

Millennium Development Authority (MIDA)

MINUTES OF THE PUBLIC OPENING OF PROPOSALS

DEVELOP ENERGY EFFICIENCY STANDARDS AND LABELLING LEGISLATIVE INSTRUMENTS RFP REF: 5610500/RFP/QCBS/11/18

HELD AT MiDA, on 1st FEBRUARY 2019 immediately after 15:00 Hours

1.0 PRESENT

MILLENNIUM DEVELOPMENT AUTHORITY (MIDA)

- Sylvester Ashong Ayayee Enerfy Efficiency & DSM Manager
- Kwabena Amponsa-Debrah Procurement Officer
 PROCUREMENT AGENT (PA) REPRESENTATIVES
- Ian Stewart Procurement Agent Manager, CKP
- Francis Baffoe-Ashun
 Procurement Expert, CKP

CONSULTANTS/REPRESENTATIVES

The Attendance Register is attached as Annex 1.

2.0 <u>OPENING</u>

The Procurement Agent Manager (PAM) opened the meeting at 15:05 hours and welcomed all present, thanking them for attending the Meeting.

3.0 AGENDA FOR THE MEETING

PAM then outlined the Agenda for the meeting which was to:

- Inspect the Outer Proposal envelopes to ensure all were present against the Tender Submission sheet and all still sealed;
- Open the envelopes to ensure that the Proposals were securely sealed and then separate Technical and Financial Proposal envelopes for each submission;
- Open, number and date stamp the Technical Proposals submitted by the due date and time;
- Record the Minutes of the Public Opening of Proposals which will then be circulated to all Consultants who submitted Proposals at the earliest opportunity.

4.0 OPENING OF PROPOSALS

The Record of Proposals were opened and read out, and is attached as Annex 2

5.0 <u>CLOSING</u>

In closing, PAM thanked all who were present, and gave the firm assurance that MiDA and the Procurement Agent would ensure the Technical Evaluation Process would be undertaken by an independent Technical Evaluation Panel expeditiously.

The Meeting closed at 15:22 hours with thanks to the participants.

Annex 1



Millennium Development Authority (MiDA)

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HELD AT MIDA, on 1ST FEBRUARY 2019 immediately after 15:00 Hours

PUBLIC OPENING OF SUBMISSIONS AS READ-OUT

VENUE:	MIDA
DATE:	1 st February 2019
TIME:	Immediately after 15:00 Hours

ATTENDANCE REGISTER

NO.	NAME	ORGANIZATION	SIGNATURE
1	KWAKU OSEI- SARPONG	RIFE INTERNATIONIAL BCEP	the .
2	RICHARD TORKOFNOO	SHAWBELL CONSULTING	Paleane
3	ABRAHAM AGYEMFRA	SHAW BELL COOPSULTING	Astalla
4	Asare Andrew	PIFE INTERNATIONAL BCLP	thethere
5			
6	14		
7			

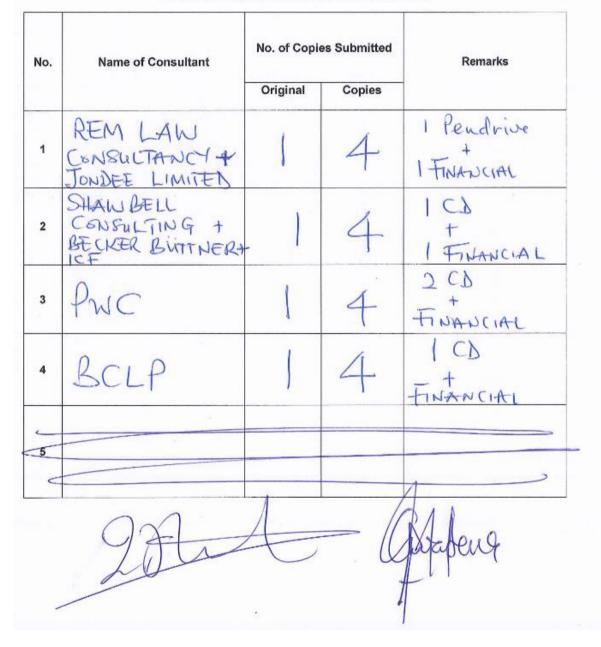




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PUBLIC OPENING OF PROPOSALS AS READ-OUT