

CLARIFICATION

(UNFPA.MNG.RFQ.21.003)

No: 02

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№	Question of bidder	Answer of UNFPA
1	<p>It was requested that the handout (or sample) developed by the organization and the consultant, is that correct? How to prepare this information? By book, cover photo, content, or a brief introduction? Or is it a guide to the design of handouts and promotional materials?</p> <p><i>(Тухайн байгууллага, зөвлөхийн боловсруулж байсан гарын авлага (sample)-ын танилцуулга гэсэн байсан, зөв ойлгож уу? Ямар хэлбэрээр энэ мэдээллийн бэлдэх вэ? Номоор нь уу, хавтасны зураг уу, агуулга уу, товч танилцуулга уу? Эсвэл хийх гэж байгаа гарын авлага, сурталчилгааны материалын дизайн танилцуулга гэсэн үг юм уу?)</i></p>	<p>A list of documents such as handouts can be submitted as a summary. It would include the title of the materials, designated readers, the authors, the year of publications, where it was prepared and published with what support.</p>
2	<p>Will the manual processing fee be calculated at the UN rate? Has this tariff changed?</p> <p><i>(Гарын авлагын боловсруулалтын хөлсний хэмжээг НҮБ-ын тарифаар тооцох уу? Энэ тариф өөрчлөгдсөн үү?)</i></p>	<p>It is not necessary to be guided by the UN rate for any kind of cost to be reimbursed. The financial offer is the one which would affect selection of the best offer. Therefore, it is good for you to keep the rate as low as possible.</p>
3	<p>Is there a limit on the cost of content and animation in the UN tariff?</p> <p><i>(Контент, анимешин хийх зардалын хязгаар НҮБ-ын тарифт заагдсан байгаа юу?)</i></p>	<p>There is no cost limit or guidance for the animation and content. It should be based on market oriented price/cost estimation.</p>
4	<p>Is it allowed to include tea and food cost in the training cost?</p> <p><i>(Сутргалтын зардалд цай хоолны төсөвийг зөвшөөрөх үү?)</i></p>	<p>It is allowed.</p>
5	<p>Will travel expenses be calculated at UN rates? Or will it be calculated according to the tariffs of the Ministry of Finance approved by the Government of Mongolia?</p> <p><i>(Томилолтын зардлыг НҮБ-ын тарифаар тооцох уу? Аль эсвэл МУ-ын ЗГ-ын баталсан Сангийн яамны тарифаар тооцох уу?)</i></p>	<p>It is not necessary to be guided by UN rate for any kind of cost to be reimbursed. The financial offer is the one which would affect selection of the best offer. Therefore, it is good for you to keep the rate as low as possible. However, the cost estimation should be realistic.</p>
6	<p>Is it necessary to collect quotations from 3 organizations to calculate the cost of printing? How to set the approximate price?</p>	<p>It is not necessary to have collected 3 quotations to calculate the cost of printing. The cost is the important aspect of the proposal to compete with other bids. So it should be as low as possible but realistic.</p>

	<i>(Хэвлэлийн зардлыг тооцохдоо заавал 3 байгууллагын үнийн санал цуглуулсан байх ёстой юу? Яаж баримжаалж үнэ тогтоох вэ?)</i>	
7	If the project consists of a team of experienced consultants from other organizations in addition to the organization's staff, will it be required to have a contract with each of the consultants? <i>(Төсөлд байгууллагын ажилтнаас гадна өөр байгууллагын туршилагатай зөвлөхүүдээр баг бүрдүүлбэл тухайн зөвлөхүүдтэй тус бүртэй гэрээ хийсэн байхыг шаардах уу?)</i>	Yes. If the project shall have an external experts, it is required to provide their written consent or agreement to be part of the project. For staff of other organization, a written agreement or letter of these organization is required.
8	Will a social security reference be required? <i>(Нийгмийн даатгалын лавлагаа шаардах уу?)</i>	It is not mandatory. But it can be included in the proposal.
9	Do you need a certificate of no tax debt? <i>(Татварын өргүй гэсэн тодорхойлолт шаардах уу?)</i>	It is not mandatory. But it can be included in the proposal.
10	Do you need a certificate from a specialized court archive? <i>(Шүүхийн төрөлжсөн архивын тодорхойлолт шаардах уу?)</i>	It is not mandatory. But it can be included in the proposal. The vendor shouldn't be in the list of sanction by UN. It can be traced by UNFPA in the system without additional effort by the bidders.
11	It was requested that financial audited report for the last 3 years to be submitted. Does this include the report for 2021? Or can the 2018-2020 reports be included? <i>(Сүүлийн 3 жилийн санхүүгийн аудит хийсэн тайлан ирүүлэхийг дурдсан байна. Үүнд 2021 оны тайлан орох уу? Эсвэл 2018-2020 оны тайлангууд орох уу?)</i>	Last three years would include 2018, 2019 and 2020.
12	Is the audit report necessarily translated into English? Do you need a certified translation? <i>(Аудитын дүгнэлтийг заавал англи хэл дээр орчуулсан байх уу? заавал баталгаат орчуулга шаардах уу?)</i>	It is not necessary to be translated into English.
13	Will the project proposal be sent in its entirety via the email provided in the guidelines? <i>(Төслийн саналыг бүхлээр нь удирдамжид өгөгдсөн емайлаар явуулах уу?)</i>	The proposal can be submitted in parts due to its size (volume). But all parts should be submitted to UNFPA via procurement@unfpa.org.mn before the deadline. Documents submitted after the deadline shall not be opened and considered.
14	Is it correct to understand that the project proposal will not be sent on paper? <i>(Төслийн саналыг цаасаар явуулахгүй гэж ойлгосон зөв үү?)</i>	Yes, it is correct.
15	Is it right to prepare a project proposal in English only?	Yes. It is correct.

	<i>(Төслийн саналыг зөвхөн англи хэл дээр бэлтгэнэ зөв үү?)</i>	
16	<p>Does the project manager need to have an advanced level of English? Do IELTS certificate required? Can the project team have member with fluent English instead?</p> <p><i>(Төслийн удирдагч заавал англи хэлний ахисан түвшний мэдлэгтэй байх хэрэгтэй юу? IELTS онооны баталгаа шаардах уу? Үүний оронд төслийн багт англи хэлэндээ fluently хүнээрээ орчуулга хариуцуулж болох уу?)</i></p>	<p>Dear Oyun egchee, it is the technical requirement of the project that would affect the success of the project. So the project team better provide their answer for that.</p> <p>Yes, it is a requirement, however, if there is any of the member in the team has an advanced level of English who can provide all required documents for the project proposal and its implementation once it is selected in English, would not require the project manager have an advanced level of English. But for the member of the team who would do the required work in English should be provided IELTS certificate to avoid the low quality documents and reports to be submitted to UNFPA.</p>
17	<p>Are the English language skills of all project team members important? Do you need a diploma or certificate to prove it?</p> <p><i>(Төслийн багийн бүх гишүүдийн англи хэлний чадвар чухал уу? Үүнийгээ баталгаажуулсан диплом, гэрчилгээ шаардах уу?)</i></p>	<p>Fluency in Mongolian is the mandatory requirement. Advanced knowledge of English is an advantageous requirement. So any document or evidence of English language proficiency would be submitted. See the above response for additional information.</p>
18	<p>Is it necessary to attach the first page of the university diploma and certificate to the CV of the project team members?</p> <p><i>(Төслийн багийн гишүүдийн CV-д диплом гэрчилгээний эхний хуудсыг хавсаргах шаардлагатай юу?)</i></p>	<p>Yes. Copy of Diplomas and any other relevant training certificates would be attached to the CV of the team members as an evidence.</p>
19	<p>Are there guidelines in Mongolian?</p> <p><i>(Монгол хэл дээр удирдамж нь байгаа юу?)</i></p>	<p>There is no guideline in Mongolian available.</p>
20	<p>In the Terms of Reference, 6 locations are not mentioned. Would you like to share the names of the target locations, so that we can reflect them on the quotation.</p>	<p>The sites are not yet selected, so the quotation can be calculated on an average basis by considering the longest, middle and shortest distance from UB.</p>
21	<p>Regarding the minimum requirements for team members, the experts should be composed of 5 supporting areas.</p> <p>A. Are they all full-time positions?</p> <p>B. If we are missing some of the experts, can we send the job descriptions instead of CVs beforehand during the planning process? or Can we change the staff after the awarding process in case we are chosen?</p> <p>C. Would you please give us more details on the team members?</p>	<p>D. It really depends on the proposal. If the project manager and any other key staff, consider a full-time staff is necessary.</p> <p>E. It is not recommended to change the staff during the project implementation as it would be the base of selecting the best offer. Change of the staff can be the reason to terminate the contract. However, if agreed by both parties, some staff but not the team leader can be replaced with other staff who would be evaluated as compliant with all the requirement of the ToR.</p> <p>F. Experience and qualification of the team members are one of the main criteria to select the best proposal. For more detail requirement, please refer to the bidding document, section team member's requirement.</p>
22	<p>There were 5 localities and 1 district. Do we choose? Have you chosen your target group?</p>	<p>The project will be implemented in 5 provinces and 1 district of UB. The sites are not selected yet as this</p>

	<i>5 орон нутаг 1 дүүрэг гэсэн байсан . Бид өөрсдөө сонгох юм уу? Танайхаас зорилтот бүлгээ сонгосон байгаа юм уу ?</i>	service provider selection process is going on concurrently with the Call For Proposal for project sites.
23	What is the budget limit? <i>Төсвийн хувьд хэдэн төгрөгний хязгаартай байгаа вэ?</i>	We don't provide budget orientation. The RFQ is the procurement method for procuring service between USD 5,000-USD 100,000.
24	Shall we submit our financial offer in USD or MNT? <i>Санхүүгийн төсвөө доллараар хийх үү, монгол мөнгөөр харьцуулж хийх юм уу?</i>	Offer should be in Mongolian National Tugrik (MNT).