



**Request For Quotations Ref No: MCA-M/PROC/090**

**Procurement of Catering Services for MCA-Mongolia**

**ANSWERS TO CLARIFICATION QUESTIONS – ISSUE No. 1**

**March 07, 2024**

<b>Question 1:</b>	Is it required to fill out Attachment #1, #2, #4, and #5 forms of the <b>RFQ document for the Procurement of Catering Service</b> and upload all pages with all other instruction pages in PDF with stamp and signature? Or just remove the forms, fill them out, and upload them with a stamp and signature in PDF?
<b>Answer 1:</b>	<p>As set forth in Clause 3.(d) of the RFQ Document, Offerors should submit using the dropbox submission link the following Forms:</p> <ul style="list-style-type: none"><li>• A completed / signed and stamped Attachment 1 - <b>Form of Quotation</b>;</li><li>• A completed / signed and stamped Attachment 2 - <b>Price Form</b>;</li><li>• A completed Attachment 4- <b>Similar Experience Form</b>; and</li><li>• A completed Attachment 5- <b>Service Provider’s Reference</b>;</li></ul> <p>In Addition, as set forth in Clause 2. of the RFQ Document:</p> <ul style="list-style-type: none"><li>• Proof of registered legal trader/company, as required by the relevant Mongolian laws;</li><li>• Power of Attorney, Company Charter or any other document demonstrating that the person signing the form of quotation has been duly authorized to sign on behalf of the Service provider;</li><li>• Copy of the permit/certificate for the MNS 4946:2019 on food service establishment to provide the catering service;</li></ul> <p>Attachments 3 and 6 are not required to be submitted.</p>