



## **MILLENNIUM CHALLENGE ACCOUNT - MALAWI**

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### **Minutes of Proposals Opening Session**

**PROCUREMENT OF CONSULTANCY SERVICES FOR  
RESETTLEMENT ACTION PLAN AUDIT**

**RFP: PA/MCA-MW/MCC/IDA/SER/095/2016**

**MCA-MALAWI PROCUREMENT AGENT BOARD ROOM –**  
**KANG'OMBE HOUSE, CITY CENTRE**

**June 12, 2017**

## **1. Opening Remarks:**

The Proposals opening session was called to order by the Senior Procurement Specialist, Rakesh Kumar. Upon welcoming the members present, he informed them that the purpose of the meeting was for them to witness the opening session of the Proposals that were received. The Proposals Opening session took place at MCA-Malawi's Procurement Agent, Kang'ombe House at City Centre from 15:00 hours on June 12, 2017.

## **2. Introduction:**

A total of two (2) Firms submitted their Proposals for this procurement (Refer: **Annex I**, Register of Proposals Received) before the closing time of 15:00 hours on 12<sup>th</sup> June, 2017. No late proposal was received. The chairman of the public opening was the Senior Procurement Specialist.

## **3. Attendance:**

A representative from KPMG (Ms. Chipo Dube) was present during proposal opening. Two officials from MCA-Malawi (Mr. Enerst Msuku and Alexander Chalemba), and four officials from the Procurement Agent (Mr. Rakesh Kumar, MR. Zondani Kawonga, Ms. Martha Chizomola and Mrs. Enita Tembo) participated in the Proposal Opening Session. A detailed attendance list is attached to these minutes as **Annex II** – Attendance Register.

## **4. Proceedings:**

All parcels received from the Firms were placed in the MCA-Malawi's Procurement Agent Board Room visible to all participants. It was noted by the Chairman that all the proposals were in the same condition in which they were delivered. Parcels were received in conformity with the prescribed instructions in the RFP and were opened in the presence of the Chairman and all the members present.

The total number of copies of the proposals submitted by each firm was verified to ensure compliance with the requirement of the Request for Proposal Document. Pertinent details as per Section I and II, were readout allowed and recorded in the proposal opening checklist. Detailed opening checklists for both firms are attached to these minutes as **Annex III** – Proposal Opening Checklist.

## **5. Results:**

Presented below is a summary table of the results of the Proposals Opening Session:

<b>No.</b>	<b>Name of Firm/Firm</b>	<b>No. of Copies for the Applications Submitted</b>	<b>Soft copy/DVD(s) is included in the Envelope?</b>
1.	EOH, Coastal and Environmental Services	1 original & 4 copies	1 CD/Soft copy included
2.	KPMG Malawi	1 original & 4 copies	1 CD/Soft copy included

## **6. Other Observations and/or Comments:**

The Chairman informed the members present that the evaluation process will commence soon. The Chairman thanked the members present.

## **7. Closing**

The meeting was closed at 15:30 hours by the Chairman who thanked all the participants for attending the meeting.




### ***Attachments:***

***Annex I: Register of Proposals Received***

***Annex II: Attendance Register***

***Annex III: Proposal Opening Checklist***

### ***Attachments:***

<b><i>Annex I: Register of Proposals Received</i></b>	 Bid Reister.pdf
<b><i>Annex II: Attendance Register</i></b>	 Attendance Register.pdf
<b><i>Annex III: Proposal Opening Checklist</i></b>	 Bid Check list.pdf



MILLENNIUM CHALLENGE ACCOUNT MALAWI

PROCUREMENT OF RAP AUDIT

Ref: PA/MCA-MW/MCC/IDA/SER/095/2017

Deadline: 12 June, 2017. 15:00hrs  
REGISTER OF BIDS RECEIVED

	NAME OF BIDDER/COMPANY	DATE RECEIVED	TIME RECEIVED	DELIVERED BY	SIGNATURE
1	EOH Coastal & Environmental Services	9/06/17	8:54am	DHL	
2	KPMG	09/06/17	14:45	JMSITIM	[Signature]
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					



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**Proposal Opening**  
**PROCUREMENT OF CONSULTANT SERVICES FOR RESETTLEMENT ACTION PLAN AUDIT**  
**RFP: PA/MCA-MW/MCC/IDA/SER/095/2016**

**Place:** Board Room of MCA Procurement Agent at 1st Floor, West Wing, Kang'ombe House, City Center, Lilongwe.  
**Date & Time:** 12<sup>th</sup> June, 2017, 15: 00Hours

**ATTENDANCE REGISTER**

No	Name	Position	Organisation	Cell/Telephone	email
1	Chipo Dube	Advisory Manager	KPMG Malawi	0992367948	cdube@kpmg.com
2	Z. C. Kuvonye	Driver	CARPNE	0999929449	Driver
3	Martha Chizond	Adm. Asst	"	0993449321	Martha Chizond @cardno.com
4	Alexander Chalembe	Resettlement Officer	MCA-Malawi	0992012905	alexander.chalembe@ mca.m-gov.mw
5	Ernest A. Msukyu	PO	MCA-Malawi	0999535046	ernest.msukyu@mca-m. gov.mw
6	Raicesh Kumaram	SFR	CARDNO	0997963 703	raicesh.kumaram@ cardno.com
7	Enita Tembo	PS	Cardno	0999369309	enita.tembo@cardno.com



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### BID OPENING CHECK LIST

Reference: **RFP: PA/MCA-MW/MCC/IDA/SER/095/2016**

Name of the Project Activity: **PROCUREMENT OF CONSULTANT SERVICES FOR RESETTLEMENT ACTION PLAN AUDIT**

Date: **12 June 2017**

Name of Bidder KPMG Malawi

- (a) Is outer envelope of bid sealed? **YES**
- (b) Is bid form /Cover letter completed and signed? **YES**
- (c) Expiration date of bid: **YES**
- (d) Is documentary authority for signing/Power of Attorney enclosed? **YES**
- (e) Describe any "Substitution," "Withdrawal," or "Modification" submitted **NO**
- (f) Describe any alternative bid made: **NO**
- (g) Additional comments: **1 original 4 Copies 1 CD. Loose CTP attached 2 Copies**
- (h) Name of bidder or representative present: CHIPO DUBE

Signature of responsible official: Demba Date: 12/6/17

De AD de mba 12/6/17

Alfredos/17 Rakesh 12/6/17

Umbh. S 12/6/17

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### BID OPENING CHECK LIST

Reference: **RFP: PA/MCA-MW/MCC/IDA/SER/095/2016**

Name of the Project Activity: **PROCUREMENT OF CONSULTANT SERVICES FOR RESETTLEMENT ACTION PLAN AUDIT**

Date: **12 June 2017**

Name of Bidder: EDH Coastal and Environmental Services.

- (a) Is outer envelope of bid sealed? **YES**
- (b) Is bid form /Cover letter completed and signed? **YES**
- (c) Expiration date of bid: **YES**
- (d) Is documentary authority for signing/Power of Attorney enclosed? **YES**
- (e) Describe any "Substitution," "Withdrawal," or "Modification" submitted **NO**
- (f) Describe any alternative bid made: **NO**
- (g) Additional comments: **1 original, 4 copies, 1 CD**
- (h) Name of bidder or representative present: None

Signature of responsible official: [Signature] Date: 12/6/2017

[Signature]

[Signature]

[Signature]

Rakeph

[Signature]

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