

**CLARIFICATION#1**  
**FOR**  
**EVENTS MANAGEMENT SERVICES**  
**Ref No: MCA-N/PM/SH/068**

**Date: 22 August 2023**

SN	Reference of the RFA	Questions	Answer/Response of Millennium Challenge Account Nepal (MCA-Nepal)
1.	Line item, Annex 2, Quotation Submission Form	<u>Management Fee</u> While the RFQ mentions unit rates for each items, it does not have any line item mentioning the Management fee. How do you propose we include the management fee in the quotation.	The management fee (or service fee or overhead) including any other associated costs required to provide the services as per the Terms of References (ToR) shall be included in the rates of the items given in the Quotation Submission Form.
2.	Item 19, Annex 2 Quotation Submission Form	<u>Master of Ceremony:</u> Do you require high level or mediocre level MCs? In which language the program will run (English or Nepali)?	High Level MC is required. The language for the entire program will be English.
3.	Item 17, Annex 2 Quotation Submission Form	<u>Rapporteur:</u> Do you require in Nepali or English language?	English language
4.	Item 15, Annex 2 Quotation Submission Form	<u>Post event video production:</u> Do you require voice over and subtitles also?	Yes
5.	Item 2,3,4,5,11 Annex 2 Quotation Submission Form	the total height (4ft LED base height +10ft LED screen height= 14ft)of each side led screens and the stage with center flex backdrop (8ft Flex backdrop height + Height of the stage maximum 3ft= 11ft in total). . So the total height of the stage + flex backdrop and total height of led screen with base are not aligned. Are you flexible in terms of the LED screen height or flex backdrop height?	Yes