



## Consulting Services to Support Public Relations Activities for Compact Closure

Reference Number: MCA-M/PROC/132

### QUESTIONS AND ANSWERS Clarification #1

Date: January 12, 2026

No	QUESTION	ANSWER
1	Will we submit a work plan for all assignments on January 16th?	<p>No. As set forth in Clauses 7 and 8 of the RQI document:</p> <p><i>“Interested consulting firms are requested to submit their Qualification Information as separate files in a single submission, using the Qualification Forms provided in Appendix 2 of this RQI.....”</i></p> <p><i>“After evaluating the qualifications, MCA-Mongolia shall invite the successful Consultants with a qualification evaluation score of <b>80</b> and above to submit a Combined Technical and Financial Offer.”</i></p>
2	When will we submit the work plan for Task 6?	As stated in response to Q1 - The successful Consultant(s) shall submit a Combined Technical - including work plans - and Financial Offer.
3	What is the lead time for submitting a quote for each assignment?	<p>As set forth in Clause 9 of the RQI document</p> <p><i>“The Consultant will be required to submit a proposed estimate of hours/amounts prior to each Task to the Coordinator. MCA-Mongolia will request consultants to provide services through individual task orders, specifying clear deliverables and a timeline for each engagement related to a specific event. ....”</i></p>
4	Can you explain in detail the methodology for calculating the budget for the task?	<p>As set forth in the Terms of Reference (Paragraph IV – Scope of Services):</p> <p>Any Task Order issued pursuant to the Contract shall be fixed price based on:</p> <p><b>- The Fully Loaded Hourly Rate of each Key Professional Personnel</b>, which shall be established based on the understanding that it</p>

		<p>includes remuneration of the required staff, communication, local transportation, office expenses, shipment of personal effects, direct and indirect costs and profit;</p> <p><b>- Fixed rates for the rental, transportation, and installation of all goods and equipment required under each Task Order.</b></p> <p>The Firm(s) may be required to submit the breakdown of the fixed price of the Task Order to show all required costs and expenses, including costs of the goods, equipment, labour and all other expenses affiliated with the performance of the services requested by each individual task.</p>
5	<p>With regard to Task 2, and specifically the ten episodes of the animated series related to water-related issues and stories.</p> <p>Please clarify whether these animations are expected to be produced by our team, or if they have already been produced and will be provided to us ?</p>	The animations shall be produced by a separate Consultant, and provided to the Public Relations Activities Consultant by MCA-Mongolia for the Animation Premiere and Dissemination.
6	Are all the animations for Task 2 ready?	Please refer to the response to question #5. The animations will be provided to the Public Relations Activities Consultant by MCA-Mongolia at the issuance of the relevant Task Order.
7	Should we only highlight key works from the past year? Or should we focus on the main three works from the past three years?	The Criteria and sub-criteria requirements for the Qualification of Consultant Firm are set forth in Clause 6 of the RQI document; and should be demonstrated in the submission of Qualification Information.
8	Is it correct to understand that financial guarantees and price proposals will be sent in two stages next time?	Yes. As stated in the response to Q1 - The successful Consultant(s) shall submit a Combined Technical and Financial Offer.
9	Can someone whose contract as a consultant with your company has not ended join again ?	<p>In the case of MCA-Mongolia staff or Individual Consultants, then no; as they would be currently contracted to MCA-Mongolia.</p> <p>In the case of individuals working for a consulting firm currently contracted with MCA-Mongolia, General Condition of Contract 32.5 (Prohibition of Conflicting Activities) in all consulting contracts states: <i>“The Consultant shall not engage and shall cause its Personnel as well as its Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional</i></p>

		<p><i>activities that would conflict with the activities assigned to them under this Contract.”</i></p> <p>If the individual is assigned full-time to another Contract, then this would be considered to be a conflicting activity; and not permissible. If, however, the individual was not full-time and/or was the Contract was Task Order based, then scheduling discussions can be made between the parties to ensure that no conflicting activity occurs.</p>
10	Can a consultant who worked with us jointly two years ago join again through a different company?	<p>As set forth in Clauses 4 and 5 of the RQI document</p> <p><i>“.....Firms <b>can</b> associate with other firms to complement or supplement their strengths.....</i></p> <p><i>.....In case of an association of firms, the Qualification Information shall include a copy of the Joint Venture/Association Intent Agreement entered into by all members. One of the members shall be nominated as being in charge, authorized to sign, incur liabilities and receive instructions for and on behalf of all members of the Joint Venture/Association; and the execution of the entire Contract, including payment, shall be done exclusively with the member in charge.”</i></p> <p>If the arrangements between the Offeror and a third party for the use of their staff as Key Professional Personnel does not result in an Offer with an Associate of Joint Venture Partner; the Offeror is solely responsible for that arrangement, with no reference in the Contract to the third party.</p>
11	I understood that it is about the distribution work of the animation videos that have already been done. Should the broadcast costs for the channels also be included?	Please refer to the response to question #1. The successful Consultant(s) shall submit a Combined Technical and Financial Offer, which shall include the required cost breakdown.
12	Is the budget set based on examples of previously announced works on the website?	There is a specific budget set for this procurement, which may be included in the Request for Combined Technical and Financial Offer(s) issued to the successful Consultant(s).
13	Will the event locations change? Have all orders been completed? Previously, could we visit to check the site size, etc. (USUG hall and others...)	Please refer to the response to question #1. The successful Consultant(s) shall submit a Combined Technical and Financial Offer. No Site Visits are planned for this procurement, as these are not necessary for Offerors to submit a Combined Technical and Financial Offer.