



## **MINUTES OF THE PRE-PROPOSAL CONFERENCE**

### **Consulting Service for Long-Term Sludge Management Plan and Feasibility Study of Sludge Landfilling and Processing**

**Ref No: MCA-M/CF/WSSA/CS/03**

Date: August 18, 2023

Time: 10:00 a.m.

#### **I. INTRODUCTION**

The Pre-Proposal Conference for the Procurement of Consulting Services for Long-Term Sludge Management Plan and Feasibility Study of Sludge Landfilling and Processing was organized by the Millennium Challenge Account-Mongolia (“MCA-Mongolia”), an accountable entity established to oversee the implementation of the Compact and was held in accordance with ITC 1.4 of Section II, Proposal Data Sheet (PDS) of the Request of Proposals (RFP).

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

#### **II. AGENDA**

##### **1. Opening Remarks**

- **Agenda and Ground Rules** – Procurement Agent
- **Welcome Message and an Overview of the Mongolia Water Compact** - Enkhgerel Enkhtuvshin CEO, MCA-Mongolia

##### **2. Presentations**

- **Consulting Services for Long-Term Sludge Management Plan and Feasibility Study of Sludge Landfilling and Processing** - Munkhdavaa Munkhjargal, Environmental Specialist, 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** - Munkhbat Renchinkhand, General Counsel, MCA-Mongolia
- **Payment and Audit** - Luis Baires, Fiscal Agent Manager, Fiscal Agent of MCA-Mongolia

##### **3. Q&A Session**

- **Questions and Answers Session**
- **Closing Remarks**

### III. PARTICIPANTS

No	Name	Title
<b>MCA-Mongolia</b>		
1.	Enkhgerel Enkhtuvshin	Chief Executive Officer
2.	Munkhbat Renchinkhand	General Counsel
3.	Unurjargal Lkhanaa	Director, Water Sector Sustainability Activity
4.	Tsetsgee Tulgaa	Sustainability Specialist
5.	Tsenguun Tumurkhuyag	Sustainability Specialist
6.	Saulyegul Avlyush	Sustainability Specialist
7.	Munkhdavaa Munkhjargal	Environmental Specialist
8.	Doljin Sumiya	Procurement Specialist
9.	Bilguun Munkhtur	Procurement Specialist
<b>Procurement Agent of MCA-Mongolia</b>		
10.	Giorgi Tvalavadze	Procurement Agent Manager
11.	Nino Ramishvili	Senior Procurement Specialist
12.	Baigali Ganbold	Procurement Specialist
<b>Fiscal Agent of MCA-Mongolia</b>		
13.	Luis Baires	Fiscal Agent Manager

**Attendees:** Fourteen (14) individuals representing maximum of twelve (12) potential consultants and/or interested firms attended the Pre-Proposal 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 Webinar were taken by the Procurement Agent of MCA-Mongolia.

### IV. OPENING REMARKS

Ms. Enkhgerel Enkhtuvshin, CEO of MCA-Mongolia, opened the Pre-Proposal Conference, welcomed the attendees, and emphasized that the purpose of the Pre-Proposal Conference was to provide the representatives of potential consultants and interested firms with an opportunity to clarify the issues related to the RFP documents and the entire procurement process. She then gave a brief overview of the Mongolia Water Compact.

The Procurement Agent Manager of the Procurement Agent, Mr. Giorgi Tvalavadze introduced the Agenda, 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-Proposal 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 raised by the participants on the technical and procurement related details of the Consulting Services for Long-Term Sludge Management Plan and Feasibility Study of Sludge Landfilling and Processing and stated that written responses will be provided along with the Minutes of Pre-Proposal Conference. All questions were recorded and the formal responses to all questions (Answers to Clarification Questions - Issue No.2 - Questions 6-12) are attached as **Annex 3**.

## VII. CLOSING

Concluding the Pre-Proposal Conference, Mr. Tvalavadze, thanked the participants for their interest in the event and noted that all participants will receive the Minutes of the Pre-Proposal Conference, including the List of Participants, all Presentations made by MCA-Mongolia's Panelists and all written answers to the clarification questions raised by the Participants.

The meeting was closed at 11:00 a.m. Ulaanbaatar time.

The Consultants are reminded that the information in the RFP Document and the PowerPoint Presentations is provided for the sole purpose of preparation of proposals, and not for public use.

### ***Annexes:***

*Annex 1: List of Participants*

*Annex 2: PowerPoint Presentations*

*Annex 3: Answers to Clarification Questions - Issue No. 2 (Questions 6 through 12)*

**Annex 1**  
**Consulting Service for Long-Term Sludge Management**  
**Plan and Feasibility Study of Sludge Landfilling and Processing (QCBS)**  
**Ref No: MCA-M/CF/WSSA/CS/03**

**ANNEX 1: MINUTES OF THE PRE-PROPOSAL CONFERENCE**

**Contact List of All Participants**

*(with the exception of details of MCA-Mongolia personnel and Consultants)*

#	Name of Attendees	Name of the Firm
1.	Not available	Not available
2.	Daria Ganbold	Not available
3.	Enhtulga Tumurbaatar	Not available
4.	Anudari Damdinkhorol	NCCS LLC (National Construction Consulting Services)
5.	Christopher Salazar	Msc. Water resources and Const.Mngmt.
6.	Galbadrakh Lkhagva	SETS Engineers
7.	Khangalsaikhan Bayaraa	Euro-Khan
8.	Munkh-Erdene Batkhuu	
9.	Tulga Mendjargal	
10.	Michael Wimmer	Fichtner GmbH & Co. KG
11.	Patrik Davis	Hazen and Sawyer
12.	Shajan Joykutty	
13.	Petr Novotny	Khaanza LLC
14.	Urankhaich Batsukh	Haya Innovators Ltd

## **Annex 2**

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

<https://www.dropbox.com/sh/7m60dz18zx14yok/AAAv1sEP1s6D9tMuUjDGJrS6a?dl=0>

**Annex 3**  
**Consulting Service for Long-Term Sludge Management**  
**Plan and Feasibility Study of Sludge Landfilling and Processing (QCBS)**  
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**ANNEX 3: ANSWERS TO CLARIFICATION QUESTIONS DURING THE PRE-PROPOSAL CONFERENCE**

<b>Questions and Answers (1-5) issued to all registered Consultants on July 31, 2023</b>	
<b>Question 6:</b>	Can we get the supporting documents beforehand?
<b>Answer 6:</b>	<p>The following reference documents will be provided to a winner Consultant according to the Clause 7. Reference Documents and Information, of Section V. Terms of Reference of the RFP:</p> <ol style="list-style-type: none"> <li>1. Preliminary Sludge Management Plan conducted by Tetra Tech Inc in 2018</li> <li>2. Characteristics of Sludge of CWWTP A Basic Design of Rehabilitation and Construction of Ulaanbaatar city Central Wastewater Treatment Plant conducted by Artelia Ville and Transport Inc in 2016.</li> </ol> <p>Additional information regarding the Compact and its related documents can be found on the MCC website (<a href="http://www.mcc.gov">www.mcc.gov</a>) as also indicated in the Clause 1 of the “Letter of Invitation Requesting Proposal” of the RFP.</p>
<b>Question 7:</b>	Will the list of participants of this webinar be provided?
<b>Answer 7:</b>	The presentations and the Minutes of the Pre-Proposal Conference, including list of the participants (excluding details of personnel of MCA-Mongolia and its consultants) and all written answers to the clarification questions raised by the Participants will be distributed to all attendees and will be posted on the website of MCA-Mongolia.
<b>Question 8:</b>	<p>What is the exactly financial requirement for main consultant and member of joint venture and for subcontractor? Is there any financial limit apart of submitting the financial statement for last there year?</p> <p><i>“Financial Criteria</i>  <i>by PDS ITC 12.5 (a), the Consultant shall provide evidence showing that it has the sufficient financial capacity needed for this Contract, as required in Form TECH-2A. Each Associate must provide the information required in TECH-2A.</i></p> <p><i>TECH 2A states provide :</i></p> <ul style="list-style-type: none"> <li>•Audited financial statements for the last three (3) years, supported by audit letters.</li> <li>•Certified financial statements for the last three (3) years, supported by tax returns.</li> </ul>

	<p>•Evidence of financing dedicated for the implementation of the consulting services as attested by an authorized representative of the Consultant”.</p>
<b>Answer 8:</b>	<p>According to the Table 3.7 (Qualification Table) of the Section III. Qualification and Evaluation Criteria of the RFP, the requirements of Sub-Factors 3.7.3.1 (Historical Financial Performance) and 3.7.3.2 (Financial Recourses) must be met by the Consultant (Single Entity or each member of the Joint Venture).</p> <p>The financial situation of the sub-consultants will not be evaluated according to requirement of the Factor 3.7.3 (Financial Situation) of the of the Section III. Qualification and Evaluation Criteria of the RFP.</p>
<b>Question 9:</b>	<p>What is requirement for partner of join venture or subcontractor in terms of experience: 3.7.4.1 Organization Capability and Technical Experience?</p>
<b>Answer 9:</b>	<p>According to the Table 3.7 (Qualification Table) of the Section III. Qualification and Evaluation Criteria of the RFP, the requirements of Sub-Factor 3.7.4.1 (Organization Capability and Technical Experience) must be met by the Consultant (Single Entity or all members of Joint Venture combined).</p> <p>Organizational Capacity and Technical Experience of the sub-consultants will not be evaluated according to requirement of the Sub-Factor 3.7.4.1 of the of the Section III. Qualification and Evaluation Criteria of the RFP.</p>
<b>Question 10:</b>	<p>There were some clauses in the RFP that above 100,000\$ sub-contractor should be approved by MCC. Please give more information on this requirement</p>
<b>Answer 10:</b>	<p>According to Clause 5 of the Section IV (General Conditions of the Contract) of the RFP: <i>If the Consultant intends to subcontract for a major item of its contracted Services (deemed major if valued in excess of \$100,000 USD) it shall seek the MCA Entity’s prior written approval of the subcontractor. Subcontracting shall not alter the Consultant’s obligations under this Contract.</i></p>
<b>Question 11:</b>	<p>Is it right that technical experience of sub-contractor is not evaluated and considered?</p>
<b>Answer 11:</b>	<p>According to the Table 3.7 (Qualification Table) of the Section III. Qualification and Evaluation Criteria of the RFP, the Sub-Consultant(s) Must meet at least one specialized requirement of Sub-Factor 3.7.4.2 (General &amp; Specific Experience).</p> <p>Organizational Capacity and Technical Experience of the sub-consultants will not be evaluated according to requirement of the Sub-Factor 3.7.4.1 of the of the Section III. Qualification and Evaluation Criteria of the RFP.</p>
<b>Question 12:</b>	<p>Reference Special Conditions of Contract (Part 2 Contract Documents): “GCC 10.5: <i>A resident project manager shall be required for the duration of this Contract</i>”.</p> <p>The draft contract in the RFP requires the project manager to reside in Mongolia during the entire contract. This will result in large costs for MCA due to expatriate</p>

	living and travel costs. May we propose interim visits by the Project Manager and when requested by MCA as an alternative approach to save costs (and ensure adequate resources to complete a robust and actionable study) to the Compact?”
<b>Answer 12:</b>	<p>As per requirement of sub-clause 10.5 (Resident Project Manager) of Section I. Instructions to the Consultants of the RFP, the Consultant shall ensure that at all times during the Consultant’s performance of the Services a Resident Project Manager, acceptable to the MCA Entity, shall take charge of the performance of such Services in the MCA Country.</p> <p>Responsibilities of the Resident Project Manager can be assigned to any Key or Non-key personnel of the Consultant. Therefore, the role of the Resident Project Manager may not be assigned to the Project Manager (Team Leader).</p>