

*Approved and updated by the Resolution No. 06
dated 16th November 2022 by the Council of
the Mongolian Football Federation*

Goods, works, and services procurement and bid selection regulation of the Mongolian Football Federation

Year of 2022

Content

I. Common rationale

1. Objective
2. Principles
3. Scope
4. Eligible bidders
5. Partnership
6. Improper procurement
7. Fraud and corruption
8. Bid Evaluation Committee

II. Bid selection

A. General provision

9. Two-phase open bid selection

B. Bidding documents

10. Information and announcement of the bid selection
11. Registration of bidders
12. Bid guarantee and bidding fee
13. Clarity of the bidding documents
14. Performance guarantee
15. Force majeure

C. Opening and evaluation of the bids and award of contract

16. Submission of the bids and valid term
17. Submission of the bids
18. Opening of the bids
19. Review of the bids
20. Evaluation of the bids
21. Award of the contract
22. Rejection of all bids

III. Dispute settlement and responsibility

23. Lodging a complaint regarding to the bid selection
24. Settlement of the complaint
25. Responsibility

GOODS, WORKS, AND SERVICES PROCUREMENT AND BID SELECTION REGULATION OF THE MONGOLIAN FOOTBALL FEDERATION

CHAPTER ONE. COMMON RATIONALE

Article 1. Objective

1.1. The purpose of this regulation is to ensure the proper functions of the financial activities of the Mongolian Football Federation (hereinafter referred to as the MFF) and to introduce the regulatory policies of the procurement of goods, works, and services required for the project (hereinafter referred to as the Bid) with the support of the Federation Internationale de Football Association (hereinafter referred to as the FIFA) and the Asian Football Confederation (hereinafter referred to as the AFC) and during the implementation of the joint project.

1.2. The bidding documents shall regulate the legal relations between the MFF (hereinafter referred to as the Client) and this regulation applies to the procurement of any goods, works, and services. The rights and obligations of the Client and the supplier of goods, works, and services shall be regulated not by this regulation, but by the bidding documents and the contract signed between the Client, the bidder, and the supplier of goods, works, and services.

Article 2. Principles

2.1. Bidders shall bear obligations to implement the project, conclude a contract under the project, provide high-quality goods, works, and services, and other obligations specified in the contract. As the Client, the MFF is obliged to ensure that its funding for the project is used efficiently and effectively.

2.2. The Client shall be based on the following three basic principles to procure any goods, works, and services and to organize the bidding:

2.2.1. Be economical and efficient in implementing the project and procuring related goods, works, and services;

2.2.2. Provide equal information and equal opportunities to all bidders competing for supplying goods, works, and services;

2.2.3. Ensure the transparency of procurement.

2.3. If the project is of huge amount and international or the project with procurement regulation and procedures is specified for the project and the relevant circumstance shall be reflected with this regulation.

2.4 The open competition shall be considered as the basis for efficient and transparent procurement. The Client shall select the most appropriate method for each procurement process.

Article 3. Scope and value

3.1. The Open Bid procedure stated in this regulation shall apply to all procurements of goods, works, and services valued at MNT 80,000,001 (eighty million and one) or more, financed wholly or partially by the FIFA, AFC, and MFF.

3.2. The open bidders must meet the following principal criteria:

3.2.1. The good, works and services must fully comply with the main content of the project and meet the quality requirements;

3.2.2. To be able and have a capacity to supply goods, provide services, and perform the required works within the specified time;

3.2.3. The offered value must not adversely affect the economic and financial capacity of the project.

3.3. The following bids shall be followed in the bid selection:

No	Type	Value	Official in charge
3.3.1	Bidding procedure	More than MNT 80,000,001	MFF President shall sign a contract with the successful bidder.
3.3.2	Comparison method / compare bids submitted by at least 3 companies/	MNT 50,000,001-80,000,000	MFF President shall sign a contract with the bidder selected from the comparison.
		MNT 30,000,001-50,000,000	The Secretary General shall sign a contract with the bidder selected from the comparison.
3.3.3	Award of direct contract	Up to MNT 30,000,000	The Secretary General shall decide within the scope of his authority.
3.3.4	Special mode /shall not use comparison and open tender method/	More than MNT 50,000,001	MFF President shall sign a contract.
		Less than 50,000,000	The Secretary General shall sign a contract.

3.4. Other procedures may apply to the procurement of goods, works, and services contract which applies to the MFF's activities or in which the MFF participates as the Client although not financed by the FIFA, AFC, or MFF and the relevant procedure shall reflect the obligations of bidders to implement the project accurately and efficiently as well as the Client's requirements.

Article 4. Eligible bidders

4.1. The MFF shall allow all bidders to offer goods, works, and services for any of its project to promote fair competition. Bidding conditions are limited to the principal criteria to ensure the bidder's ability to perform the contract.

4.2. The MFF (Client) is prohibited to propose any bidder to refuse its participation in the bidding for any reason beyond its capacity and resources to successfully implement the contract, as well as other bidders are forbidden to propose the Client to exclude other bidders for this reason. Therefore, technical and financial capacity criteria for the bidders shall be followed strictly for the evaluation to ensure the bidder's ability to implement the contract.

4.3. Conditions which are not subject to the above regulation and not to create any bidding authority:

4.3.1. If the court or the competent authority has established that the bid was agreed upon in advance, the competitor was misled by the actual conditions of the bidding, and they were pressured;

4.3.2. The bidding documents were forged;

4.3.3. The bidding documents were incomplete.

4.3.4. The deadline for submission of the bids was exceeded.

4.4. Legal entities with foreign, international, and transnational investments may participate in the bid selection. In this case, this regulation shall be in force.

Article 5. Partnership

5.1. Any legal entity, individually or jointly with a domestic or foreign legal entity, may participate in the bidding process by submitting its bids. In this case, the MFF shall include the bidding terms, which require the relevant entity to join in a partnership or other forms, in the bidding documents.

Article 6. Improper procurement

6.1. The MFF shall procure or finance goods and services under this regulation.

6.2. Although the procurement specified in Article 3.5 of this regulation was not carried out by the regulation or the contract made under the bid was signed with the MFF approval, if the MSE considers that the permission was issued based on incomplete, incorrect, or misinformation, or that the terms of the contract have been changed without MFF's consent, the MFF shall be authorized to declare it as an improper procurement.

6.3. If the MFF announced the selected bid as an improper procurement, the portion of the financing allocated for the improperly procured goods, works, and services will be revoked.

6.4 In some cases, the MFF may agree to re-bidding after announcing the improper procurement. Alternatively, the MFF may accept the procurement after taking steps to remedy the other breaches specified in the contract if the bidding outcome is considered to be correctable.

Article 7. Fraud and corruption

7.1. The MFF's anti-corruption policy requires bidders to adhere to high ethical standards during the procurement and the contract implementation.

(a) Within the scope of this provision, the following terms shall be defined as follows:

(i) "Corruption" means the direct or indirect offer, transfer, acquisition, or request of tangible or intangible property to unduly influence the activities of other bidders;

(ii) "Fraud" means an act of intentionally misleading or attempting to mislead any party, omitting facts, or making false statements to benefit financially or avoid any liability;

(iii) "Coercive act" means the direct or indirect damage or threat of damage to any party or its property to unduly affect the activities of any party;

(iv) "Verbal conspiracy" means an agreement between two or more parties to achieve an improper goal, including the improper influence of the other party's activities.

(b) Award of the contract shall be refused if the bidder proposed to be authorized is found to have been involved in bribery, fraud, coercion, or conspiracy either directly or through an agent while competing for the authority.

(c) If a legal entity or individual is found to have been involved in bribery, fraud, coercion, or conspiracy, either directly or through a representative, the relevant legal entity or individual may be prohibited from participating in activities financed by the MFF or governed by the MFF, such as declaring that they are not entitled to financial or other benefits.

7.2. The bidder's obligation to comply with applicable anti-fraud and anti-corruption laws while competing for the bid and implementing the contract shall be included in the bidding documents.

7.3. In the event, if the MFF finances the contract wholly or partially, obligations of the bidders not to pay, receive or promise any fee, reward, discount, gift, charge, and payment other than those specified in the bidding offer in connection with the procurement and implementation of the contract shall be formed following the template specified in Annex 1 to this regulation, be reflected in the bidding documents and be confirmed as an integral part of the contract.

7.4. A conflict of interest is defined as a situation in which one of the parties is interested in the performance of its official duties, responsibilities, contractual obligations, and compliance with applicable laws and regulations and if

the conflict of interest has led to or constituted an act prohibited by anti-corruption policy or became the condition for its formation. If the conflict of interest is found to be unfair during the procurement process, the MFF may take an action to remedy the conflict of interest or refuse to award the contract.

7.5. Bidders shall not be affiliated with the Client, may not have a common interest in monitoring the contract implementation or with the consulting service provider or shall have no conflict of interest, and shall submit a Declaration of Conflict of Interest following the template set out in the Annex.

Article 8. Bid Evaluation Committee

8.1. The Bid Evaluation Committee shall act in case of announcing an open bid for the procurement of the budgeted cost of the goods, works, and services and in the amount or more specified in paragraph 3.1 of this regulation.

8.2. The Bid Evaluation Committee shall be set up each time the MFF announces a bid or function when required and perform the following functions:

8.2.1. Prepare technical specifications, prepare bid invitations and bidding documents, receive bids, and open bids under relevant procedures;

8.2.2. Review the bids, develop an evaluation mechanism following the relevant project, its requirements, and the goods, works, and services to be procured, make an evaluation conclusion, and give a decision to the Client to award the contract.

8.3 The Bid Evaluation Committee means a working group established by the Client to organize the bid under this regulation and shall be approved by the order of the MFF President. The Bid Evaluation Committee shall be consisted of up to 7 (seven) members and 5 (five) members of them shall be entitled to evaluate and have the following structure.

I. Chairman of the Bid Evaluation Committee

The Bid Evaluation Committee shall be chaired by the Secretary-General or, in his absence, by a person appointed to replace him, and they shall sign to confirm decisions by the Bid Evaluation Committee. The Secretary-General may not have the right to vote, but the opinions of the Chairman of the Committee shall be specifically reflected in the bid selection.

II. Members of the Bid Evaluation Committee

Executives of the Bid Evaluation Committee and each one person of the foreign relations department and financial department, the auditor, and legal specialist shall have each one voting right. Representatives and experts of the relevant departments may participate in addition depending on the peculiarities and requirements of the goods, works, and services to be procured, or in connection with the project criteria. Besides, if required, the Bid Evaluation Committee may

invite an external expert only as an independent consultant for the relevant bid. In this case, the qualified person and the independent consultant shall have the right to vote.

III. Secretary-General of the Bid Evaluation Committee

The Secretary of the Bid Evaluation Committee shall have no right to vote and be responsible for implementing the instructions given by the Committee's Chairman, informing about meetings of the Committee, organizing the meetings, providing necessary conditions, keeping minutes of the Bid Evaluation Committee's meetings, and other responsibilities.

8.4. A member of the Bid Evaluation Committee must meet the following qualification requirements:

8.4.1. Have proper knowledge about procurement, or relevant fields of the goods, works, and services, or be experienced in bid evaluation;

8.4.2. Not to have any personal relations with the bidder or the family or relatives of his representative (parents, in-laws, parents, spouses, siblings, and children) and not to have any conflict of interest;

8.4.3. Has not had an employment contract with the bidder in the last 3 years;

8.5. The conclusion by the Bid Evaluation Committee shall contain the decisions made with the majority support of the Committee members, its grounds, and all relevant information.

8.6. The evaluation conclusion shall be affirmed by all members of the Committee, and the members who disagree shall note and sign the conclusion.

CHAPTER TWO. BID SELECTION

A. General provision

Article 9. Two-phase open bid selection

9.1. The Client may organize an open bid in two phases under the following conditions:

9.1.1. If the Client considered that it is required to conclude a contract to combine some goods, works, and services that are large in scope, highly budgeted, and complex, or interconnected, and it is likely to receive unequal technical proposals or have two or more acceptable technical solutions meeting the given criteria;

9.1.2. If the Client is unable to determine the technical specifications in advance and to take assistance from an experienced contractor or

supplier to finalize the scope of works and develop the technical specifications.

9.2. A two-phase open bid shall be conducted as follows:

9.2.1. Bidders shall submit their technical proposals and the Client shall evaluate them and reach an agreement with the bidders on evaluation and additional clarifications;

9.2.2. Bidders shall submit their financial proposals based on the clarified and amended technical proposals and the Client shall make evaluations;

9.3. The Client shall indicate the two-phase open bid in the bidding documents and invitation.

9.4. Except as stated in Clause 9.1 of this Article, the open bid shall be conducted in one phase.

9.5. Invitations to the open bid shall be made public and equal bidding opportunities shall be provided to the interested parties.

9.6. Bidders interested in participating in the bid shall submit both the technical and financial proposals at the same time.

B. Bidding documents

Article 10. Information and announcement of the bid selection

10.1. The Client shall announce the bidding invitation to the public by using all or some of its postal, electronic, and other official electronic systems, as well as other mass media.

10.2. The Client shall announce the detailed bidding information transparently and openly and provide it to the interested parties without hindrance.

10.3. The Client shall place the bidding invitation by using the means specified in Clause 10.1 of this Article and announce the bidding results from time to time.

10.4. The bidding invitation shall include the following information:

- (a) Information of the Client;
- (b) Summary of goods, works, and services to be procured;
- (c) Bidding documents and the address to have information and submit bids;
- (d) Introduction to the bid;
- (e) Special criteria for the bid;
- (f) Deadline for submission of bids;
- (g) Bid opening time;

- (h) Bidding fee;
- (i) Whether to involve a foreign party;
- (k) Declaration of a conflict of interest (as specified in Annex 1).

10.5. The Client shall make a public announcement of the bidding results using the tools specified in section 10.1 of this article on each occasion.

11. Registration of bidders

11.1. The Client shall receive the documents of bidders by using its postal and electronic means. The means to be used shall be stated in the bidding invitation and documents.

11.2. The Client shall announce the bidding invitation and documents following the applicable law by using the means specified in Clause 10.1 of this regulation after developing the standard bidding documents.

11.3. All interested parties may free of charge get acquainted with the bidding invitation and documents and the interested parties shall have the right to participate in the bidding upon paying the fee stipulated in Clause 12.2 of this regulation.

11.4. The deadline for submission of bids specified in the bidding invitation shall be the day and time specified in the announcement, and late bids and documents shall not be accepted.

11.5. Upon expiration of the deadline for submission of bids, the Bid Evaluation Committee shall open all bids and documents received within the period specified in the bidding documents, and the bids opening date shall be scheduled within not less than 1 hour after the deadline.

11.6. If the entire bidding is organized electronically, the Bid Evaluation Committee will evaluate the electronic bid evaluation in accordance with the applicable law, this regulation, and other relevant instructions.

11.7. Bidders shall have the right to make amendments, revise, and withdraw their submitted bids before the deadline for submission of bids. If a bidder withdrew its bidding documents, the bidding fee shall not be refunded.

11.8. If the documents submitted by the bidder electronically are not opened, blank or unreadable, they shall not be considered in the evaluation.

Article 12. Bid guarantee and bidding fee

12.1. An open bidder shall obtain its bid guarantee from a commercial bank (domestic or foreign) authorized to issue the guarantee.

12.2. Bidders are required to attach the bid guarantee to their bidding documents and pay the fee specified in Clause 12.2 of this regulation to the Golomt Bank account number 3015101105.

The bidding fee:

- MNT 50,000 /fifty thousand/ for the bids amounting up to MNT 100,000,000 /one hundred million/,

- MNT 100,000 /one hundred thousand/ for the bids amounting to MNT 100,000,001 /one hundred million and one/ and above.

12.3. The bidding guarantee amount shall be at least 1 /one/ percent of the bid amount. It can be a maximum of 2 /two/ percent depending on the bid amount. The guarantee amount shall be specified in the bidding documents.

Article 13. Clarity of the bidding documents

13.1. The bidding documents shall have an official language and shall clearly and unambiguously stipulate the works to be performed, location of the work, the work hand-over schedule, and other relevant conditions. In addition, the bidding documents may include, where appropriate, tests, standards, and methods to be used to verify that the works and services performed to comply with the technical specifications.

13.2. The bidding documents shall have an official language and clearly and unambiguously define the works to be performed, the location of the works and services, and the works hand-over schedule, and other relevant conditions. Furthermore, the bidding documents may include, if required, tests, standards, and methods to be used to verify that the work and services performed comply with the technical specifications.

13.3. All potential bidders will be provided with the same information and equal possibility for obtaining additional information on time.

13.4. Any additional information, clarifications, corrections, or modifications to the bidding documents shall be delivered in sufficient time before the deadline for submission of bids to allow all bidders, who have received the original bidding documents, to take the required actions. The deadline for submission of bids may be extended if required.

Article 14. Performance guarantee

14.1. The bidding documents provider may require a guarantee of the contractor breaches its contractual obligations. The guarantee shall be submitted in the amount specified in the bidding documents and in accordance with the approved form.

14.2. The amount of the guarantee may vary depending on the type of guarantee issued and the specification and scope of the planned work. A particular part of this guarantee shall be valid for sufficient time from the date of work completion, including repair and maintenance.

Article 15. Force majeure

15.1. The Client shall not be liable for any liability arising from the declaration of a state of emergency, transfer to the state of preparedness for an

emergency, or in the event of a bidder's inability to participate in the bid due to unforeseen or force majeure circumstances.

15.2. In the event, if the bidding system became unfunctional or there is a problem with the bidding process, the bid opening shall be postponed for a certain period of time and all bidders shall be notified in official written form at the same time.

C. Opening and evaluation of the bids and award of contract

Article 16. Submission of the bids and valid term

16.1. The Client shall provide the bidders with sufficient and equal time to prepare and submit their bids, and the deadline for submission of bids shall be fixed from the date of the first announcement of the bid.

16.2. In the case of an open bid, the deadline for submission of bids shall be fixed for 30 or more days from the date of bidding announcement.

16.3. The bid selection shall be completed within 30 days since the opening of the bids and the bid shall be valid during this period.

Article 17. Submission of the bids

17.1. Bids shall be submitted within the period specified in the bidding documents to the indicated address and the specified form and the bidders may submit their proposals to amend or reject the bid within this period.

17.2. Bids submitted after the deadline specified in Clause 16.2 of this regulation or submitted in a form other than those specified in the bidding documents shall not be rejected and be returned to the provided address.

17.3. Information other than those stated in the bid opening section of this regulation related to the content of the bid, the bid evaluation process, and the evaluation of the bidder's capacities shall be kept confidential until concluding the contract.

Article 18. Opening of the bids

18.1. The Client shall open all bids at the place and time specified in the bidding documents and within the period mentioned in Clause 11.5 of this regulation.

18.2. If the bidding documents stated that the bids shall be opened to the public, the bids shall be opened accordingly and electronically or in front of the representatives. Unless otherwise specified, the bid opening process shall be documented on videos or photographs.

18.3. The bidders or their representatives and other interested parties shall be entitled to attend the bid opening process. At the time of bid opening, the names of the bidders and the bids were accepted to submit with alternative offers, the Client (The Secretary of the Bid Evaluation Committee) shall announce and

record the alternative bids, the discounted prices, whether the bid guarantees were paid, and whether the bidders modified or rejected their bids. The record shall be signed by the bidders or their representatives and be presented to the interested parties.

18.4. The Client is prohibited to discuss the bid content and bids with bidders after opening the bids.

Article 19. Review of the bids

19.1. After the bid opening, each bid will be reviewed to ensure that it meets the following requirements:

- a. Submitted all the documents stated in the bidding documents;
- b. Technical specifications;
- c. Financial quotation for the bid;
- d. Other terms and conditions specified in the bidding document.

19.2. If the relevant bid meets all the above-mentioned conditions at the same time, it shall be deemed to be meeting the criteria. The Client may refuse to submit the bids for evaluation by considering that other bids as not meeting the requirements.

19.3 Rejection of a bid shall be notified immediately to the bidder. If a bidder wants to withdraw their documents, the same shall be returned to them.

Article 20. Evaluation of the bids

20.1. The MFF shall organize the bid through its Bid Evaluation Committee.

20.2. During the one-phase bid, all the bids shall be reviewed under Clause 19.1 of this regulation and the bids considered to be meeting the criteria shall be evaluated. Bids will be evaluated within the shortest term during the bid`s validity period.

20.3. The main criteria for evaluating the eligible bids are the bid, experience or quality, and performance duration.

20.4. Unless otherwise stated in the bidding documents, the bid shall include taxes, insurance, transportation, and all other costs related to the implementation of the contract, and unless these costs are specifically included in the bid price, the Client shall consider those costs included in the bid price.

20.5. Eligible bids will be compared and evaluated as follows and the score sheet shall be filled:

- 20.5.1. Offered bid;
- 20.5.2. Experience in supplying or performing similar goods, works, and services;
- 20.5.3. Quality of goods, works, and services to be supplied;
- 20.5.4. Duration to supply, perform, and hand over goods, works, and services;
- 20.5.5. Bidder`s potential and professional and financial capacities;

20.5.6. The bids shall be evaluated based on the completeness of the documents specified in Clause 19.1 of this regulation.

20.6. Exceeding the minimum criteria set by the Client under this regulation shall not be the ground to select the bid.

20.7. The Client shall evaluate the eligible bids and use the criteria to select the “best” bid following the procedures stated in the bidding documents.

20.8. The bid evaluation shall be conducted as follows when organizing the open bid in two phases:

20.8.1. Review whether the technical proposals comply with the requirements of the regulation;

20.8.2. Open the relevant bidder’s financial proposal with the qualified technical proposal to the public on time;

2.8.3. Evaluate financial proposals under this regulation and award the contract to the bidder rated the “best”.

Article 21. Award of the contract

21.1. The bidder meeting the criteria specified by the Client and evaluated as the “Best” shall be awarded the contract. The relevant bidder and other bidders shall be notified of it with the unqualified reasons in the written form at the same time.

21.2. The contract shall be concluded at least 6 working days after the announcement of the award of the contract within the bid validity period.

21.3. If the bidder selected as the “Best” refuses to conclude the contract, the Client shall revoke the award of the contract and enter into a contract with the next best bidder in accordance with this regulation. In the absence of such a bidder, the Client may make one of the decisions stated in Clause 22.1 of this regulation.

Article 22. Rejection of all bids

22.1. The Client shall reject all the bids in the following cases:

22.1.1. No eligible bid was received;

22.1.2. The court and authorities have established that the bid they participated in the bid by agreeing on the bid price in advance, misled their competitors from the actual conditions of the bid, and exerted pressure on them;

22.1.3. All eligible bids exceeded the Client’s estimated budgeted cost by more than 5 /five/ percent;

22.1.4. Negotiations stated in Clause 22.2 of this regulation have failed.

22.2. If all eligible bids exceeded the Client’s estimated cost, the Client shall negotiate with the bidder who submitted the bid specified in Clause 22.1.3 to

include the contract price in the budgeted cost. In such negotiations, the Client is prohibited from unreasonably demanding the bidder to reduce the bid price.

22.3. In the event of rejection of all bids under this regulation, the Client shall not be liable to the bidders.

22.4. In case of rejection of all bids, the Client shall make one of the following decisions:

22.4.1. Check the reasons for the bid failure, make necessary amendments to the bidding documents` content, and organize an open bid again;

22.4.2. If the reason for the bid failure is only the quantity and scope of the goods, works, and services to be procured, make the related modifications to the bidding documents and conduct a limited bid;

22.4.3. In case of reoccurrence of the conditions stated in Clause 22.4 as a result of the bid, a direct contract shall be concluded.

CHAPTER THREE. DISPUTE SETTLEMENT AND RESPONSIBILITY

Article 23. Lodging a complaint regarding the bid selection

23.1. If the bidder considered that the Client violated its obligations for the bid selection, the bidder may file a written complaint to the Client within 5 working days after learning about it and the complaint shall be attached with the breach evidence.

23.2. The Client shall notify all bidders of the content of the complaint and invite bidders, whose interest may be affected by the relevant decision, to participate in the complaint settlement process.

23.3. If the bidder outlined in Clause 23.2 of this article did not attend the process, they shall not be entitled to file a further complaint on the issue.

Article 24. Settlement of the complaint

24.1. The Client shall review and decide within 10 working days after receiving the complaint. If the complaint was not accepted, the decision shall state its grounds, and if the complaint was accepted, the steps to be taken to resolve it.

24.2. Unless the Client decided to continue the bid without interruption, the Client may not award the contract after receipt of the complaint.

24.3. In case of disagreement with the decision stated in Clause 24.1 of this article, a complaint shall be lodged to the National Sports Arbitration within 5 working days after receiving the Client`s decision.

Article 25. Responsibility

25.1. The party which violated this regulation shall be held liable in accordance with the MFF Charter, internal labor regulations, and disciplinary and ethical procedures.

Goods, services, and procurement regulation of
the Mongolian Football Federation. Annex 1

DECLARATION OF CONFLICT OF INTEREST FOR THE BIDDER

I,....., in the Mongolian Football Federation:

(choose from the options below)

- “Yes”** or likely to have a conflict of interest and/or have a conflict of interest; **or**
- “No”** or have no conflict of interest.

If Yes, please explain in the following table.

--

By submitting this bid, I am/my company is well aware that action to directly or indirectly give or attempt to give a gift in any form and provide financial support to have benefit or superiority shall be considered a conflict of interest. Therefore, we will be fully responsible for any damage resulting from it.

Full name	
Signature	
Date	
Position	
Name of the company	

DECLARATION OF CONFLICT OF INTEREST FOR
BID EVALUATION COMMITTEE MEMBERS

I, the member of Bid Evaluation Committee of the Mongolian Football Federation:

1.
2.
3.
4.
5.

(choose from the options below)

- “No”** or have no conflict of interest with the following bidder organizations; **or**
- “Yes”** or likely to have a conflict of interest and/or have a conflict of interest.

If Yes, please explain in the following table.

--	--

By working as a Bid Evaluation Committee member, I am well aware that any action to directly or indirectly give or attempt to give a gift in any form and provide financial support to have benefit or superiority shall be considered a conflict of interest. Therefore, I will be fully responsible for any damage resulting from it.

Full name	
Signature	
Date	
Position	

General template

Mongolian Football Federation

Receiving bids

.....

Objective

The Mongolian Football Federation (hereinafter referred to as the MFF) announces the bid for the procurement of the following goods, works, services, and products:

.....

One. General information

1.1 Confidentiality

It is prohibited to distribute or disclose the bidding information announced by the MFF to a third party or other unrelated parties. Individuals or legal entities that received this bidding introduction and documents shall be considered to have accepted the clauses of Article 1.

Two. Detailed introduction to the bid submission

2.1. Notification of the participation

Individuals or legal entities that received this bidding introduction and documents shall notify their participation on the phone or by official e-mail [/mongolianff@the-mff.mn/](mailto:mongolianff@the-mff.mn) within the period stated in the bidding documents.

2.2. Submission of the bids

Upon the notification of participation in the bid, the following documents shall be submitted to the MFF`s head office in written form:

- 2.2.1.1. Profile of the bidding company, copy of licenses, official letter, state registration certificate, audited financial statements for the last 2 years;
- 2.2.1.2. Technical proposal;
- 2.2.1.3. Financial proposal and offered bid;
- 2.2.1.4. Statement of the Taxation Department;
- 2.2.1.5. Information on the supply of similar goods, works, and services for the last 2 years;
- 2.2.1.6. Schedule of the supply of goods and services;
- 2.2.1.7. No conflict of interest statement /See the template in the Annex/

Two copies of the abovementioned documents shall be enveloped and sealed for confidentiality and be and delivered to the MFF`s office before /time/, /day/ /month/ year.

Or

The abovementioned documents shall be sent to the MFF`s email [/mongolianff@the-mff.mn/](mailto:mongolianff@the-mff.mn) before /time/, /day/ /month/ year. It may be notified to us online or on the phone.

/Bids shall be submitted in the form specified in the bidding documents/

2.3. Duration

Mongolian Football Federation shall organize the bid according to the following schedule:

Scheduled steps	Date
Invite to the bid month ... year ...
Delivery of the bid details month ... year ...
Submission of bids month ... year ...
Selection of bids month ... year ...
Meet the selected bidders for clarifications if required month ... year ...
MFF`s delivery of an official letter to the selected bidder month ... year ...
Award of a contract month ... year ...

2.4. Returning bids

Mongolian Football Federation is authorized to return or reject bids submitted by the bidders based on the grounds stated in the “Goods, services, and procurement regulation of the Mongolian Football Federation” and other relevant legislation. A meeting for clarification may be held within the fixed time to obtain clarifications on the bid.

2.5. Amount of the bids

Bids must be submitted in MNT / USD.

/The currency to be used in the bid shall be indicated in the bidding documents depending on the bid type/

2.6. Term of validity of the bids

The bids shall be valid for 30 days from the date of submission.

Three. Payment

3.1. Advance payment

After concluding the contract, percent of the total amount shall be transferred as an advance.

3.2. Interim payment

Interim payment for the goods shall be percent. It shall be issued according to a proper invoice.

3.3. Final payment

After receiving the goods, works, and services and making a report, the remaining

..... percent shall be paid.

/The payment schedule shall be specified in the bidding documents depending on the bid type/

Four. Information

It is accepted to have additional information regarding the bid. However, you must send a written request to mongolianff@the-mff.mn to receive the information.