



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

### **Procurement of Consulting Services for Public Relations Agency Services**

#### **RFP Ref No: MCA-M/Proc/048**

Date: August 25, 2023

Time: 10:30 a.m.

#### **I. INTRODUCTION**

The Pre-Proposal Conference for the Procurement of Consulting Services for Public Relations Agency Services 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** – Keith Treviss, Procurement Agent of MCA-Mongolia
- **Welcome Message** - Enkhtungalag Togtokh, Procurement Director, MCA-Mongolia

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

- **Overview of the Mongolia Water Compact** - Enkhtungalag Togtokh, Procurement Director, MCA-Mongolia
- **Consulting Services for Public Relations Agency Services** - Narantuya Battur, Acting Communication Director, 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 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.	Enkhtungalag Togtokh	Procurement Director
2.	Otgonbayar Byambanorov	Lawyer
3.	Narantuya Battur	Acting Communication Director
4.	Enkhbat Natsagdorj	Communication Specialist
5.	Doljin Sumiya	Procurement Specialist
6.	Bilguun Munkhtur	Procurement Specialist
<b>Procurement Agent of MCA-Mongolia</b>		
7.	Giorgi Tvalavadze	Procurement Agent Manager
8.	Keith Treviss	Senior Procurement Specialist
9.	Nino Ramishvili	Senior Procurement Specialist
10.	Baigali Ganbold	Procurement Specialist
<b>Fiscal Agent of MCA-Mongolia</b>		
11.	Luis Baires	Fiscal Agent Manager

**Attendees:** Twenty-Six (26) individuals representing maximum of Twenty-Three (23) 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 Pre-Proposal Conference were taken by the Procurement Agent of MCA-Mongolia.

### IV. OPENING REMARKS

Enkhtungalag Togtokh, Procurement Director 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 Senior Procurement Specialist of the Procurement Agent, Keith Treviss 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 Public Relations Agency Services 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 3-7) are attached as **Annex 3**.

## VII. CLOSING

Concluding the Pre-Proposal Conference, Mr. Keith Treviss, 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 12:00 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 3 through 7)*

**Annex 1**  
**Procurement of Consulting Service for Public Relations Agency Services (QCBS)**  
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**ANNEX 1: CONTACT LIST OF ALL PARTICIPANTS**  
*(with the exception of details of MCA-Mongolia personnel and Consultants)*

#	Name of Attendees	Name of the Firm
1.	John Stanfield	Gepadeux Media, LLC (USA)
2.	Taivan Nyamdorj	YBRAND AGENCY (Mongolia)
3.	Uuganbayar Ulziinemekh	Mind+ VMLY&R
4.	Dulguun Bayarbileg	NOMADIC CONTENT (Mongolia)
5.	Chinguun Ganbat	IOTA HOUS (Mongolia)
6.	Dulguun Munkhbayar	
7.	Nicole Brown	Head of the Table, LLC (USA)
8.	Jillian Randolph	Chaski Global
9.	Enkhzul Gulguu	Not available
10.	Ochirkhuyag Batdavaajav	Not available
11.	Оюунтуяа Аюушжав	Not available
12.	Purevkhoo Tserendorj	Not available
13.	Bat-Orgil Batbayar	Orgil Media (Mongolia)
14.	Dorjpagma Dugar	The Support Center for Development of Media and Press (SCDMP)
15.	Davaajargal Batdorj	Not available
16.	Sevag Balkorkian	DATASUMI LTD (UK)
17.	Myagmarsuren Galbadrakh	Not available
18.	Sainjargal Galbadrakh	United Arts Group LLC (Mongolia)
19.	Enkhtaivan Dagwasambuu	Not available
20.	Zolzaya Danjuu	Not available
21.	Nomuntugs Surmaakhorol	Not available
22.	Bayasgalan Sugarragchaa	Viral Partners (Mongolia)
23.	Chimednyam Purev-Ochir	Silver Co Advisory
24.	Zolboo Ganbat	Whyze Agency LLC (Mongolia)
25.	Bilguun Munkhjargal	
26.	Suvdgerel R	Devjikh Partners LLC

**Annex 2**  
**Procurement of Consulting Service for Public Relations Agency Services (QCBS)**  
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**ANNEX 2: POWERPOINT PRESENTATIONS**

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

[https://www.dropbox.com/sh/xnva2bm8npxkff4/AAAxN3WE2Nd7COi3TSM\\_PILua?dl=0](https://www.dropbox.com/sh/xnva2bm8npxkff4/AAAxN3WE2Nd7COi3TSM_PILua?dl=0)

**Annex 3**  
**Procurement of Consulting Service for Public Relations Agency Services (QCBS)**  
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**ANNEX 3: ANSWERS TO CLARIFICATION QUESTIONS RECEIVED DURING AND AFTER  
THE PRE-PROPOSAL CONFERENCE**

<b>Questions and Answers (1-2) issued to all registered Consultants on July 31, 2023</b>	
<b>Question 3:</b>	In terms of eligibility, the consultant must <b>certify the availability</b> of the personnel. What kind of documents are you referring to? Please kindly advise on an acceptable list of materials that deem as certification of availability.
<b>Answer 3:</b>	The Consultants are required to confirm the availability of the Key Personnel (Group II) with the required Qualifications / Experience, by completing the table indicated in the Form TECH-3. Organization of the Consultant, Section IV. A – Technical Proposal Forms (TPF) of the RFP.
<b>Question 4:</b>	In terms of developing the financial proposal, should we include in the calculation all the listed items i.e., brushes for the children and/or media engagement payments and/or printing of 300 copies of compiled materials etc.?
<b>Answer 4:</b>	<p>According to sub-clauses (2), (4) and (6) of “IMPORTANT NOTES” of the Form FIN-2 (Hourly Rates and Blended Rates) of the Section IV. B – Financial Proposal Forms (FPF) of the RFP, the hourly rates of the Key Professional Personnel (Group I) shall be established based on the understanding that it includes remuneration of all the support staff, international travel, communication, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profit, as well as costs of the goods, equipment and all other expenses affiliated with the performance of the services requested by each Task described in the Terms of Reference of this RFP.</p> <p>Additionally, the Table, Form FIN-2 Hourly Rates and Blended Rates, Section IV. B – Financial Proposal Forms (FPF) of the RFP and Table 2 through Table 8 in the Terms of Reference, give comprehensive information regarding the tools, equipment, venues, goods, and other items necessary for the implementation of each Task described in the Terms of Reference of this RFP.</p>
<b>Question 5:</b>	Audit letters, Financial Statements, Company certificates must be translated into English? Do you require a translator's stamp of proof?

<b>Answer 5:</b>	Based on the requirement specified in sub-clause 11.1 (Language of Proposal) of Section I. Instructions to Consultants (ITC) of the RFP, the supporting documents and printed literature shall be translated into English. Considering that translated documents will govern during the evaluation, the accurate translation shall be proofed by the Consultants.
<b>Question 6:</b>	The blended rate is inclusive of salary remuneration and all other costs (travel, goods, office expenses, etc.)? or should the hourly rate be inclusive of those costs?
<b>Answer 6:</b>	<p>Please refer to the response to question #4 above.</p> <p>Fully loaded Hourly Rate of each Key Professional Personnel (<b>GROUP I</b>) shall be established based on the understanding that it includes remuneration of Key Professional Personnel (<b>GROUP II</b>), all the support staff, international travel, communication, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profit, as well as costs of the goods, equipment and all other expenses affiliated with the performance of the services requested by each task of the Terms of Reference of this IDIQ RFP.</p> <p><b>BLENDING RATES (FOR EVALUATION PURPOSE ONLY):</b> For evaluation and comparison purposes, the total of the blended rates to be included in the calculation of the combined technical and financial score is the sum of all submitted blended rates for the base and both option periods proposed for all three members of the Key Professional Personnel (<b>GROUP I</b>).</p>
<b>Question 7:</b>	Is there a preference for Ulaanbaatar based firms/consultants for this RFP?
<b>Answer 7:</b>	No. According to the Sub-clause 25.13. of the Section 1 of the RFP: <i>"In accordance with the MCC PPG, a margin of preference for domestic Consultants or any other nationality shall not be used"</i> .