



Request for Proposals Ref No: MCA-M/Proc/048
Procurement of Consulting Services for Public Relations Agency Services
ANSWERS TO CLARIFICATION QUESTIONS – ISSUE No. 2
(Clarification Question/Answer #3-7)

August 28, 2023

Questions and Answers (1-2) issued to all registered Consultants on July 31, 2023	
Question 3:	In terms of eligibility, the consultant must certify the availability 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.
Answer 3:	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.
Question 4:	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.?
Answer 4:	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. 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.
Question 5:	Audit letters, Financial Statements, Company certificates must be translated into

	English? Do you require a translator's stamp of proof?
Answer 5:	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.
Question 6:	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?
Answer 6:	<p>Please refer to the response to question #4 above.</p> <p>Fully loaded Hourly Rate of each Key Professional Personnel (GROUP I) shall be established based on the understanding that it includes remuneration of Key Professional Personnel (GROUP II), 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>BLENDED RATES (FOR EVALUATION PURPOSE ONLY): 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 (GROUP I).</p>
Question 7:	Is there a preference for Ulaanbaatar based firms/consultants for this RFP?
Answer 7:	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> .