

Specification

1. Number 378-260706-3

2. Name

Assistance and Services for Implementation of FY2026 ASEAN-Japan Energy Efficiency Partnership (AJEEP) Program

3. Purpose

This specification is intended to determine the specifications required for submitting a quotation and proposals on the assistance and services stipulated by the Energy Conservation Center, Japan, having principal place of business at 2-11-5, Shibaura, Minato-ku, Tokyo 108-0023, Japan (hereinafter referred to as “ECCJ”).

4. ASEAN-Japan Energy Efficiency Partnership (AJEEP) Program

4.1 Program implementation status before FY2022

The implementation status of this program is as follows.

The energy situation that developing countries are facing is rapid increase of energy consumption and accordingly environmental load. One of the reasons for causing this situation is their acceleration of economic growth ahead of improvement in energy efficiency. Therefore, each country of the Asian region including ASEAN is seeking for introduction and promotion of the new systems and technologies for more effective utilization of energy. Responding to this demand, this program has been developing and establishing the following infrastructures to promote energy efficiency & conservation (EE&C):

- Establishment of legal frameworks
- Development and establishment of organizational capability and technology
- Enhancement of awareness of importance of EE&C and implementation ability to realize it

(1) Under the agreement with the ASEAN Member States (hereinafter referred to as “AMS”), therefore, the Ministry of Economy, Trade and Industry (hereinafter referred to as “METI”) implemented the program to develop and establish organizational capability for Energy Efficiency & Conservation (hereinafter referred to as “EE&C”) in the fields of “major industry”, “building”, and “energy management” in the “Project for Promotion of Energy Efficiency and Conservation”

(hereinafter referred to as “PROMEEC”) from FY2000 to FY2011.

- (2) Furthermore, in cooperation with PROMEEC, the training program on energy conservation for AMS, “Multi-Country Training Program on Energy Conservation for ASEAN Countries” (hereinafter referred to as “MTPEC”) started in FY2005.
- (3) In FY2012, METI assigned ECCJ to launch the “ASEAN-Japan Energy Efficiency Partnership Program” (hereinafter referred to as “AJEEP”) based on the achievements of PROMEEC and MTPEC. AJEEP had been promoted until FY2021 with the following schemes.

Scheme 1	Continuation of the current program by ASEAN
Scheme 2	Formation of the platform and system for developing energy management capabilities for factories and buildings (As a part of “the program for training trainers of qualified energy managers”, training and examination using mini-plant facilities in Thailand, implementation of energy audits in the trainees’ countries and preparation of reports, training in Japan (including lectures and examination on technical aspects on energy conservation and presentations of the reports of the energy audit results)
Scheme 3	Capacity development for narrowing the gap among AMS in establishment of legal framework and the capabilities for implementation of EE&C (including the workshops for specified countries to develop the energy management systems, etc.)

4.2 Program structure for FY2022-2025

Consigned by METI, ECCJ promotes the program by dispatch of experts, training programs in Japan and other means with the following schemes.

Scheme 4	Establishment of an ASEAN-wide energy manager qualification system that contributes to improvement of the energy efficiency with the aim of realizing Carbon Neutrality (hereinafter referred to as “CN”)
Scheme 5	Dissemination and promotion of advanced technologies and systems to improve energy efficiency in the sectors of the industry, transportation and commercial buildings by introducing effective technologies and advanced and applicable cases relating to CN, and providing technical information that contributes to planning and determining CN/EE&C measures

Both Schemes 4 and 5 are promoted as a four-year project starting from FY2022.

5. Outline of the program in FY2026

5.1 Work outline of new AJEEP

The target of AJEEP is to establish the EE&C infrastructures by a capacity building in ASEAN, based on the “ASEAN Plan of Action for Energy Cooperation (APAEC)” which is revised every five years. The new AJEEP for FY2026 is designed to contribute to the APAEC 2026–2030, which was revised this year. The following activities are planned to be implemented in FY2026.

ECCJ will hold many seminars in person or online and training in Japan, to analyze the challenges and needs of those involved in energy management on the ground, promote relevant support systems/ incentive measures, and share specific information on high-efficiency equipment and systems while supporting their widespread adoption. Furthermore, since many ASEAN countries have established mandate energy audit as main energy management countermeasures, new AJEEP activities continue to conduct CN diagnosis on-site. These are characterized by the promotion of ZEBs in the building sector and the incorporation of high-efficiency equipment and systems in the industrial sector, which are more effective and practical diagnosis and follow-up activities. Through these activities, ECCJ also aim to provide effective support to resolve the energy crisis facing ASEAN countries.

The new AJEEP activities will contribute to the following the Outcome-Based Strategy (OBS) of the APAEC 2026–2030.

<Building sector>

Advance the adoption of energy efficient appliances/equipment and smart-digital systems in buildings.

<Industrial sector>

Promote the adoption and scaling-up of advanced energy-efficient equipment, technologies, digital energy management systems and innovative processes.

AJEEP activities also include the following elements.

- Advance energy efficiency, energy management policies and regulatory frameworks to promote EE measures in the industry sector.
- Leverage digital and emerging technologies and data analytics for optimising energy management and demand response.
- Enhance private sector and technology provider participation.

5.2 Work details

(1) Inception Meeting

Determine the specific activities of AJEEP in this fiscal year.

It is held online this year.

(2) On-site Dissemination Seminars (4 times)

The seminar topics are tentatively planned to include information on the introduction of high-efficiency equipment and manufacturers, improving incentive measures related to equipment adoption and decarbonization, overview of the results, implementation methods, case studies and the med-to-long term plans related to EE&C/CN diagnosis. ECCJ will decide the topics later, considering the requests of local stakeholders. The challenges and measures will be discussed among business operators diagnosed, government officials and other relevant parties, etc.

Presenters will be recruited from organizations such as JASE-W and JETRO, while participants will be recruited through national governments and JETRO.

(Three seminars for the building sector, one seminar for the industrial sector)

(3) Comprehensive Seminar (Building sector, once)

ECCJ will hold a comprehensive online seminar for building sector to share information and discuss topics such as advanced EE&C/CN technologies and manufacturers, incentive measures and the results of EE&C/CN diagnoses. The comprehensive seminar for industrial sector will be held during ECAP40. Presenters and participants will be selected based on the seminar's themes. Presenters will be recruited from organizations such as JASE-W and JETRO, while participants will be invited through national governments and JETRO.

(4) CN Diagnosis (6 times (on-site))

With the aim of formulating the CN project, implement on-site CN diagnosis by experts dispatched from Japan targeting factories or buildings of companies selected in the ASEAN region, and prepare diagnosis reports. (Factories: 2 on-sites, 1 online, Buildings: 3 on-sites)

Request AAT (AJEEP ASEAN Trainer) and S-EMP trainers to participate in CN diagnosis to acquire the diagnosis method. As required, explain the diagnosis guidelines and practice procedures by online meeting as prior confirmation of on-site diagnosis.

(5) Start-up Meeting (3 times)

In order to finalize the med-to-long term plan of the CN project and obtain approval from supervisors, ECCJ will hold the online meetings.

(6) Follow-up Meeting (5 times)

In order to check/ review the progress of CN project, ECCJ will hold online meetings.

(7) CN Diagnosis Interim Check Meeting (2 times)

ECCJ will hold intermediate check meetings online (industrial and building sector) on the results of CN diagnoses (discussions and advice on preparation of the plans for operation improvement, introduction of equipment renovation, production process improvement, etc. based on the diagnosis results and sharing of information with AMS) to share information with the ASEAN countries. The meeting also includes the online seminar as same content as the on-site dissemination seminar in industrial sector.

(8) ECAP39 (Building sector)

ECAP39 is a training workshop in Japan regarding applicable advanced technologies to improve the significant energy efficiency for realizing advanced EE&C/CN in the building sector, where the participants share and discuss their opinions with the experts for better understanding with the aim to establish an effective system in ASEAN. Specifically, the following items are included.

1 (one) representative of each country shall be invited to Japan. The other members shall participate in the workshop online. (Hybrid method)

- Sharing of the advanced EE&C/CN targets in ASEAN and the activity plan for achieving the targets
- Establishment of the Building Energy Code in the building sector and sharing of information to make conformity to the Code mandatory (improvement of energy efficiency standards)
- Learning of the latest policies and technologies for promoting ZEB in Japan (key points and specific methods regarding energy efficiency improvement for realizing advanced EE&C and CN)
- Explanation about energy audits (CN diagnosis) for the renovation towards ZEBs
- Introduction of the excellent cases
- Sharing of information on measures to promote CN taken in Japan and ASEAN countries, needs and issues in each country, as well as study for policy-making
- On-site visits to ZEBs (visits to actual facilities which are introduced as advanced cases and explanation of them, exchange of opinions with experts)

(9) ECAP40 (Industrial sector)

ECAP40 (training in Japan) includes introduction of the advanced energy management and new EE&C/CN technologies in industrial sector and excellent cases of Japanese companies. The workshop also includes the comprehensive online seminar on the introduction of high-efficiency equipment.

1 (one) representative of each country shall be invited to Japan. Other applicants shall participate in a part of the program online.

- Introduction to advanced energy management and high-efficiency technologies in the industrial sector, as well as excellence practices from Japanese companies
- Sharing of information and discussion to promote EE&C policies and incentive measures in Japan and ASEAN countries
- To accelerate EE&C and decarbonization efforts among businesses operators, ECCJ provide information on Japan’s revised EE&C Act and incentive measures for the adoption of high-efficiency equipment/facilities.
- Introduction to Japan’s advanced technologies and best practices that are applicable to ASEAN
- Sharing the needs and challenges of AMS and business operators, and exploring how to improve national policies
- On-site visits to factories/ advanced technology institute, etc. (visits to actual facilities and new product/ technology institute and explanation of them, exchange of opinions with experts)

(10) Post & Summary Meeting

Summarize the AJEEP activities in this fiscal year including status check of the progress of the activities, and discuss and determine the activities, the action plan, etc. in the next fiscal year.

The meeting will be held using a hybrid method including online in an external meeting room in a country of AMS.

5.3 Research, etc.

- (1) Regarding the CN and EE&C measures, the current status of the legal frameworks in the AMS (11 countries) is researched and documented in a specific format.
- (2) Modified the draft contents of Scheme 5 Activity (FY2022–2025) results provided by ECCJ and publication on the website of successful BIDDER.

6. Specifications of work to be implemented by successful BIDDER

6.1 Basic policy

The successful BIDDER shall follow the instructions from ECCJ and use the internet for some of the meetings in implementing the commissioned work.

The successful BIDDER shall provide the following services to assist ECCJ for implementing the program specified in “5. Outline of the program in FY2026”.

6.2 Assistance for activities to dispatch experts

(1) Inception Meeting

○Meeting information

- Schedule : 1 (one) day in August 2026
- Venue : Meeting room in office of the successful bidder and ECCJ
- Meeting method : Online meeting (successful BIDDER shall act as the host of the online system)
- Participants :at least 2 (two) from the successful BIDDER, 1 (one) from each AMS and approximately 5 (six) from ECCJ
- The participant from each country is the representative (Focal Point) of Energy Efficiency & Conservation - Sub Sector Network in ASEAN (hereinafter referred to as “EE&C-SSN”) or their representatives.

○Work descriptions

1) Preparation, coordination, and confirmation of the meetings

- The successful BIDDER shall start the coordination with ECCJ and EE&C-SSN’s Focal Point of AMS after the effective date of this contract, and determine the schedule of the meeting immediately. If there is a change, the successful BIDDER shall consult ECCJ immediately and decide on an alternative plan.
- The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (Senior Officials on Energy (SOE leaders)) of AMS about an outline meeting, request the participants to attend the meeting, and receive their consent to the attendance.
- The successful BIDDER shall prepare the participant list and report it to ECCJ.
- The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and distribute it to each country together with the participant list.
- The successful BIDDER shall request and collect the presentation materials of the participants based on the agenda, and provide them with all the materials before the meeting.
- The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decide an online meeting system to use, confirm whether each country has an internet environment capable of the online meeting, and implement the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ. If there are any issues, the successful BIDDER shall take measures to resolve

them.

- This specification includes the fee of online meeting platform service.

2) Holding of meetings

- The successful BIDDER shall provide the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the EE&C-SSN coordinator to conduct the meeting smoothly.
- The successful BIDDER shall give opening remarks and summarize the meeting.
- The successful BIDDER shall do their best to facilitate the meeting smoothly.

(2) On-site Dissemination Seminars

○Implementation information

Schedule : 4 (four) on-site seminars (half day each meeting) to be held after end day of CN diagnosis in September to December 2026

Venue : Specified meeting rooms in the specified countries (same countries held CN diagnoses)

Meeting method : Visit to the local site and online (Hybrid)

Participants : At least 1 (one) from the successful BIDDER, representatives of each EE&C-SSN member country (Focal Point), stakeholders from the diagnosed companies and local manufacturers of high-efficiency equipment related to the diagnosis, AAT (AJEEP ASEAN Trainers) and S-EMP trainers, approx.2 (two) from ECCJ

○Work descriptions

1) Preparation, coordination, and confirmation of the seminars

- The successful BIDDER shall determine the schedule of the seminar/ meetings immediately according to the annual activity plan specified by ECCJ. If there is a change, the successful BIDDER shall consult ECCJ immediately and decide on an alternative plan.
- The successful BIDDER shall consult ECCJ to draft the seminar agenda, notify representatives of the host country of the seminar outline, invite them to attend, and obtain their confirmation of attendance.
- The successful BIDDER shall prepare the list of attendees and report it to ECCJ.
- The successful BIDDER shall prepare the final seminar program in consultation with ECCJ and notify the representatives of the host country.
- The successful BIDDER shall request and receive presentation materials from

presenters based on the agenda and provide these materials to attendees.

- This specification does not include the fee of venue and online meeting platform service. However, the successful BIDDER shall assist in selecting the venue.

2) Holding seminars

- The successful BIDDER shall proceed with the seminar as a coordinator to conduct the seminar smoothly and moderate individual sessions with ECCJ.
- The successful BIDDER will deliver the opening remarks and provide a summary of the seminar.
- The successful BIDDER shall do their best to facilitate the meeting smoothly.
- This specification includes the travel expenses, daily allowance and accommodation fee of 1 (one) person from the successful BIDDER.

3) Follow-up activities

After the meeting, the successful BIDDER shall conduct follow-up activities to monitor and confirm the progress in the implementation of the action plan prepared in the seminars and provide target countries with support to implement the plan if required. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(3) Comprehensive Seminar (Building)

○Implementation information

Schedule :Once (half day) seminar for building sector to be held online in January 2027

Meeting method : Online meeting (ECCJ is the host of the online system)

Participants : At least 1 (one) from the successful BIDDER, representatives of each EE&C-SSN member country (Focal Point), stakeholders from the diagnosed companies and manufacturers of high-efficiency equipment related to the diagnosis, AAT (AJEEP ASEAN Trainers) and S-EMP trainers, approx.4 (four) from ECCJ

○Work descriptions

1) Preparation, coordination, and confirmation of the seminars

- The successful BIDDER shall determine the schedule of the seminar immediately according to the annual activity plan specified by ECCJ. If there is a change, the successful BIDDER shall consult ECCJ immediately and decide on an alternative plan.
- The successful BIDDER shall consult ECCJ to draft the seminar agenda,

notify representatives of the host country of the seminar outline, invite them to attend, and obtain their confirmation of attendance.

- The successful BIDDER shall prepare the list of attendees and report it to ECCJ.
- The successful BIDDER shall prepare the final seminar program in consultation with ECCJ and notify the representatives of the host country.
- The successful BIDDER shall request and receive presentation materials from presenters based on the agenda and provide these materials to attendees.
- This specification does not include the online meeting platform service.

2) Holding seminars

- The successful BIDDER shall proceed with the seminar as a coordinator to conduct the seminar smoothly and moderate individual sessions with ECCJ.
- The successful BIDDER will deliver the opening remarks and provide a summary of the seminar.
- The successful BIDDER shall do their best to facilitate the meeting smoothly.

3) Follow-up activities

After the meeting, the successful BIDDER shall conduct follow-up activities to monitor and confirm the progress in the implementation of the action plan prepared in the seminars and provide target countries with support to implement the plan if required. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(4) CN Diagnosis

○Implementation information

Schedule	:6 (six) diagnoses (6 places) to be held in September to December 2026, approx.3 (three) days on-site for each diagnosis
Venue	: Factories (3 (three) places including 1 (one) site online) and buildings (3 (three) places) in designated places of AMS
Outline	: Implementation of on-site CN diagnosis (only 1 (one) site is online diagnosis) by approx. 3 (three) experts dispatched from Japan (ECCJ), and preparation of CN diagnosis reports after the diagnosis
Participants	: At least 1 (one) person from the successful BIDDER, 3 (three) diagnosis experts from ECCJ, several local persons who have acquired the skills, The successful BIDDER shall select the on-site participants (AAT (AJEEP ASEAN Trainers),

S-EMP trainers and other persons who have acquired the skills), request them to participate in the diagnosis after consulting with ECCJ and coordination, and provide support for acquirement of CN diagnosis methods.

○Work descriptions

- 1) Preparation, coordination, and confirmation of the CN diagnosis
 - After the effective date of this contract, the successful BIDDER shall assist ECCJ in making coordination with related persons at the sites to be diagnosed and determining the implementation schedule.
 - The successful BIDDER shall consult with ECCJ and assist ECCJ in obtaining materials and reporting necessary in advance for the CN diagnosis of the local factories or buildings. In addition, the successful BIDDER shall participate in the preliminary meeting (online meeting) with related persons at the sites to be diagnosed as required.
- 2) Assistance in implementing the CN diagnosis
 - The successful BIDDER shall serve as a coordinator to assist ECCJ in providing explanations to and contact related persons at the sites to be diagnosed in order to facilitate the on-site diagnosis by the ECCJ experts.
 - The successful BIDDER shall do their best to facilitate the on-site diagnosis smoothly.
 - This specification includes the travel expenses, daily allowance and accommodation fee of 1 (one) person from the successful BIDDER.
- 3) Follow-up activities

Regarding discussions and advice for establishing plans of operation improvement, renovation and introduction of facilities, production process improvement, etc. to be included in the diagnosis result reports prepared after the diagnosis, the successful BIDDER shall monitor and check the issues and support follow-up activities toward solving the issues. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(5) Start-up Meeting

○Implementation information

Schedule	:3 (three) meetings (half day each meeting) to be held in September to December 2026
Target sites	: Factories or buildings in designated 3 (three) countries (3 (three) places) of AMS
Venue	:Office of each AMS/ office of the successful BIDDER/ office

of ECCJ

Meeting method :Online meeting (ECCJ shall act as the host of the online system)

Participants :At least 1 (one) person from the successful BIDDER, diagnosis expert from ECCJ, CN diagnosed company.

○Work descriptions

1) Preparation, coordination, and confirmation of the meetings

- The successful BIDDER shall start the coordination with ECCJ and EE&C-SSN's Focal Point of AMS after the effective date of this contract, and determine the schedule of the meeting immediately. If there is a change, the successful BIDDER shall consult with ECCJ immediately and decide on an alternative plan.
- The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (SOE leaders) of AMS about an outline meeting, request the attendance of the meeting, and receive their consent of the attendance.
- The successful BIDDER shall prepare the participant list and report it to ECCJ.
- The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and distribute it to each country together with the participant list.
- The successful BIDDER shall request and collect the presentation materials of the participants based on the agenda, and provide them with all the materials before the meeting.
- The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decide an online meeting system to use, confirm whether each country has an internet environment capable of the online meeting, and implement the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ. If there are any issues, the successful BIDDER shall take measures to resolve them.
- This specification does not include the online meeting platform service.

2) Holding meetings

- The successful BIDDER shall provide the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the coordinator of each country to conduct the meeting smoothly.

- The successful BIDDER shall give opening remarks and summarize the meeting.
- The successful BIDDER shall do their best to facilitate the meeting smoothly.

3) Follow-up activities

Regarding discussions and advice for establishing plans of operation improvement, renovation and introduction of facilities, production process improvement, etc. to be included in the diagnosis result reports prepared after the diagnosis, the successful BIDDER shall monitor and check the issues and support follow-up activities toward solving the issues. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(6) Follow-up Meeting

○Implementation information

Schedule	:5 (five) meetings (half day each meeting) to be held in September to December 2026
Target sites	: Factories or buildings in designated 5 (five) countries (5 (five) places) of AMS
Venue	:Office of each AMS/ office of the successful BIDDER/ office of ECCJ
Meeting method	:Online meeting (ECCJ shall act as the host of the online system)
Participants	:At least 1 (one) person from the successful BIDDER, diagnosis expert from ECCJ, CN diagnosed company.

○Work descriptions

4) Preparation, coordination, and confirmation of the meetings

- The successful BIDDER shall start the coordination with ECCJ and EE&C-SSN's Focal Point of AMS after the effective date of this contract, and determine the schedule of the meeting immediately. If there is a change, the successful BIDDER shall consult with ECCJ immediately and decide on an alternative plan.
- The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (SOE leaders) of AMS about an outline meeting, request the attendance of the meeting, and receive their consent of the attendance.
- The successful BIDDER shall prepare the participant list and report it to ECCJ.

- The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and distribute it to each country together with the participant list.
- The successful BIDDER shall request and collect the presentation materials of the participants based on the agenda, and provide them with all the materials before the meeting.
- The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decide an online meeting system to use, confirm whether each country has an internet environment capable of the online meeting, and implement the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ. If there are any issues, the successful BIDDER shall take measures to resolve them.
- This specification does not include the online meeting platform service.

5) Holding meetings

- The successful BIDDER shall provide the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the coordinator of each country to conduct the meeting smoothly.
- The successful BIDDER shall give opening remarks and summarize the meeting.
- The successful BIDDER shall do their best to facilitate the meeting smoothly.

6) Follow-up activities

Regarding discussions and advice for establishing plans of operation improvement, renovation and introduction of facilities, production process improvement, etc. to be included in the diagnosis result reports prepared after the diagnosis, the successful BIDDER shall monitor and check the issues and support follow-up activities toward solving the issues. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(7) CN Diagnosis Interim Check Meeting

○Meeting information

- Schedule : 2 (two) meetings (half day each meeting) to be held in January 2027
- Venue : Office of the Focal Point in each AMS/ office of the successful BIDDER / office of ECCJ
- Meeting method : Online meeting (ECCJ shall act as the host of the online

system)
Participants : at least 1 (one) from the successful BIDDER, approx. 3 (three) from each AMS, several related persons at the sites of CN diagnosed companies (4 (four) places) and local manufacturers of high-efficiency equipment related to the diagnosis, AAT (AJEEP ASEAN Trainers) and S-EMP trainers, the participant from each country is EE&C-SSN representative (Focal Point) or their representatives, approx. 3 (three) participants from ECCJ

○Work descriptions

1) Preparation, coordination, and confirmation of the meeting

- The successful BIDDER shall start the coordination with ECCJ, EE&C-SSN's Focal Point of AMS and persons related at the site to be diagnosed after the effective date of this contract, and determine the schedule of the meeting immediately. If there is a change, the successful BIDDER shall consult ECCJ immediately and decide on an alternative plan.
- The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (SOE leaders) of AMS about an outline meeting, request the attendance of the meeting, and receive their consent of the attendance.
- The successful BIDDER shall prepare the participant list and report it to ECCJ.
- The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and distribute it to each country together with the participant list.
- The successful BIDDER shall request and collect the presentation materials of the participants based on the agenda, and provide them with all the materials before the meeting.
- The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decide an online meeting system to use, confirm whether each country has an internet environment capable of the online meeting, and implement the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ. If there are any issues, the successful BIDDER shall take measures to resolve them.
- This specification does not include the online meeting platform service.

- 2) Holding of meetings
 - The successful BIDDER shall provide the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the coordinator of each country to conduct the meeting smoothly.
 - The successful BIDDER shall give opening remarks and summarize the meeting.
 - The successful BIDDER shall do their best to facilitate the meeting smoothly.

- 3) Follow-up activities

After the meeting, the successful BIDDER shall conduct the follow-up activities to monitor and confirm the progress in the implementation of the action plan prepared in the program, and provide participants with support to implement the action plan if required. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(8) ECAP39 <Assistance for training programs in Japan>

○ Training information

- Schedule : In Japan, 5 (five) days in December 2026
- Online connection points : Office of the Focal Point in each AMS / office of the successful BIDDER / one meeting room in ECCJ
- Implementation method : Invitation to Japan (hybrid method that allows online participation to a part of the program (ECCJ shall act as the host of the online system))
- Participants : 1 (one) from each AMS (online participants as many as possible from AMS), at least 1 (one) from the successful BIDDER
- The participants from each country are persons related to the EE&C/CN measures.
- Stakeholders from manufacturers and research Institute of high-efficiency equipment
- Several experts from ECCJ participate in the training program.

○ Work descriptions

- 1) Recruitment and preliminary selection of participants
 - The successful BIDDER shall start the recruitment work of the participants in accordance with the conditions and requirements specified in the outline, separately prepared by ECCJ.

- The successful BIDDER shall distribute the outline of the training programs as the guidelines for application to each country.
 - The successful BIDDER shall coordinate the selection of participants during the recruitment in each country and collect the application forms and the other required documents on behalf of ECCJ. Finally, the successful BIDDER shall summarize the application results and make the preliminary selection of the participants as per the conditions and requirements specified in the outline, separately prepared by ECCJ.
 - The successful BIDDER shall prepare the report on the recruitment including the results of preliminary selection as a “participant list” and send it to ECCJ.
 - ECCJ shall confirm and approve the final selection of the participants. ECCJ shall notify the final selection result.
 - The successful BIDDER shall deliver the notice of final selection result to each AMS.
- 2) Assistance for the operation management
- The successful BIDDER shall liaise with each participant, and each counterpart or Focal Point of EE&C-SSN and provide the necessary support for preparation of this seminar to implement it smoothly and effectively.
 - The successful BIDDER shall confirm and follow-up on the status of the required preparation done by each participant as per the outline, separately prepared by ECCJ, and report it to ECCJ immediately and consult on how to resolve it if there are any problems.
 - The successful BIDDER shall be responsible for ensuring that all the participants take all necessary steps to participate in the training program in a timely manner.
 - Regarding the travel expenses, daily allowance and accommodation fee of the participants from AMS to Japan, ECCJ shall provide them in-kind. This specification includes the travel expenses, daily allowance and accommodation fee of 1 (one) person from the successful BIDDER.
 - The successful BIDDER shall confirm, through the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ, the conditions on the internet environment of participants in each AMS in order to implement the training program smoothly.

- This specification does not include the online meeting platform service.
- 3) Assistance for implementation of the training program
- The successful BIDDER shall participate in the training program. So as to effectively operate training, it shall publish ASEAN related policy information, summary of training details, and so on.
 - The successful BIDDER shall review and confirm the contents of the training program. If there is any change needed, the successful BIDDER shall consult with ECCJ.
 - The successful BIDDER shall provide the participants with advice and guidance regarding the training program.
- 4) Follow-up activities
- After the training program, the successful BIDDER shall conduct the follow-up activities to monitor and confirm the progress in the implementation of the action plan prepared in the training program, and provide participants with support for implementation of the action plan as necessary. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(9) ECAP40 <Assistance for training programs in Japan>

○ Training information

- Schedule : In Japan, 5 (five) days in January 2027
- Online connection points : Office of the Focal Point in each AMS / office of the successful BIDDER / one meeting room in ECCJ
- Implementation method : Invitation to Japan (hybrid method that allows online participation to a part of the program (ECCJ shall act as the host of the online system))
- Participants : 1 (one) from each AMS (online participants as many as possible from AMS), at least 1 (one) from the successful BIDDER
- The participants from each country are persons related to the EE&C/CN measures.
- Stakeholders from manufacturers and research Institute of high-efficiency equipment
- Several experts from ECCJ participate in the training program.

○ Work descriptions

- 1) Recruitment and preliminary selection of participants

- The successful BIDDER shall start the recruitment work of the participants in accordance with the conditions and requirements specified in the outline, separately prepared by ECCJ.
 - The successful BIDDER shall distribute the outline of the training programs as the guidelines for application to each country.
 - The successful BIDDER shall coordinate the selection of participants during the recruitment in each country and collect the application forms and the other required documents on behalf of ECCJ. Finally, the successful BIDDER shall summarize the application results and make the preliminary selection of the participants as per the conditions and requirements specified in the outline, separately prepared by ECCJ.
 - The successful BIDDER shall prepare the report on the recruitment including the results of preliminary selection as a “participant list” and send it to ECCJ.
 - ECCJ shall confirm and approve the final selection of the participants. ECCJ shall notify the final selection result.
 - The successful BIDDER shall deliver the notice of final selection result to each AMS.
- 2) Assistance for the operation management
- The successful BIDDER shall liaise with each participant, and each counterpart or Focal Point of EE&C-SSN and provide the necessary support for preparation of this seminar to implement it smoothly and effectively.
 - The successful BIDDER shall confirm and follow-up on the status of the required preparation done by each participant as per the outline, separately prepared by ECCJ, and report it to ECCJ immediately and consult on how to resolve it if there are any problems.
 - The successful BIDDER shall be responsible for ensuring that all the participants take all necessary steps to participate in the training program in a timely manner.
 - Regarding the travel expenses, daily allowance and accommodation fee of the participants from AMS to Japan, ECCJ shall provide them in-kind. This specification includes the travel expenses, daily allowance and accommodation fee of 1 (one) person from the successful BIDDER.
 - The successful BIDDER shall confirm, through the preliminary confirmation of communication network with representatives in each AMS

by the consultation with ECCJ, the conditions on the internet environment of participants in each AMS in order to implement the training program smoothly.

- This specification does not include the online meeting platform service.

3) Assistance for implementation of the training program

- The successful BIDDER shall participate in the training program. So as to effectively operate training, it shall publish ASEAN related policy information, summary of training details, and so on.
- The successful BIDDER shall review and confirm the contents of the training program. If there is any change needed, the successful BIDDER shall consult with ECCJ.
- The successful BIDDER shall provide the participants with advice and guidance regarding the training program.

4) Follow-up activities

After the training program, the successful BIDDER shall conduct the follow-up activities to monitor and confirm the progress in the implementation of the action plan prepared in the training program, and provide participants with support for implementation of the action plan as necessary. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(10) Post & Summary meeting

○Meeting information

- Schedule : 2 (two) days in February 2027
- Venue : External meeting room of 1 (one) country of AMS
- Meeting method : Hybrid method (the successful BIDDER shall act as the host of the online system)
- Participants : 1 (one) from each AMS, at least 2 (two) from the successful BIDDER, and approx. 6 (six) participants from ECCJ
- The participant from each country is EE&C-SSN representative (Focal Point) or their representatives.
- On-site participants are up to 11 (eleven) from AMS, 2 (two) from the successful BIDDER and approx. 3 (three) from ECCJ.
- The others participate online.

○Work descriptions

- 1) Preparation, coordination, and confirmation of the meetings
- The successful BIDDER shall start the coordination with ECCJ and EE&C-SSN's Focal Point of AMS after the effective date of this contract,

and determine the schedule of the meeting immediately. If there is a change, the successful BIDDER shall consult with ECCJ immediately and decide on an alternative plan.

- The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (Senior Officials on Energy (SOE leaders)) of AMS about an outline meeting, request the participants to attend the meeting, and receive their consent to the attendance.
- The successful BIDDER shall prepare the participant list and report it to ECCJ.
- The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and distribute it to each country together with the participant list.
- The successful BIDDER shall request and collect the presentation materials of the participants based on the agenda, and provide them with all the materials before the meeting.
- The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decide an online meeting system to use, confirm whether each country has an internet environment capable of the online meeting, and implement the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ. If there are any issues, the successful BIDDER shall take measures to resolve them.
- This specification includes the fee of venue and online meeting platform service.
- This specification does not include the travel expenses of on-site participants from AMS. The specification only includes the travel expenses, daily allowance and accommodation fee of 2 (two) persons from the successful BIDDER.

2) Holding of meetings

- The successful BIDDER shall provide the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the EE&C-SSN coordinator to conduct the meeting smoothly.
- The successful BIDDER shall give opening remarks and summarize the meeting.
- The successful BIDDER shall do their best to facilitate the meeting

smoothly.

6.3 Preparation and submission of activity reports

The successful BIDDER shall prepare and submit reports on activities of 6.2 (1) to (10), individually by due dates that ECCJ determines. The due date of submission of each report is within about 2 weeks after completion of each activity.

6.4 Research, etc.

The successful BIDDER shall conduct research and other activities specified below.

- (1) Regarding the EE&C/CN measures, the successful BIDDER researches the legal frameworks in the AMS (11 countries) and documented them in a specific format. Regarding the current EE&C/CN measures, the successful BIDDER researches the legal frameworks in the AMS (11 countries) as of January 2027 and submits a report. (Due date: 5th February 2027)
- (2) Regarding the report on the activities and outcomes of AJEEP Scheme 5, implemented from FY2022 to FY2025, the successful BIDDER shall apply appropriate design modifications to the draft report provided by ECCJ for publication and post it on the successful BIDDER's website. (Due date: 30th October 2026)

7. Items on proposal and contract amount

7.1 Classification of contract

The contract shall be a Yen-denominated "cost-reimbursement contract". The actual payment amount shall be determined and paid according to the procedure specified in Chapter 8. Therefore, the "contract amount" defines the upper limit of the payment amount to the successful BIDDER.

7.2 Cost breakdown

- (1) The breakdown of expenses shall consist of manpower costs, operating costs, and general administrative expenses.
- (2) The manpower costs are calculated by multiplying the working hour by the hourly unit price for each job class classified into around 3 to 5 levels. No special unit price for overtime or holiday work is allowed. As for the hourly unit price for each job class shown in the quotation proposal, the same unit price shall be used when determining the payment amount unless there is a special reason to be approved by ECCJ.

- (3) Operating costs include venue costs, interpretation fees, printing costs, translation fees, communication costs, subcontract cost, etc. The cost shall be paid to the external parties by the successful BIDDER in connection with conducting the program, and the payment amount shall be determinable by the procedure specified in paragraph 8.4.
- (4) General administrative expenses are calculated by multiplying the total of manpower costs and operating costs by the general administrative expense ratio. The general administrative expense ratio should not exceed 10%.

7.3 Exchange rate

- (1) The bidding and contract shall be in Japanese yen.
- (2) Upon determination of payment amount, conversion of the expenses paid into yen with the currencies other than yen shall apply the day exchange rate when cost was incurred. Note that conversion of the manpower costs shall apply the end of month exchange rate when cost was incurred.

7.4 Example of cost tables

Example of cost table format is provided in Attachment A. The direct cost items shown in Attachment A are examples, and can be added or deleted as appropriate according to the BIDDER's proposal.

8. Payment

Based on the progress of the actual work, the cost stipulated in Chapter 7 shall be paid to the successful BIDDER according to the following procedure.

8.1 Down payment

- (1) The successful BIDDER can claim up to 50% of the contract amount as a down payment.
- (2) ECCJ shall make payment according to the procedure stipulated in paragraph 8.4 after receiving the down prepayment invoice from the successful BIDDER.

8.2 Final payment

- (1) In order to receive the final payment, the successful BIDDER shall submit the report stipulated in paragraph 6.3 and the collected materials stipulated in paragraph 6.4, and submit an accounting report after the approval by ECCJ. The due date for the submission of the accounting report shall be 9th March 2027, and this date shall be

the contract termination date.

- (2) Prior to the submission of the accounting report, the successful BIDDER shall submit its draft to ECCJ by 23rd February 2027.
- (3) ECCJ shall confirm and determine the total amount of expenses to be paid for the accounting report within 7 business days after receiving the accounting report (draft). The successful BIDDER shall correct the accounting report as necessary.
- (4) The final payment amount shall be the total amount fixed by the above, deducted advance and interim payment.
- (5) ECCJ shall make payment according to the procedure described in paragraph 8.4 after receiving the final invoice.

8.3 Accounting reports and vouchers

- (1) Following vouchers shall be attached to the accounting report stipulated in the preceding paragraph to prove the actual cost paid.
 - Recipient's sign or sealed receipt
 - Payment statement or substitute document (If the payment details are written on the receipt, it can be replaced with the payment statement)
- (2) In the accounting report, manpower costs are calculated from the total value of basic salary and commuting expense. In addition, the voucher shall be attached to the accounting report.
- (3) The transfer of the budget from the operating cost in the contract amount breakdown to the manpower cost shall not be allowed.
- (4) The attendance (work) record for each staff shall be attached to the accounting report.

8.4 Payment procedure

Upon receipt of the invoice stipulated in paragraphs 8.1 to 8.3, ECCJ shall make payment by telegraphic transfer (T/T) to the bank account designated by the successful BIDDER within 30 days of receipt. ECCJ shall be responsible for the banking charges necessary for the remittance. However, in case that the successful BIDDER pays some amount of money back to ECCJ for the reason that the successful BIDDER cannot blame ECCJ, the successful BIDDER shall be responsible for the banking charges necessary for the above remittance.

9. Taxes imposed outside Japan

All taxes imposed outside Japan in connection with this contract shall be borne and paid by the successful BIDDER.

10. Organizational requirements for submitting proposal

10.1 Expertise and experience

The BIDDER shall have expertise and experience in energy and EE&C. In addition, the BIDDER shall have precise knowledge on the details and background of the “Program”.

Also, the BIDDER shall have the experience and capabilities in implementing the actual activities for EE&C programs.

10.2 Effective relations with government agencies

The BIDDER shall have secure personal networks with ministries related to energy efficiency as well as EE&C-SSN in ASEAN (including the Senior Officials on Energy (SOE leaders) and EE&C-SSN’s Focal Point) of all AMS countries.

10.3 Items to be stated in proposal

The BIDDER is also required to develop the detailed scope and specifications of the work stipulated in the proposal in accordance with the Specifications.

10.4 Information to be disclosed for proving fulfillment of organizational requirements

The BIDDER shall disclose the following information relating to 10.1 (Expertise and experience), 10.2 (Effective relations with government agencies), etc.

- Outline of the BIDDER’s organization / organization chart / manpower available for the programs in the field of EE&C / business fields with list of featured international programs on EE&C since 2021
- List of actual experiences of being involved or implementing seminars, meetings, etc. since 2021
- Relation with the ministries responsible for implementing EE&C programs in ASEAN Member States

10.5 Risk management procedure

The BIDDER shall clarify the procedure to manage risk of potential incidents and accidents relating to implementation and operation of the training program by including the following items in the proposal.

- (1) Reporting procedures and actions in the event of emergency to protect the participants and staff of the BIDDER

- (2) Reporting procedures and actions in the event of emergency when a leak of confidential information occurs, a leak is suspected and any problem that may result in a leak of information is found
- (3) A manual or guideline of the BIDDER regarding risk management in the event of emergency that clarifies the organizational system and procedure to maintain safety of the participants and staff of the BIDDER. If the organizational system includes any persons having the nationalities of countries other than Japan, the nationalities and passport numbers shall be included.
- (4) Information security measures for the organization, employees and system including hardware taken by the BIDDER.
- (5) The successful BIDDER shall respond, as required, to an audit conducted by an ordering party regarding the information security management status.

11. Determination of the successful BIDDER

BIDDER's proposal shall be evaluated according to the evaluation criteria shown in the table below, and the BIDDER with the highest score shall be determined as the successful BIDDER. ECCJ shall make a "contract" with the successful BIDDER after adjustment of the work content and price negotiation if required.

Table: Evaluation of Items with Score Distribution

Evaluation item	Score
1. Capability of execution of the work stipulated in the specification	50
- Organization system on EE&C (organization chart, type and number of experts, etc.)	(15)
- Number of operations and the content of international EE&C workshops	(15)
- Network with the ministries responsible for EE&C	(15)
- Risk management	(5)
2. Price (quotation)	50
Total	100

This table is shown for the purpose of informing the BIDDER of the items and respective score distribution for evaluation of the BIDDER's proposal by ECCJ. The BIDDER shall submit the document explaining each item for evaluation by using the forms specified in Item (a)–(e) listed below.

(a) Name of the BIDDER _____

(b) Outline and capability of the BIDDER's organization

	Item	Descriptions
1	Business field	
2	Year of establishment	
3	City / country based and branch office(s)	
4	Number of employees	
5	Organization chart	
6	Business related to EE&C	
7	Number of staff / departments in business for EE&C	
8	Services and facilities specialized for EE&C	
9	Featured international workshops by the BIDDER on EE&C	Fill in the table (c) below.

(c) List of featured international workshops on EE&C (2021-2025, from the latest one)

	Year	Name of workshop	Outline of workshop	Country
1	2025			
2				
3				
4				
5				

(d) List of actual experience of being involved or implementing seminars, meetings, etc. since 2021

Year	Month	Name of workshop	Role	Specific activities / place
		Training course / Meeting		

(e) Network with the ministries responsible for EE&C in ASEAN Member States

	Country	Ministries / Departments
1	Brunei Darussalam	
2	Cambodia	
3	Indonesia	
4	Lao PDR	
5	Malaysia	
6	Myanmar	
7	Philippines	
8	Singapore	
9	Thailand	
10	Timor-Leste	
11	Viet Nam	
12	ASEAN Secretariat	

12. Submission of proposal

The BIDDER shall submit the original documents below to ECCJ by 15:00 in Japan time on 23th July, 2026. When submitting by courier service, it shall be delivered to ECCJ by the date specified previously.

- (1) Quotation: 2 sets of hard copies
 - Total estimation (required signature by the representative)
 - Breakdown sheet (required signature by the person responsible for estimation)
- (2) Business plan proposal: 2 sets of hard copies
 - Business plan based on scope of the specification
 - Description of qualification requirements (Refer to paragraphs 10.4, 10.5 and 11. (a)-(e))
 - Supporting materials (kept to the minimum necessary)