technical requirements and packaging of the AC Test laboratory and urged Bidders to find out the details from the Bidding Document, from the ground and from the Baseline Studies.

- The Project Manager reiterated the need for Bidders to have experience in the supply, installation, testing and commissioning of an AC Test Laboratory as specified in the Contract and must demonstrate in their proposals where such an installation or installations were designed and built.

[Click here to view the full presentation.](#)

3.3 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.

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 outset and ensure that they are willing to produce the securities and guarantees in the formats given.

Clarification Questions and Responses – Participants were urged to ensure questions were submitted by email no later than Friday 14th February, 2020 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 Friday 21st February, 2020 stated in the IFB. The responses will be sent to all who have requested the IFB so any firms who have not requested the IFB should apply immediately to paghana@charleskendall.com to ensure they receive all the necessary documentation to inform their Bid.

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 and 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 as 13th March 2020 at 10:00 hours according to the clock in MiDA Procurement on the 4th Floor of Heritage Tower. All were warned that late bids would not be accepted.

[Click here to view full presentation](#)

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.

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 no later than 14th February, 2020 to the Procurement Agent (Charles Kendall & Partners) and MiDA at the e-mail addresses provided in the IFB which are recalled 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.

- 4.1 The Minutes of the Pre-Bid Meeting and responses and copies of the presentations would be circulated no later than 12th February, 2020 to all those who have requested and received the IFB.
- 4.2 Participants were asked to note that copies of the presentations shall be made available to Bidders as soon as possible;

5.0 CLOSING

The Meeting came to a close about 11:20 Hours.

ANNEX 1 – LIST OF PARTICIPANTS



Millennium Development Authority (MiDA)

PRE-BID MEETING – AC TEST LABORATORY

CB NO: 5610200 - 02/IFB/01/20

REGISTER OF FIRM'S REPRESENTATIVES

VENUE: ACCRA CITY HOTEL
DATE: 11TH FEBRUARY 2020
TIME: 10.00 HOURS

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	Clement Owusu-Danku	Outsource Support Services		0209335272
2	Benedicta Chigata Akidam	RIFE International		bakidam@rifeintl.com 0543691289

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REGISTER OF FIRM'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
3	EMMANUEL A-MIRKAT Osborn Millar	WAGTECH		info@wagtechgh.com emma@wagtechgh.com 0202222080/79
4	Osborn Millar	WAGTECH		Osborn@Yahoo.com 0260996065
5				
6				
7				
8				

ANNEX 2

CLARIFICATIONS FOR AC TEST LABORATORY
BID REFERENCE: 5610200/IFB/CB/01/20

SI	Ref	Question	Answer
1			
2			
3			
4			