



# Millennium Development Authority (MiDA)

## MINUTES OF PRE-PROPOSAL MEETING FOR CONSULTANCY SERVICES CUSTOMER OUTREACH, FACILITATION ASSISTANCE FOR NEW CONNECTIONS AND NORMALIZATION OF SERVICES

REF: 5420200/RFP/QCBS/03/19

HELD AT SWISS SPIRIT ALISA HOTEL, ACCRA ON 9 APRIL 2019 AT 10:00  
HOURS

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### 1.0 PRESENT

#### MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

Samuel Afram	Access Project Manager
Frank Mante	Procurement Director
Michael Ayekple	Access Project Officer
Kwabena Amponsa-Debrah	Procurement Officer
Robert Akongyuure Adongo	Procurement Officer

#### CHARLES KENDALL AND PARTNERS

Ian Stewart	Procurement Agent Manager
Esmond Anarigede	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 Procurement Director at 10:20 who 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 6<sup>th</sup> September, 2016. Consultants are advised to read the Compact on the MiDA website ([www.mida.gov.gh](http://www.mida.gov.gh)).

## 4.2 The Activity Being Procured

The Access Project Manager then provided an overview of the Compact and technical requirements for the Consultancy Services Customer Outreach, Facilitation Assistance for New Connections and Normalization of Services

The presentation by the Access Project Manager covered both the Compact and the technical requirements of the assignment. A copy of the presentation can be viewed [here](#).

## 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. The participants were asked to take note that the form of RFP is new, as of September 2018, and so those who had received earlier versions should check the revisions were all understood. 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 10<sup>th</sup> May, 2019**. All interested Consultants are advised to ensure that their submissions are brought to MiDA 4<sup>th</sup> floor tender box in good time, as late submissions will not be accepted.

**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, and in particular the new form of Notification of Award and the self-certification forms the winning Consultant will need to complete as part of the Contract. 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 can be viewed [here](#).

#### 4.4 **General Discussions, Clarifications & Decisions**

Discussions then centred on issues relating to queries and comments which had not previously been raised. Procurement Agent Manager 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 **12<sup>th</sup> April, 2019** to the MiDA and CKP e-mail addresses shown in the RFP to elicit a formal response.

These are [paghana@charleskendall.com](mailto:paghana@charleskendall.com) and [procurement@mida.gov.gh](mailto:procurement@mida.gov.gh).

The following questions were raised during the Meeting:

No	QUESTIONS
1	Can you clarify the experience requirements because form TECH-4 appears to be open ended but the evaluation criteria restricts the experience to five (5) years only? Is the evaluation criteria only to ensure the Consultant provides recent experience but TECH-4 can cover projects beyond that?
2	Can you explain the requirements for Financial Statements if a Consultant is to self-certify. Does this mean we would have to provide letters from our bankers and elsewhere to support the statements made?
3	When we ask for a debriefing can we ask for the comments, strengths and weaknesses from the evaluation report and our main scores for Organization, Approach & Methodology and Key Personnel?
4	The CV template looks as if it is for people who have been Consultants working on many projects. Can we provide similar detail if in the past we have only worked for one firm but cover the types of work that we covered in relation to the RFP?
5	Can a Consultant's representative sign on behalf of the individual(s) being proposed as long as they have that individual's permission to do so?
6	Can you confirm that we do need to provide the Level of Effort and inputs for Non-Key Personnel? It is not clear from the TECH forms but Form FIN-4 has to be completed for all the Key and other Personnel listed in Forms TECH-8 and 9?

The Procurement Agent Manager advised all firms who had not yet requested the RFP to do so by email to [paghana@charleskendall.com](mailto: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.

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 to evaluate them. If the Proposals are fully compliant with

the requirements of the RFP and TOR, and aligned with the evaluation criteria, then Consultants stand a good chance of success.

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 18<sup>th</sup> April, 2019** to all who have requested and received the RFP.

## **5.0 CLOSING**

The Meeting closed at 12:20 Hours.

**ANNEX 1 – LIST OF PARTICIPANTS**





**Millennium Development Authority (MiDA)**  
**PRE-PROPOSAL MEETING: CUSTOMER OUTREACH, FACILITATION ASSISTANCE FOR NEW CONNECTIONS AND NORMALIZATION OF SERVICES.**

**CB NO: 5420200/RFP/QCBS/03/19**

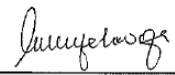

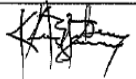
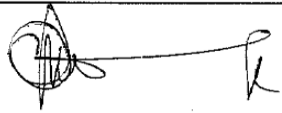

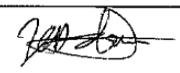
**REGISTER OF FIRM'S REPRESENTATIVES**

**VENUE: ALISA HOTEL**  
**DATE: 9<sup>TH</sup> APRIL, 2019**  
**TIME: 10:00 HOURS**

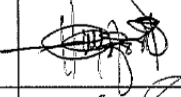
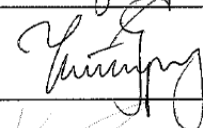
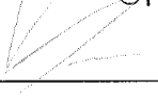
NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
1	Serehen Komba	Binserkoms Ltd		0242168143 abserkoms@yahoo.com
2	Araba Eghan	Colan Consult		arabaeghan@gmail.com 0243669091

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### REGISTER OF FIRM'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
3	Yvette Kuwornu	Colan Consult		0244210069 yvette.kuwornu@gmail.com
4	Cephas J Donkor	Innovative Services Ltd		020 813 6413 c.joneskd@gmail.com
5	CONSTANCE AGBENOHE VI	TATA POWER DELHI DISTRIBUTION LTD (TPDDL)		0249773903 consti.agbey@gmail.com tarun.katyan@tatapower-dell.com
6	Opimel Amek - Akompong	e.Services Africa Ltd		0204310018 opimel.ekompong@servicesafrica.com
7	Eni - Akompong	e-services Africa Ltd		0240515425 eni.ekompong@servicesafrica.com
8	Abdul - Gaffar Adam	Dentplan Consult		0244661458 gadam@dentplanconsult.org

### REGISTER OF FIRM'S REPRESENTATIVES

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
9	HAYFORD DORVILLE	eSERVICES		027731445 / 024492089 hayford.dorville@eservicesafrica.com
10	Yaw Sarpong	Deloitte		0501 320 937 ysarpong@deloitte.com.gh
11	Kwabena J Sarfo	Deloitte		0240100641 Kowusu.sarfo@deloitte.com.gh
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