



MINUTES OF THE PRE-OFFER CONFERENCE

Consulting Service for Industrial Pre-Treatment Public Outreach Quality and Cost Based Selection (QCBS) Procurement ID: MCA-M/CF/WSSA/CS/08

Date: June 25, 2024

Time: 10:00-11:10 a.m.

I. INTRODUCTION

The Pre-Offer Conference for the Procurement of Consulting Service for Industrial Pre-Treatment Public Outreach was organized by the Millennium Challenge Account-Mongolia (“MCA-Mongolia”) in accordance with ITO 1.3 of Section II, Data Sheet (DS) of the Request for Offers (RFO).

The entire Pre-Offer Conference was conducted as an online event, using Zoom software.

II. AGENDA

1. Opening

- **Opening Remarks, and Overview of the Mongolia Water Compact**
Enkhtungalag Togtokh - Director, Procurement, MCA-Mongolia
- **Ground Rules**
Keith Treviss - Senior Procurement Specialist, Procurement Agent of MCA-Mongolia

2. Presentations

- **Consulting Services for Industrial Pre-Treatment Public Outreach**
Unurjargal Lkhanaa - Director, Sustainability, MCA-Mongolia
- **Important Aspects of the Procurement Process**
Keith Treviss - Senior Procurement Specialist, Procurement Agent of MCA-Mongolia
- **Tax Exemption and MCC’s AFC Policy**
Otgonbayar Byambanorov - Lawyer, MCA-Mongolia
- **Payment Process and Audit**
Mr. Luis Baires - Fiscal Agent Manager, Fiscal Agent of MCA-Mongolia

3. Q&A Session

III. PARTICIPANTS

Attendees: Thirteen (13) individuals representing more than ten (10) interested firms attended the Pre-Offer Conference. The List of Participants (with the exception of details of MCA-Mongolia personnel and its Consultants) is attached as **Annex 1**.

Participants from MCA-Mongolia:

No	Name	Title
1.	Unurjargal Lkhanaa	Director, Sustainability
2.	Saulyegul Avlyush	Sustainability Specialist
3.	Otgonbayar Byambanorov	Lawyer
4.	Enkhtungalag Togtokh	Director, Procurement
5.	Doljin Sumiya	Procurement Specialist
6.	Giorgi Tvalavadze	Procurement Agent Manager, Procurement Agent
7.	Keith Treviss	Senior Procurement Specialist, Procurement Agent
8.	Nino Ramishvili	Senior Procurement Specialist, Procurement Agent
9.	Baigali Ganbold	Procurement Specialist, Procurement Agent
10.	Luis Baires	Fiscal Agent Manager, Fiscal Agent

Minutes of the Webinar were taken by the Procurement Agent of MCA-Mongolia.

IV. OPENING REMARKS

Ms. Enkhtungalag Togtokh, Procurement Director of MCA-Mongolia opened the Pre-Offer Conference, welcomed the attendees, introduced the agenda, and emphasized that the purpose of the Pre-Offer Conference was to provide the representatives of potential consultants and interested firms with an opportunity to clarify the issues related to the RFO documents and the entire procurement process. She then presented an overview of the Mongolia Water Compact.

The Senior Procurement Specialist of the Procurement Agent, Mr. Keith Treviss introduced the ground rules and instructions on how to submit questions through the Q&A feature of Webinar to the participants. He then passed the floor to the other panelists for the presentations.

V. PRESENTATIONS

Panelists representing the MCA-Mongolia delivered presentations in accordance with the Agenda of the Pre-Offer Conference. All presentations made by the panelists of MCA-Mongolia are enclosed as **Annex 2**.

VI. QUESTIONS AND ANSWERS

After the presentations, MCA-Mongolia's Panelists answered questions from participants on the technical and procurement related details of the Consulting Services for Industrial Pre-Treatment Public Outreach and stated that written responses will be provided later. All questions were recorded and the formal responses to all questions-(Answers to Clarification Questions - Issue No. 2- Questions 12-15) are attached as **Annex 3**.

VII. CLOSING

Concluding the Pre-Offer Conference, Mrs. Enkhtungalag Togtokh, Director, Procurement, MCA-Mongolia thanked the participants for their interest in the event and noted that all participants will receive the Minutes of the Pre-Offer Conference, including the list of participants, all presentations made by MCA-Mongolia's panelists, and written answers to the clarification questions raised by the Participants.

The meeting was closed at 11:10 am, Ulaanbaatar time.

Offerors are reminded that the information in the RFO and the PowerPoint presentations is provided for the sole purpose of Offers Preparation, and not for public use.

Annexes:

Annex 1: List of Participants

Annex 2: PowerPoint Presentations

Annex 3: Questions and Answers (Answers to Clarification Questions - Issue No. 2 (Questions 12 through 15))

Annex 1: List of Participants
(with the exception of details of MCA-Mongolia personnel and Consultants)

No.	Full Name	Firm	Location
1	Gerel Orgil	EMPR - PR, Strategic communications	Mongolia
2	Shurka Tseden-Ish	-	Mongolia
3	Murun Tsogtbayar	-	Mongolia
4	Hongshu Yin	NAREE	China
5	Mengjue Wang		
6	Dulguundusal	EDUCATED ENTERPRISE LLC	Mongolia
7	Ариунцэцэг/ Хэвлэлийн хүрээлэн	-	Mongolia
8	Egshiglen	-	Mongolia
9	Ariunbileg Bat-Erdene	MONGOL CONTENT LLC	Mongolia
10	Chan Kwok Loon (Raphael)		China
11	-	PRESS INSTITUTE	Mongolia
12	Asher Svidensky	-	Mongolia
13	Davaasuren	-	Mongolia

Annex 2: Power Point Presentations

Power Point Presentations of the Pre-Offer Conference can be downloaded from the following link:

<https://www.dropbox.com/scl/fi/tr7hqem1anaqwbewvnks/Annex-2-of-Minutes-of-Pre-Offer-WSSACS08-IPP-Executed.pptx?rlkey=1ntv1bn7rmzcnuh0llan1t68j&st=tlqoa4th&dl=0>

Annex 3: Questions and Answers
(Answers to Clarification Questions - Issue No. 2 (Questions 12 through 15))



Consulting Service for Industrial Pre-Treatment Public Outreach (QCBS)
Procurement ID: MCA-M/CF/WSSA/CS/08

ANSWERS TO CLARIFICATION QUESTIONS – Issue No. 2
June 27, 2024

<i>Answers to Clarification Questions – Issue No. 2 (Q&A 12-15) sent to all registered Offerors on June 27, 2024</i>	
<i>Answers to Clarification Questions – Issue No. 1 (Q&A 1-11) issued to all registered Offerors on June 12, 2024</i>	
Question 12:	Will this zoom call recording be available offline as well, in case of our team need to revisit it?
Answer 12:	Minutes of the Pre-Offer Conference including the presentation will be distributed to all registered consultants and will be posted on the MCA-Mongolia’s website http://mca-mongolia.gov.mn .
Question 13:	Can you give an example of the flexibility in contents that the can be made?
Answer 13:	Please refer to the response to Question #1 of the Clarification #1 issued by MCA-Mongolia on June 12, 2024. In any case, the offer shall be based on the requirements of the RFO. During implementation, the parties will agree on details of implementation which will be detailed in the Public Communications Strategy and Implementation Plan.
Question 14:	Do you expect consultants to propose design/art direction?
Answer 14:	The employer is open to consider and accept the professional inputs and creativity from the Consultant during implementation, however this shall be specified and considered in the Public Communication Strategy of the Industrial Pre-treatment Outreach. During Phase-II, the Consultant will be

	responsible for Content Production. This phase also includes the design of the required contents.
Question 15:	Can you elaborate more about the indicative content? Are the numbers indicated in the indicative content for pricing purposes serve as the thresholds for minimum number of content?
Answer 15:	<p>The indicative numbers and dimensions/volumes shall be taken into consideration by the offerors during preparation of their Technical and Financial Offers.</p> <p>The indicative numbers shown in the table of an indicative content production plan, which can be found under PHASE-II: Content production of the Section V. Terms of Reference of the RFO, represent the maximum indicative numbers of the content and shall be considered by the offerors during the pricing of their Financial Proposals (Forms Fin-1; Fin-2 and Fin-3).</p> <p>The indicative numbers shown in the indicative content production plan can be adjusted based on the communication strategy to be developed by the consultant <u>during the contract implementation.</u></p> <p>During the Contract negotiations, MCA-Mongolia will request the Consultant with the highest combined technical and financial score to submit the detailed breakdown of the total price of Phase II (Tasks 3, 4, 5, and 6) indicated in the Form FIN-3 (Breakdown of Price by Activity), showing the fully loaded unit prices of each content listed in the table of an indicative content production plan.</p> <p>Then, the unit price of each content will be indicated in the final contract between MCA-Mongolia and the Consultant and will become the basis of potential contract amendment, if the indicative numbers shown in the content production plan are adjusted based on the final public communication strategy and implementation plan accepted by MCA-Mongolia.</p>