



MINUTES OF THE PRE-OFFER CONFERENCE

Consulting Services for Developing Laboratory Information Management System (LIMS)

Quality and Cost Based Selection (QCBS) Procurement ID: MCA-M/CF/WSSA/CS/07

Date: November 21, 2024

Time: 10:00 am. - 11:30 am.

I. INTRODUCTION

The Pre-Offer Conference for Procurement of Consulting Services for Developing Laboratory Information Management System (LIMS), was organized by the Millennium Challenge Account-Mongolia (“MCA-Mongolia”) in accordance with ITO 1.3 of Section II, Data Sheet 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**
Giorgi Tvalavadze – Procurement Agent Manager, Procurement Agent of MCA-Mongolia

2. Presentations

- **Consulting Services for Developing Laboratory Information Management System**
Odgerel Dalkhjav – Sustainability Consultant, MCA-Mongolia
- **Important Aspects of the Procurement Process**
Giorgi Tvalavadze – Procurement Agent Manager, Procurement Agent of MCA-Mongolia
- **Tax Exemption and MCC’s AFC Policy**
Otgonbayar Byambanorov - Lawyer, MCA-Mongolia
- **Payment Process and Audit**
Luis Baires - Fiscal Agent Manager, Fiscal Agent of MCA-Mongolia

3. Q&A Session

III. PARTICIPANTS

Attendees: Thirteen (13) individuals representing 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**.

Minutes of the Pre-Offer Conference were taken by the Procurement Agent of MCA-Mongolia.

IV. OPENING REMARKS

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 offerors and interested firms with an opportunity to clarify the issues related to the RFO document and the entire procurement process. She then presented an overview of the Mongolia Water Compact.

Giorgi Tvalavadze, Procurement Agent Manager introduced the ground rules and instructions on how to submit questions through the Q&A feature of the 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 LIMS 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 4-7) are attached as **Annex 3**.

VII. CLOSING

Concluding the Pre-Offer Conference, 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 11:30 am, Ulaanbaatar time.

Offerors are reminded that the information in the RFO and the PowerPoint presentations are 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 #2 (Questions 4 through 7)

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

No.	Full Name	Firm	Location
1.	Achitsaikhan Nergui	Nomadic Content LLC	Mongolia
2.	Odonchimeg Lkhagvasuren	Digital Medical LLC	Mongolia
3.	Amartogtokh Misha		
4.	Munguu S		
5.	Davaasambuу Batbold	IT System LLC	Mongolia
6.	Christine Madampage	VS One World	Singapore
7.	Undral Enkhtuvshin	Gerege Systems LLC	Mongolia
8.	Sadeepa Ravinath Palliyaguru	Not Indicated	-
9.	Unurtsetseg Gankhuyag	Not Indicated	-
10.	Baatar	Not Indicated	-
11.	Sarangerel Jigjidsuren	Not Indicated	-
12.	Egshig B.	Not Indicated	-
13.	Bolormaa Tsend-Ayush	Not Indicated	-

Annex 2: PowerPoint Presentations

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

<https://www.dropbox.com/scl/fo/suy9lg9ket4h5lqb9hnp6/AEqhK9C5dr--SJtElCzsHRk?rlkey=i0ypxyfuvysaxflc8lzh9pvk1&dl=0>

Annex 3: Questions and Answers



Questions and Answers Answers to Clarification Questions – Issue #2 (Questions 4-7)

<i>Question and Answer 1 issued to all registered Offerors on November 20, 2024</i>					
Question 4:	Shall both, the Financial and Technical offers be submitted before the deadline, but as a separate file?				
Answer 4:	Yes, an Offer shall include the Technical Offer and the Financial Offer as separate files. Pursuant to Clause 17.1 (f) of Section I (Instructions to Offerors) of the RFO “...The Technical Offer and the Financial Offer shall be submitted in separate files ...” Pursuant to Clause 17.1 (c) of Section I (Instructions to Offerors) of the RFO “...An Offeror who submits only the Technical Offer or only the Financial Offer have its entire submission rejected.”				
Question 5:	Regarding the reference, should we get reference from a government agency? Are there any requirements that should meet on the reference?				
Answer 5:	Pursuant to the requirements outlined in 'Form TECH-4' of the RFO , the Offerors must provide detailed information for each relevant assignment in which the Offeror or its Associates were legally contracted. This should include the assignments undertaken as an individual corporate entity or as part of a major company within an association, specifically for consulting services similar to those requested in the Terms of Reference included in this RFO. This shall include all MCC-funded assignments of a similar nature. For each assignment, the Offeror must provide the contact information (name and email address) of the client representative (The client can be a government agency, private sector entity, or any other type of organization).				
Question 6:	Is it mandatory to have experience with developing a Lab Management system?				
Answer 6:	Pursuant to the Mandatory Criterion outlined in Clause 3.4 (Evaluation Criteria), Section III (Qualification and Evaluation Criteria) of the RFO: The Offeror will be rejected at the discretion of the Accountable Entity if its Offer does not clearly demonstrate that it meets the following minimum mandatory criteria: <table border="1" data-bbox="305 1682 1463 1816"> <thead> <tr> <th>Ref</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>Mandatory Criterion</td> <td>One (1) successfully completed contract for the development of Laboratory Information Management Systems (LIMS).</td> </tr> </tbody> </table>	Ref	Item	Mandatory Criterion	One (1) successfully completed contract for the development of Laboratory Information Management Systems (LIMS).
Ref	Item				
Mandatory Criterion	One (1) successfully completed contract for the development of Laboratory Information Management Systems (LIMS).				

Question 7:	Can we sub-contract an entity with the experience?
Answer 7:	<p>Only experience of the Offeror or members of the Association or Joint Venture (Associates) will be considered during evaluation of the technical offers. “Associate” means any entity that is a member of the Association that forms the Offeror. A Sub-Consultant is not an Associate. The single entity or Association of entities comprising the Consultant must meet the general and specific experience requirements per Qualification Factor 3.7.4.2 and cannot rely on a Sub-Consultant to meet the general and specific experience requirements. Per the instructions for Form TECH-4, the Offeror is required to use Form TECH-4 to document the relevant experience of any Sub-Consultant that the Offeror is proposing to satisfy any specialized requirement under Qualification Factor 3.7.4.2. However, no specialized requirements are listed under Qualification Factor 3.7.4.2.</p> <p>Note that, while sub-consultants/subcontractors cannot be used to meet the experience and other qualification factors during the evaluation of technical offers, GCC 5.1 and 38.1 of the contract require MCA-Mongolia and MCC prior approval of a proposed subcontracting of any major item of the Services (as defined therein) and will require submission of information regarding the eligibility, qualification, and experience of the proposed sub-consultant/subcontractor.</p>