



Millennium Development Authority (MiDA)

MINUTES OF THE PUBLIC OPENING OF BIDS

**PROCUREMENT OF AC TEST LABORATORY
BID REF. NO. 5610200-02/IFB/01/20**

**HELD AT THE MiDA BOARD ROOM, 4TH FLOOR, HERITAGE TOWER, ACCRA, ON
27th MARCH 2020 at 10:05 Hours**

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

- Sylvester Ayayee Ashong Energy Efficiency & DSM Manager
- Kwabena Amponsah-Debrah Procurement Officer
- Robert Adongo Procurement Officer
- Eunice Sallah Procurement Intern

CHARLES KENDALL & PARTNERS (CKP) – PROCUREMENT AGENT (PA)

- Kwasi Ansu-Tutu Senior Procurement Specialist (PA)
- Francis Baffoe-Ashun Procurement Expert (PA)

CONSULTANTS/REPRESENTATIVES

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

2.0 OPENING

The Senior Procurement Specialist opened the meeting at 10:05 hours and welcomed all present, thanking them for attending the Meeting. Participants were then made to introduce themselves.

3.0 AGENDA FOR THE MEETING

The Senior Procurement Specialist then outlined the Agenda for the meeting which was to:

- Inspect the Outer Bid boxes/envelopes to ensure all were present against the Bid; Submission sheet and all still sealed;
- Open the boxes/envelopes to ensure that the Bids were securely sealed;
- Open, number and date stamp each the Bid submitted by the due date and time;
- Read out Bids Prices to the hearing of all present;
- Allow Bidder representatives to confirm by signing the read-out prices; and
- Record the Minutes of the Public Opening of Bids which will then be circulated to all Bidders who submitted Bids before the deadline for the submission of Bids.

4.0 OPENING OF BIDS

The Bids were opened, and Prices read out and recorded. This is attached as **Annex 2**

5.0 CLOSING

In closing, the Senior Procurement Specialist gave a firm assurance that MiDA and the Procurement Agent would ensure that the Evaluation Process was undertaken by an independent Evaluation Panel and the outcome communicated to all Bidders as soon as possible.

The Meeting closed at 10:25 hours with thanks to the participants.

ANNEX 1



Millennium Development Authority (MiDA)

PROCUREMENT OF AC TEST LABORATORY
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REGISTER OF BIDDER'S REPRESENTATIVES

VENUE: MiDA Board Room, 4th Floor, Heritage Tower, Accra

DATE: 27th March 2020

TIME: 10:10 p.m.

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	EMAIL ADDRESS
1	GEORGE ATIAH A. TONGO	WAGTECH PROJECTS LTD	Info@wagtech.com.gh chris.stapleton@ wagtechprojects.com
2	Clement Owusu- Danko	Agrotec	Clement@outsource ghana.com andreelly@agrote-spa .net
3			
4			
5			
6			

ANNEX II



Millennium Development Authority (MiDA)

PROCUREMENT OF AC TEST LABORATORY
 BID REF. NO. 5610200-02/IFB/01/20

RECORD OF BID PRICES AS READ-OUT (27 MARCH 2020)

No	Name of Bidders	Bid Prices (USD)	Bid Security	Bid Signed (Y/N)	Discounts/Modification	Remarks	Bidder/Rep Signature
1	Messrs CR INTERTRADE LTD	1,233,000.00	STANDARD CHARTERED USD 40,000	Y	-	1 ORIGINAL 4 COPIES + PEN DRIVE	
2	Messrs WAGTECH PROJECTS LTD	1,981,841.81	STANBIC USD 40,000	Y	-	1 ORIGINAL 4 COPIES + PEN DRIVE	
3	Messrs AGROTEC	1,997,319.75	STANBIC USD 40,000	Y	-	1 ORIGINAL 4 COPIES + PEN DRIVE	
4	Messrs						
5	Messrs						

Name of Chairman, Bid Opening Panel: SYLVESTER A. AYAYEE
 Name of Member, Bid Opening Panel: Robert Adongo
 Name of Procurement Agent Representative: K A ANSU - DATU

Signature

Signature

Signature