



**GOVERNMENT OF LIBERIA
MILLENNIUM CHALLENGE ACCOUNT LIBERIA**

PRE-PROPOSAL CONFERENCE MINUTES

Ref: 4A1506/EP/010-1

**ELECTRICITY COST OF SERVICE STUDY (COSS) AND THE
DEVELOPMENT OF A COST REFLECTIVE ELECTRICITY PRICING
MODEL FOR LIBERIA ELECTRICITY REGULATORY COMMISSION
(LERC)**

August 1, 2019, 2:15 pm, local time, at MCA-Liberia Mt. Coffee Conference Room

Present:

Name	Entity	Email
Company Representatives Who Attended Physically		
1. Nathan F. Reeves	CSET/Multiconsult	nfreeves@csetliberia.org
2. Joshua Adebayo	Femab Properties/Pace Consulting	pml2000@yahoo.com
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5. Haresh Karamchandani	N.A.T.C	info@newafritech.com
Company Representatives on WebEx		
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1. Louise Thomson	MRC	louise.thomson@energy-mrc.com
2. Maya	MRC	msuh@mrc-consultants.com
3. Jorge Colomer	MRC	jcolomer@mrc-consultants.com
4. Ingar Flatlandsmo	Multiconsult Norge AS	ingar.flatlandsmo@multiconsult.no
5. Ananthi Bharadwaj	Castalia	Ananthi.Bharadwaj@castalia-advisors.com
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8. Ankit Bhardwaj	Feedback Infra	ankit.bhardwaj2@feedbackinfra.com
9. Richard Schlirf	Macro Consulting S.A.	rschlirf@macroconsulting.net
10. Guillermo Betolaza		gbetolaza@grupome.com
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19. Alexis Chatry	AF Mercados	alexis.chatry@afconsult.com
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30. Olamide Edun		olamide.edun@lhgp.com
31. Robert Griesbach	Hatch	robert.griesbach@hatch.com
MCA-Liberia, Procurement Agent and LERC		
Name	Entity	Email
1. Tshaka Dennis, PE	DCEO, MCA-L	dennist@mca.gov.lr
2. Jacob N.W. Slewion, Sr	Procurement Director, MCA-L	slewionj@mca.gov.lr
3. Jorge Lynch	Manager, MCA-L PA	jorge.lynych@cardno.com
4. M. Hady Sherif	Director of Energy, MCA-L	sherifh@mca.gov.lr
5. Aaron K.D. Cholopray	Procurement Manager, MCA-L	cholopraya@mca.gov.lr
6. Mako Shoaepane	Senior Procurement Specialist, MCA-L PA	mako.shoaepane@cardno.com
7. Dean E. Kulah	Procurement Specialist, MCA-L PA	dean.kulah@cardno.com
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A. Introduction

Jacob N.W. Slewion, Sr., Procurement Director, MCA-Liberia, welcomed the participants. He then handed over to the Procurement Agent Senior Procurement Specialist who highlighted each of the contents of the RFP, provided an overview and structure of the meeting.

B. The Purpose, Scope and Context of the Meeting

The Purpose of the meeting was to explain the technical and procurement aspects of the Request for Proposals (RFP) for the **Electricity Cost of Service Study (COSS) and the Development of a Cost Reflective Electricity Pricing Model for Liberia Electricity Regulatory Commission (LERC)** requirement, and to allow potential Consultants to request clarifications on what was discussed during the meeting.

C. Overview of the RFP and TOR

The Senior Procurement Specialist, Procurement Agent, took the participants through the Request for Proposals (RFP) on the procurement aspect, clearly outlining important elements which consultants need to be familiar with to submit responsive proposals in accordance with the requirements. Then came, M. Hady Sherif, Energy Director, who went through the important aspects of the Terms of Reference (Section V of the RFP) for the consultants to get a strong understanding of the technical requirements both for the firm and the key personnel.

There were four (4) companies represented physically and twenty-two (22) companies via WebEx (as indicated above).

The dates and important aspects of the RFP were emphasized for Consultants to have a detailed understanding of the requirements. Participants were then asked to send their request for clarification in writing before the deadline of **August 2, 2019** so that responses can be formally issued to all Consultants by close of business on **August 16, 2019**.

D. QUESTION & ANSWER SESSION

Participants present, as well as those through WebEx, were given an opportunity to ask questions and answers were provided. They were also informed that they will receive all the questions and responses through email.

The following are the questions and responses asked during the conference and other questions received will be responded to separately:

#	Consultants' Queries	MCA-Liberia's Response
1	Are we required to submit in one or two flash drives the electronic copies of both the Technical and financial proposals?	<i>Refer to Section I, Instructions to Consultants, (D), Submission and Opening of Proposals, ITC 17, Sealing and Marking of Proposals, and Section II, Proposal Data Sheet, ITC 17.3 of the RFP.</i>
2	In Section III. Qualification and Evaluation Criteria, ITC 23.1.1-c) proven experience of having completed successfully at least one (1) project for each assignment listed in 9.0.b within the last 5 (five) years... (page 43 of pdf document). Where do we find the list in 9.0.b?	<i>Refer to Addendum #2 to the RFP.</i>
3	The ToR mention the delivery of least cost network expansion plan and the availability of previous studies:	<i>In carrying out this Task, the Consultant shall take into account the documents listed under Task 4.4 of the Terms of Reference (specifically, the Consultant's work shall be based upon the documents</i>

#	Consultants' Queries	MCA-Liberia's Response
	<p>Do you expect a validation/critical analysis of the existing plans and possible adaptation - or do you expect the consultant to elaborate a fully new least cost generation-transmission and distribution option plan (which would require the use of mathematical programming software and updating all data regarding generation projects options, costs, etc.)?.</p>	<p><i>listed in a. and b.), where similar least cost expansion plans have been developed under various sensitivities and scenarios. The Consultant shall be reviewing these documents in the light of existing realities in order to develop an updated projected demand and expansion plan over the twenty-year horizon.</i></p> <p><i>The terms of reference indicate that this work is going to be mainly based on previous work done as listed with the Consultant's input being to provide an update that takes account of developments since the plans were produced. The focus is on the first five years, which will provide inputs for the COSS. The indicative trends to 20 years is to show the direction of changes in costs – whether they are likely to be increasing or decreasing. Given the size of the country's power system, this work is not expected to have the depth and complexity implied in the question.</i></p>

E. CLOSING REMARKS

MCA-Liberia Procurement Director closed the meeting at around 3:17 pm. by thanking participants and encouraging the consultants to adhere to the instructions as outlined in the RFP to submit responsive proposals.