



PROCUREMENT PROCEDURES & OPPORTUNITIES

**Millennium Development
Authority (MiDA)**

www.mida.gov.gh

www.mida.gov.gh/compact2

April 2015

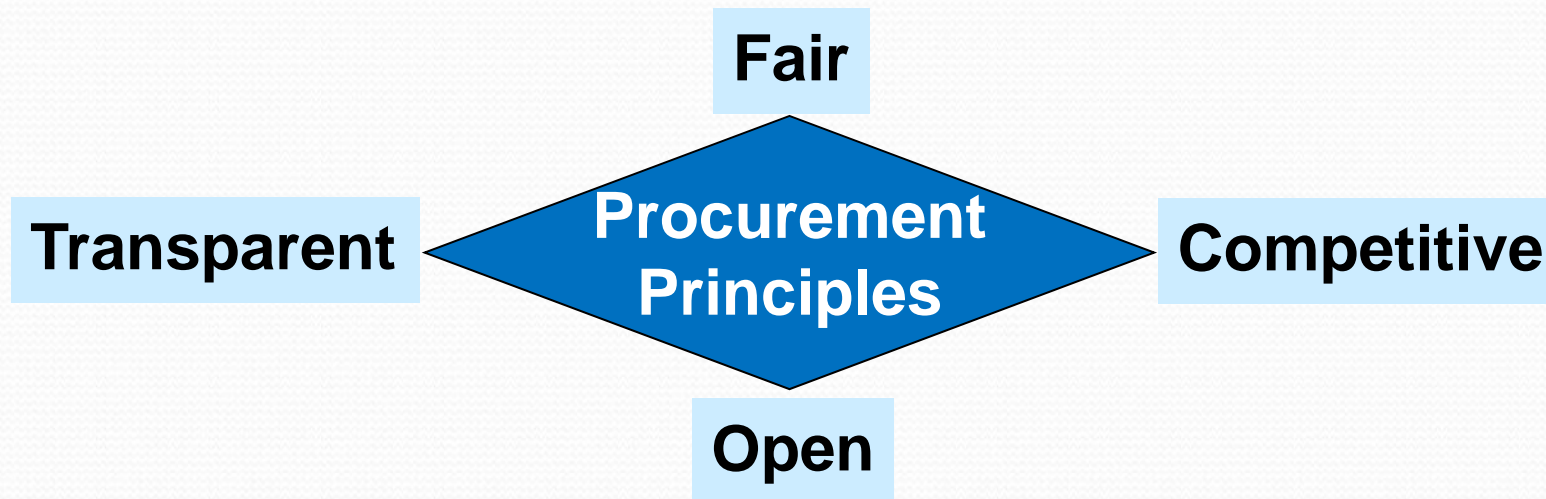
Outline of Presentation

- Introduction
- Procurement Arrangements
- MiDA's Procurement Principles
- Procurement Planning
- Advertising the Procurement
- Issue and Receipt of submissions (Proposals /Bids)
- Evaluation, Approval & Award of Goods, Works & Services Procurements and Key Comments
- What interested Bidders should look out for in Solicitation documents
- Common challenges for Bidders
- Potential Opportunities

Procurement Arrangements

- **Procurement Agent (PA) - Charles Kendall & Partners**
- **MCC Program Procurement - October 23, 2009 with Interim Guidelines (PPG) - Amendments 2010, 2011, 2013, 2014**
- **Solicitation Documents - Goods: - Shopping, ICB
Works: - Small & Large Works
Services: - Individual Consultant,
Consultant Services for Firms**

MiDA's Procurement Principles



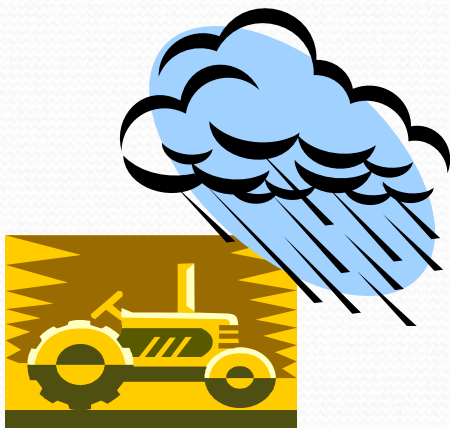
- Procurement Agent to ensure integrity of the process
- Open competition wherever possible
- No geographic or national preferences
- Government Owned Entities declarations
- Trafficking in Persons
- Independent and suitably qualified Evaluation Panels
- MCC and MiDA Board of Directors approvals over certain thresholds
- Price Reasonableness and CPPRS Reference Checks
- Bid Challenge System and Debriefings

Procurement Plan

- The Procurement Plan starts and drives the whole process - requires MCC and MiDA Board of Directors approval.
- It lists all Project Activities on which MiDA plans to commence the procurement of Goods, Works and Services during the next 6 month period of the Plan.
- It states the Component, Sub-Component, Activity, Type of Procurement, the Method of Procurement and the Budget.

Advertising the Procurement

- General Procurement Notice
 - For all open competition procurements listed in the Procurement Plan
- Specific Procurement Notice
 - For each open competition Procurement
- Notification of Award Notice
 - For all procurements



Areas of Advertisement

- MiDA Website and National Newspapers
 - GPN, SPN, all open competition opportunities, Notifications of Award
- dgMarket
 - GPN, SPN, all open competition opportunities over \$ 200,000, Notifications of Award
- UNDB
 - GPN, SPN, all open competition opportunities over \$ 200,000, Notifications of Award
- International Newspapers, Magazines, Overseas Missions
 - Usually for, but not limited to, specialist procurements

Issue of Solicitation Documents

- Bids Documents are sent to all applicants via e-mail and free of charge.
- Interested Parties can apply for the documents by e-mail to paghana@charleskendall.com with a copy to procurement@mida.gov.gh
- Addendums and Clarification Questions and Responses
- All solicitation documents issued by the PA.
- The SPN will confirm the mail addresses. Firms should supply their full name, physical address, name(s) of contact person(s) and their phone(s) and e-mail address(es).
- Imperative that the details given above are clear so that any subsequent notifications issued are received and acted upon.

Receipt of Bid Documents / Proposals

- Tender Box is on 4th Floor Heritage Tower next to office of MiDA Procurement Director
- Submissions must be received by the due date and time in the solicitation document
- Goods and Works Bids will be opened in public
- Consultancy Technical Proposals will not be opened in public. Only Financial Proposals will be opened in public
- All submissions to be registered on the Bid/Proposal Submission Sheet
- Late submissions will not be accepted
- All Bidders will be notified of the results of the Bid Opening
- Technical Proposals will be opened in front of the Evaluation Panel and all Bidders notified accordingly

Evaluation, Approval and Award Goods, Works & Services

- Evaluation Panel
- Evaluation Report (Goods, Works & Services)
- Negotiations / Discussion Meeting / Clarification
- Proposed (draft) Contract
- Contract Signing
- Independent Panel of suitably qualified experts facilitated by PA and MiDA Procurement
- Submitted for approval of MiDA Management & MCC.
- Successful Contractors, Suppliers & Consultants.
- Approved by MiDA Management & MCC/MiDA Board if required.
- On agreement but for Goods and Works usually after receipt of Performance Guarantees

Some Key Comments on the Procurement Process

- The MCC Program Procurement Guidelines (PPG) that define the policies and procedures must be adhered to at all times (www.mcc.gov)
- Procurement activities must be carefully planned
- GCC, PCC and Additional Provisions not negotiable
- Under SBD's a Procurement Process can take four (4) months from issue of an ICB/IFB/RFP
- MiDA Procurement, and the PA, work as a team with all stakeholders to achieve Targets.

WHAT BIDDERS SHOULD READ

Consultancy Services

- Instructions to Bidders
- Proposal Data Sheet
- Cover Letter – note attachments required
- Government Owned Enterprises Form
- Technical (TECH) and Financial (FIN) forms
- Terms of Reference
- Form of Contract
- Additional MCC Provisions

WHAT BIDDERS SHOULD READ

Goods

- Section 1 Instructions to Bidders
- Section 2 Bid Data Sheet
- Section 3 Qualification and Evaluation Criteria
- Section 4 Bid Forms - plus Price Schedules for Goods, Bid Security, Manufacturer's Authorization
- Section 5 Contract Forms - including form of Advance and Performance Guarantees
- Section 6 Schedule of Requirements - list of Goods and Related Services, the Delivery and Completion Schedules, the Technical Specifications and the Drawings

WHAT BIDDERS SHOULD READ

Works (1)

PART 1 – BIDDING PROCEDURES

- Section I Instructions to Bidders (ITB)
- Section II Bid Data Sheet (BDS)
- Section III Bid Review, Evaluation Criteria, and Bidder Qualification Requirements
- Section IV Bidding Forms

PART 2 – WORKS REQUIREMENTS

- Section V Works Requirements
- *Bill of Quantities*
- *Technical Specifications, and*
- *Drawings*

WHAT BIDDERS SHOULD READ

Works (2)

PART 3 – CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section VI	General Conditions of Contract (<i>GCC</i>)
Section VII	Particular Conditions of Contract (<i>PCC</i>)
Section VIII	Form of Notice of Intent to Award
Section IX	Annex to the Particular Conditions - Contract Forms

This last section contains forms which, once completed, will be part of the Contract such as the Letter of Acceptance, Contract Agreement, Performance Security, Advance Payment Security and Retention Money Guarantee.

Common Challenges For Bidders (1)

Goods, Works and Consultancy Services

- ❖ Bid or Proposal not signed
- ❖ Bid or Proposal Envelopes not correctly marked
- ❖ Power of Attorney for the person given authority to sign the Bid or Proposal **and** negotiate and/or sign the resulting Contract
- ❖ GOE forms not completed and/or signed
- ❖ JV or Association documents not produced
- ❖ References not provided for Bidder and/or Key Personnel

Goods Specific

- ❖ Bid Security has incorrect value and/or validity date
- ❖ Bid Securities not issued by acceptable Bank and/or NBF
- ❖ Environmental, Social, Health and Safety documentation missing
- ❖ Manufacturers Authorization not provided
- ❖ Bidders can submit before the due date stated on the Bid Document

Common Challenges For Bidders (2)

Consultancy Specific

- ❖ Clarification questions not asked by due date and time
- ❖ Technical and Financial Proposals submitted in one package and not in separately sealed envelopes
- ❖ Firms respond to TORs stating they will do **what** the TOR requires but not explaining **how**
- ❖ CV not in correct format and/or not signed

Works Specific

- ❖ Inadequate appreciation of MCC Standard Bidding Document as distinct from those from WB, AfDB, EU etc.
- ❖ Bid Security incorrect type, form, substance, value and/or validity date.
- ❖ Bid Securities not issued by acceptable Bank and/or NBFIs without correspondence local Banks in the case of foreign bidders.
- ❖ CVs not in prescribed format and in most cases not signed
- ❖ Lack of appreciation for levels of risks in GCC/PCC to be provided for in pricing.

Some Up Coming Procurements

- ECG Project Management Consultant
- ECG Technical Assistance Consultant(s)
- GIS and Data Collection
- Enterprise Resource Planning (ERP) System and System Integration
- Master Plan Consultant
- NEDCo Transaction Advisory Services
- NEDCo Technical Assistance Consultant(s)
- Energy Audit Consultant
- Survey Consultant
- Integrated Resource Plan (IRP) Consultant
- Data Quality Review Consultant
- Social & Gender Integration Plan (SGIP) Consultant
- MiDA Office Set-up Procurements (Goods, Equipment, Furniture etc)

Some Future Procurements ECG/NEDCo

- Upgrade of Data Centre and Communications Network
- Installation of a Geographic Information System (GIS)
- Technical Assistance for Tariff Applications
- Assistance to ECG Training Centre in Tema
- Installation of automated meter reading meters
- Replacement of legacy meters with pre-payment meters
- Low voltage bifurcation and network improvements
- Introduction of reactive power compensation for primary sub-stations
- Installation of bulk supply points with feeders
- Installation of primary substations
- Installation of outage management system
- Provision of specialized vehicles, tools and equipment for ECG
- Installation of a Customer information system

Some Future Coming Procurements

- Data quality audit and training
- Strengthening MOEP Performance Monitoring Unit
- Various studies to support Tariff Plan development, approval and implementation
- Infrastructure upgrades for targeted markets / economic enclaves
- Provision of metered public lighting in above markets / enclaves
- Electrification of targeted social institutions
- Various studies to understand the challenges MSMEs in targeted markets / enclaves experience in accessing electricity
- Various LNG financial, sourcing, pricing and transaction studies
- Development and enforcement of standards and labels
- Pilot tests on solar powered street lighting
- Conversion of conventional street lights to LED street lighting
- Improve Energy Auditing for industrial and commercial customers

Procurements

The Compact Document and the latest General Procurement Notice (GPN) are on the MiDA website – www.mida.gov.gh

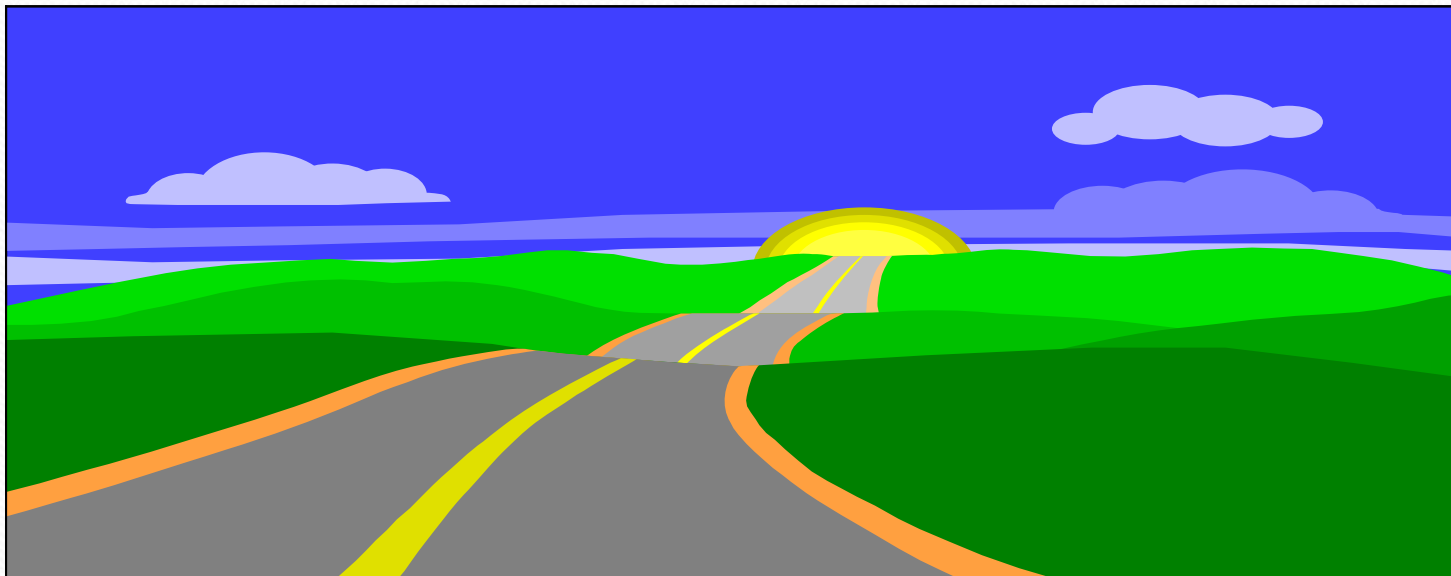
The GPN covers the activities which are planned to start between now and the end of September 2015.

The Compact, Annex 1 Program Description, provides an overview of the program and a description of all of the Component Projects and their sub-components.

Thank You.

**The journey begins with
Procurement**

Any Questions?



**Any Other Questions after this Workshop
may be sent to the email address below:**

**Title - Procurement Question(s)
info@mida.gov.gh**