

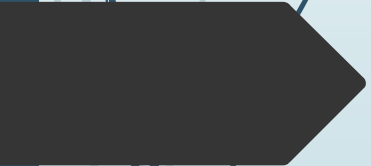


**Millennium Development Authority**  
Reducing Poverty through Economic Growth



# TRAINING WORKSHOP FOR PROSPECTIVE BIDDERS

**“Enhancing effective participation in MiDA contracts”**



**MCC PROGRAM PROCUREMENT  
GUIDELINES (PPG)**



# MCC Program Procurement Guidelines

- The MCC Program Procurement Guidelines (PPG) were originally developed by MCC's Procurement Staff based on the World Bank's "*Guidelines: Procurement Under IBRD Loans and IDA Credits, May 2004, revised August 2006*" and "*Guidelines: Selection and Employment of Consultants by World Bank Borrowers, May 2004, revised August 2006*".
- MCC adopted the most recent version of the MCC Program Procurement Guidelines in August 2015.
- Visit the MCC website at <http://www.mcc.gov>



# Interim Amendment Notices

- MCC issues notices of changes to the MCC PPG and the Standard Bidding Documents (SBDs)
- The Interim Amendment is effective as of the date of issue for all present and future procurement actions

# General Principles of the PPG

- a) Open, fair and competitive procedures used in a transparent manner to solicit, award and administer contracts to procure goods, works and services;
- b) Solicitations for goods, works and services shall be based upon a clear and accurate description of the goods, works or services to be acquired;
- c) Contracts shall be awarded only to qualified and capable contractors, suppliers and consultants that have the capability and willingness to perform the contracts in accordance with the terms and conditions of the applicable contracts and on a cost-effective and timely basis; and
- d) No more than a commercially reasonable price (as determined, for example, by a comparison of price quotations and market prices) shall be paid to procure goods, works and services.
- e) Past Experience, Environmental, Social, Health and Safety, and Labour standards matter.
- f) All Procurement and Fiscal actions are subject to extensive Audit.

# Procurement Plan

- **COVERS ALL THE PROCUREMENTS YOU EXPECT TO **START** IN THE SIX (6) MONTH PERIOD THAT THE PLAN COVERS; I.E. A SOLICITATION IS ISSUED.**
- **PLANS RUN FROM APRIL TO SEPTEMBER AND OCTOBER TO MARCH.**
- **PROCUREMENTS MUST BE ON AN APPROVED PLAN BEFORE A GENERAL PROCUREMENT NOTICE CAN BE ISSUED AND THE ACTIVITIES THEREON CAN COMMENCE.**
- **ACTIVITIES CAN BE MOVED TO THE NEXT PROCUREMENT PLAN IF THEY HAVE NOT COMMENCED.**

# Procurement Guidelines (1)

ISSUE	GUIDELINES
<b>LANGUAGE</b>	<p>MCC REQUIRES THAT ALL PROCUREMENTS VALUED US\$ 100,000 AND ABOVE ARE CONDUCTED IN ENGLISH.</p> <p>MIDA WILL ISSUE ALL SOLICITATION DOCUMENTS IN ENGLISH</p>
<b>CURRENCY</b>	<p>MCC USES ONLY US DOLLARS AND LOCAL CURRENCY.</p> <p>SUBMISSIONS CAN ONLY BE IN US DOLLARS OR GHANAIAN CEDI, OR A COMBINATION OF THE SAME.</p>
<b>ELIGIBILITY REQUIREMENTS</b>	<p>LEAD FIRMS/ORGANIZATIONS, SUB-CONTRACTORS/SUB-CONSULTANTS, AND KEY PERSONNEL ELIGIBILITY MUST BE VERIFIED USING THE SOURCES STATED IN THE PPG.</p> <p>ALL BIDDERS ARE CHECKED FOLLOWING SUBMISSION, AND BEFORE EVALUATION COMMENCES. THE WINNING BIDDER AND ANY KEY PERSONNEL ARE CHECKED AT THE END OF THE EVALUATION PROCESS AND BEFORE ANY CONTRACT IS AWARDED/SIGNED.</p>
<b>DOMESTIC PREFERENCE</b>	<p>NO DOMESTIC OR NATIONAL PREFERENCE IS ALLOWED ON MCC PROCUREMENTS.</p>

# Procurement Guidelines (2)

ISSUE	GUIDELINES
<b>ADVERTISING</b>	<p>TIMELY NOTIFICATION OF PROCUREMENT OPPORTUNITIES IS ESSENTIAL IN COMPETITIVE BIDDING.</p> <p>MiDA WILL PUBLISH A GENERAL PROCUREMENT NOTICE (GPN) TO POTENTIAL SUPPLIERS, CONTRACTORS AND CONSULTANTS TO COVER EACH APPROVED PROCUREMENT PLAN.</p> <p>A SPECIFIC PROCUREMENT NOTICE WILL NORMALLY BE ISSUED FOR EACH PROCUREMENT OVER US\$ 200,000.</p>
<b>ADVERTISING WEBSITES FOR GPN, SPN AND OTHER NOTICES</b>	<ul style="list-style-type: none"><li>• DEVELOPMENT GATEWAY MARKET <a href="http://www.dgmarket.com">http://www.dgmarket.com</a></li><li>• UNITED NATIONS DEVELOPMENT BUSINESS ONLINE <a href="http://www.devbusiness.com">http://www.devbusiness.com</a></li><li>• MiDA <a href="http://www.mida.gov.gh">http://www.mida.gov.gh</a></li><li>• INVEST IN AFRICA, AFRICAN PARTNER POOL <a href="http://investinafrica.com">http://investinafrica.com</a></li></ul>
<b>ADVERTISING MEDIA</b>	<p>DAILY GRAPHIC, GHANAIAN TIMES AND BUSINESS &amp; FINANCIAL TIMES. SPN's ALSO ISSUED TO LOCAL INSTITUTES, TRADE ASSOCIATIONS ETC</p>

# Procurement Guidelines (3)

ISSUE	GUIDELINES
<b>CONTRACTOR PAST PERFORMANCE REPORTING AND REFERENCES</b>	<ul style="list-style-type: none"><li>• MCC REQUIRE REGULAR REPORTING ON CONTRACTOR PERFORMANCE SO THAT BETTER INFORMED DECISIONS CAN BE MADE ACROSS MCC PARTNER COUNTRIES REGARDING AWARDING NEW CONTRACTS OR MAINTAINING CURRENT CONTRACTS.</li><li>• REFERENCES ARE ALSO REQUIRED TO BE PROVIDED AS PART OF BIDS/SUBMISSIONS.</li></ul>
<b>GOVERNMENT -OWNED ENTERPRISES (GOE)</b>	<ul style="list-style-type: none"><li>• A GOE IS NOT ELIGIBLE TO COMPETE FOR MCC-FUNDED CONTRACTS FOR GOODS OR WORKS.</li><li>• THIS DOES NOT APPLY TO EDUCATIONAL INSTITUTIONS, RESEARCH CENTERS, STATISTICAL, MAPPING OR OTHER TECHNICAL ENTITIES NOT FORMED PRIMARILY FOR A COMMERCIAL OR BUSINESS PURPOSE.</li></ul>



# Procurement Guidelines (4)

ISSUE	GUIDELINES
<b>EVALUATION PANEL QUALIFICATIONS APPROVAL</b>	<ul style="list-style-type: none"><li>• MCC MAY OPT-IN TO APPROVE THE TECHNICAL EVALUATION PANEL (TEP).</li><li>• MiDA SELECT TEP MEMBERS THAT ARE TECHNICALLY QUALIFIED AND POSSESS THE VARIOUS SKILLS REQUIRED TO EVALUATE ALL ASPECTS OF THE BIDS/PROPOSALS.</li><li>• ALL TEP MEMBERS ARE EQUAL.</li><li>• SCORING IS DONE BY CONSENSUS,</li></ul>
<b>PRICE REASONABLENESS ANALYSIS</b>	<p>THE ANALYSIS IS CONDUCTED FOR THE POTENTIAL WINNER OF THE CONTRACT:</p> <ul style="list-style-type: none"><li>• COMPETITIVE PRICES.</li><li>• HISTOPRICAL PRICES.</li><li>• CATALOGUE PRICES.</li><li>• PUBLISHED PRICES.</li><li>• INDEPENDENT ESTIMATE OR PLANNED BUDGET.</li><li>• COMPARISON WITH PRICES OF A SIMILAR ITEM.</li></ul>

# Procurement Types and Methods

**\*\*COMPETITION WHEREVER POSSIBLE\*\***

## **GOODS**

- ▶ SHOPPING (UNDER US\$ 200K OR US\$ 300K FOR VEHICLES) OR
- ▶ COMPETITIVE BIDDING (RFQ OR ICB)

## **NON-CONSULTANT SERVICES**

- ▶ SHOPPING (RFQ OR RFP)

## **IT SERVICES**

- ▶ COMPETITIVE BIDDING (IFB)

## **WORKS – COMPETITIVE BIDDING (IFB)**

- ▶ LARGE WORKS (FIDIC) - OVER US\$ 10M
- ▶ DESIGN BUILD
- ▶ SMALL WORKS OVER US\$ 1M
- ▶ PRE-QUALIFICATION – APPLICATIONS (PQL)
- ▶ SMALLER WORKS

# Procurement Types and Methods

**\*\*COMPETITION WHEREVER POSSIBLE\*\***

## **CONSULTANCY**

- ▶ QUALITY AND COST BASED SELECTION (QCBS) (RFP)
- ▶ QUALITY BASED SELECTION (QBS) (RFP)
- ▶ SELECTION OF INDIVIDUAL CONSULTANT (SIC) – NORMALLY UNDER US\$ 200K BUT CAN BE HIGHER
- ▶ CONSULTANTS QUALIFICATIONS (FOR FIRMS - CQS)
- ▶ SHORT LISTING – EXPRESSIONS OF INTEREST (REOI)

## **INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)**

- ▶ CONSULTANCY (HEAD CONTRACT AND TASK ORDERS)
- ▶ WORKS (HEAD CONTRACT AND WORKS ORDERS)

## **BLANKET PURCHASE AGREEMENTS (BPA)**

- ▶ GOODS OR CONSULTANCY (HEAD CONTRACT AND TASK ORDERS)



# Procurement Types and Methods

**DIRECT CONTRACTING (DC)** - DETAILED JUSTIFICATIONS REQUIRED TO MiDA (AND MCC OVER US\$ 50,000).

**SOLE SOURCE SELECTION (SSS)** – DETAILED JUSTIFICATIONS REQUIRED TO MiDA (AND MCC OVER US\$ 50,000) AND A CV IF AN INDIVIDUAL CONSULTANT IS REQUIRED.

**ONLY ALLOWED IN EXCEPTIONAL CASES** – CONTINUATION OF PREVIOUS WORK, EMERGENCIES; SHORT TERM (LESS THAN 6 MONTHS); ONLY ONE FIRM / INDIVIDUAL QUALIFIED AND/OR HAS THE NECESSARY EXPERIENCE.

**A LACK OF TIME BECAUSE OF FAILING TO PLAN IS NOT AN ACCEPTABLE REASON FOR A DIRECT CONTRACT OR SOLE SOURCE.**

# Where do we get Solicitation Documents?

## **NOTE THAT ALL SOLICITATION DOCUMENTS ARE FREE**

- ❑ THE SPECIFIC PROCUREMENT NOTICE REQUIRES INTERESTED BIDDERS/CONSULTANTS TO SEND AN E-MAIL, GIVING FULL CONTACT DETAILS OF THE CONSULTANT, TO THE MIDA PROCUREMENT AGENT AT [paghana@charleskendall.com](mailto:paghana@charleskendall.com).
- ❑ INTERESTED BIDDERS/CONSULTANTS MUST SEND TO THE PROCUREMENT AGENT A REQUEST INCLUDING:
  - FULL NAME AND PHYSICAL ADDRESS OF THE FIRM/PERSON
  - THE CONTACT PERSON OR PERSONS NAME(S) WHO ARE RESPONSIBLE FOR THE BID/PROPOSAL
  - THEIR TELEPHONE NUMBERS AND EMAIL ADDRESSES
- ❑ THE PA RETAINS A REGISTER OF ALL RESPONDENTS SO THAT ADDENDA OR CLARIFICATION QUESTION RESPONSES CAN BE SENT TO THE SAME PERSONS.
- ❑ IF YOU OBTAIN A COPY OF A SOLICITATION FROM ANOTHER FIRM AND DO NOT REGISTER WITH THE PA THEN YOU WILL NOT RECEIVE ANY ADDENDA OR CLARIFICATION QUESTION RESPONSES. YOUR SUBMISSION MAY THEN BE REJECTED.

# Pre-Bid or Proposal Meetings

ATTENDANCE AT PRE-BID/PROPOSAL MEETINGS IS NOT MANDATORY BUT IS ENCOURAGED.

- CHAIRMAN PROVIDES A SUMMARY OF THE COMPACT.
- PROJECT DIRECTOR PROVIDES A SUMMARY OF THE SPECIFIC ACTIVITY.
- THE PROCUREMENT AGENT PROVIDES GUIDANCE ON THE RFP/BID DOCUMENT AND PROCUREMENT ISSUES
- PA WILL ASK FOR ALL CLARIFICATION QUESTIONS TO BE PUT IN WRITING TO [paghana@charleskendall.com](mailto:paghana@charleskendall.com) with a copy to [procurement@mida.gov.gh](mailto:procurement@mida.gov.gh)
- THE QUESTIONS AND RESPONSES WILL BE CONSIDERED BY THE EVALUATION PANEL DURING THEIR EVALUATION OF THE SUBMISSIONS.

# Submission of Bids/Proposals

- THE SOLICITATION DOCUMENT STATES THAT SUBMISSIONS MUST BE DELIVERED TO THE TENDER BOX IN MiDA PROCUREMENT (HERTIAGE TOWER 4<sup>TH</sup> FLOOR) BY A SPECIFIC TIME (USUALLY 15:00 HOURS LOCAL TIME) AND DATE.
- MiDA PROCUREMENT ARE RESPONSIBLE FOR ENSURING ALL SUBMISSIONS ARE CORRECTLY RECORDED ON THE TENDER SUBMISSION SHEET ON THE TENDER BOX AND THAT THE ENVELOPE/PACKAGE IS PLACED IN THE TENDER BOX.
- ON THE DUE DATE AND TIME [BY THE CLOCK IN MiDA RECEPTION] BOTH MiDA PROCUREMENT AND PROCUREMENT AGENT REPRESENTATIVES DRAW A LINE UNDER THE SUBMISSIONS RECEIVED ON TIME AND CLOSE THE TENDER SUBMISSION SHEET BY SIGNING UNDERNEATH THE LINE.
- ALL BIDDERS ATTEMPTING TO SUBMIT AFTER THE TENDER SUBMISSION SHEET HAS BEEN SIGNED OFF ARE INFORMED THAT THEY ARE LATE AND THAT THEIR SUBMISSION CANNOT BE ACCEPTED. **“SUBMIT IN GOOD TIME AND DO NOT BE LATE”**
- THE SUBMISSIONS ARE THEN OPENED IN PUBLIC AND A RECORD OF THE PUBLIC OPENING MINUTES IS SENT BY THE PA, USUALLY THE SAME DAY, TO ALL THOSE WHO SUBMITTED.

# Evaluations (1)

- ALL MEMBERS OF THE TECHNICAL EVALUATION PANEL MUST BE TECHNICALLY QUALIFIED TO REVIEW AND EVALUATE ALL ASPECTS OF THE PROPOSALS. SPECIALISTS IN SUBJECTS SUCH AS M&E, AND ESH&S CAN ALSO BE INCLUDED ON THE PANEL.
- THE PA PREPARES A DRAFT EVALUATION REPORT TEMPLATE AND BRIEFS THE EVALUATION PANEL ON HOW TO COMPLETE IT. THE TEMPLATES DIFFER FOR GOODS, IT SERVICES, WORKS, AND CONSULTANCY.
- GENERAL COUNSEL ENSURES THAT THE PANEL AND FACILITATORS SIGN THE DECLARATIONS OF IMPARTIALITY AND CONFIDENTIALITY.
- THE PA IS RESPONSIBLE FOR FACILITATING THE EVALUATION PROCESS BUT MIDA PROCUREMENT AND PROJECT STAFF ARE ALSO REQUIRED TO FACILITATE TO ASSIST THE PANEL WITH ANY ADMINISTRATIVE OR TECHNICAL QUESTIONS THAT MAY ARISE DURING THEIR REVIEW OF THE SUBMISSIONS.
- **ONLY AUTHORISED FACILITATORS CAN ENTER THE EVALUATION ROOM – PA, MIDA PROCUREMENT, AND RELEVANT PROJECT DIRECTOR AND/OR APPROVED ALTERNATES.**



# Evaluations (2)

- PANEL MEMBERS WILL READ THE SUBMISSIONS AND THEN COMPLETE THE EVALUATION TEMPLATE AGAINST THE STATED CRITERIA IN THE IFB/RFP. THE STATED CRITERIA CANNOT BE CHANGED.
- ON CONSULTANCY SERVICES, AND IT SERVICES, THEY WRITE COMMENTS, STRENGTHS AND WEAKNESSES AND INDIVIDUAL SCORES AGAINST THE CRITERIA IN THE RFP.
- CONSULTANCY EVALUATION FINAL SCORES ARE DONE BY CONSENSUS METHOD (NOT AN AVERAGE) BUT INDIVIDUAL PANEL MEMBERS SCORES MUST ALIGN WITH EACH OTHER AND THE CONTENT/NUMBER OF STRENGTHS AND WEAKNESSES.
- PA AND MIDA ENSURE THAT THE PANEL ARE SATISFIED THAT THE FINDINGS AND CALCULATIONS IN THE REPORT WILL STAND UP TO AUDIT, DEBRIEFING OR BID CHALLENGE.
- THE PANEL SIGNS OFF THE REPORT BEFORE THEY DEPART THE EVALUATION VENUE.

# DEBRIEFINGS

- BIDDERS CAN REQUEST A DEBRIEFING TO ASCERTAIN WHY THEY DID NOT WIN OR WHERE THEIR SUBMISSION WAS DEFICIENT.
- DEBRIEFING RESPONSES ARE RESTRICTED TO THE IDENTIFIED FINDINGS, COMMENTS, STRENGTHS AND WEAKNESSES AND/OR CALCULATIONS IN THE EVALUATION OF THE BIDDER CONCERNED.
- MiDA CANNOT RELEASE INFORMATION ABOUT OTHER BIDS/ PROPOSALS OR COMMERCIAL IN CONFIDENCE INFORMATION (ESPECIALLY PRICING).



**Thank You**