

1. Number

380-210604-0

2. Name

Assistance and Services for Implementation of “ASEAN-Japan Energy Efficiency Partnership (AJEEP) Program” (Package 1)

3. Outline of the specifications

3.1 Introduction

This quotation specification (hereinafter referred to as “the specifications”) is prepared for a BIDDER to submit proposals for the work and service stipulated by the Energy Conservation Center, Japan having its principal place of business at 2-11-5, Shibaura, Minato-ku, Tokyo 108-0023, Japan (hereinafter referred to as “ECCJ”). BIDDER is required to prepare the proposal in accordance with the specifications.

3.2 Background

The BIDDER shall understand the following background and submit this bid.

Developing countries face a rapid increase of energy consumption and accordingly fast growth of environmental load. One of the reasons for this is their acceleration of economic growth ahead of improvement in energy consumption efficiency. This demands each country of the Asian region including ASEAN, to introduce and promote new technology for more effective utilization of energy. However, for this purpose, it is required to develop the infrastructure to promote energy conservation as follows:

- Establishment of legal frameworks
- Development and establishment of organizational capability and technology
- Enhancement of awareness of the importance and implementation ability for EE&C, etc.

Therefore, the Ministry of Economy, Trade and Industry (hereinafter referred to as “METI”), consigned ECCJ to implement the “Project for Promotion of Energy Efficiency and Conservation” (hereinafter referred to as “PROMEEC”) from FY2000 in agreement with the ASEAN Member States (hereinafter referred to as “AMS”), and successfully completed them in FY2011. PROMEEC 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”.

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.

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 consists of 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 EE&C promotion for factories and buildings

Scheme 3: Capacity development for narrowing the gap of establishing legal framework and the capabilities of implementation of EE&C among AMS

METI-ECCJ has implemented activities for Scheme-2 and Scheme-3 jointly with ASEAN by dispatching experts and training program in Japan.

4. Outline of the program

4.1 Overall

The target of this program is a capacity building for the establishment of energy conservation infrastructures in ASEAN which is stipulated in the “ASEAN Plan of Action for Energy Cooperation (APAEC)”, which is revised every five years. The program consists of the following activities.

4.1.1 Dispatch of experts

(1) Inception Meeting

The Inception Meeting is held in one of the AMS countries to determine activities in a year specifically.

(2) Scheme 2: Practical training using the mini-plant in Thailand as a part of “The Trainer’s Training Program for Qualified Energy Managers”

Through the EE&C cooperation activities implemented for ASEAN by ECCJ to date, it has been understood that there is a need to increase the number of persons who have excellent technical and management skills to manage and achieve energy conservation in each country.

In order to meet such needs, the “ASEAN Training Program for Trainers of Qualified Energy Managers” was implemented as Scheme 2 for last five years. The Scheme 2 Program is a year-round training program for training trainers of qualified energy managers and provides with a system to train skills as a trainer through the integrated three trainings: ①The training and examination using mini-plant facilities in Thailand, ②The training through implementation of energy audits and preparation of the report in their own countries, ③The training in Japan (Lectures and examination on technical aspects on energy conservation and presentations of the reports of the energy audit results).

(3) Scheme 3: Activities for narrowing the gap in the capability of EE&C legal framework establishment and implementation among AMS

On the other hand, among AMS, the gap in terms of legal framework establishment and implementation is widening due to the difference in the level of energy conservation promotion policies in each country. Therefore, in order to reduce this gap, AJEEP Program Scheme 3 is providing with activities to establish energy conservation system, especially in Cambodia and Lao PDR, which lag behind. Specifically, with the cooperation of ASEAN advanced energy conservation countries, ECCJ provides support for capacity building to establish energy management systems and energy efficiency standards and labeling systems for air conditioners in these two countries. ECCJ dispatches experts to hold the workshops and cooperate in both countries.

4.1.2 Training program in Japan

The outline of training program in Japan is as follows. The training is held online due to COVID-19.

(1) ECAP-24: Training on advanced energy management methods in industrial sectors

As the Advanced Course for learning energy management in energy-intensive industries, this training introduces energy management methods, points of view on energy conservation and specific cases, and participants discuss specific topics selected in advance by themselves to obtain a deeper understanding. Through the above process, the training encourages the participants to realize the importance of promoting energy conservation and promotes systematization. Thereby, the training aims at disseminating energy conservation techniques and promoting a new energy-saving businesses.

5. Scope of work

In order to prevent the spread of the new coronavirus (COVID-19), various restrictions are imposed on social activities such as movements (travel abroad and transportation between cities), going out and gathering that make it difficult to implement this program as planned and it is considered to be impossible to operate activities according to the method initially planned until the first half (the end of September) of this fiscal year at the earliest. Therefore, the program will be implemented through alternative methods such as Web-conference and Web-seminar.

The successful BIDDER shall assist ECCJ for completing the above-mentioned program by providing the following services. Therefore, it is required that BIDDER shall have a firm network with all AMS so that the work can be smoothly and effectively implemented.

The successful BIDDER shall take appropriate measures against infectious diseases for implementation of this work.

Also, if there is a change in the situation during program implementation, both parties will discuss and determine the solutions.

5.1 Activities conducted by dispatching experts

5.1.1 Assistance for plenary coordination meetings (Inception Meeting)

(1) Outline of the Inception Meeting

Schedule : 2 (two) days in July 2021

Venue : Office of the Focal Point in each AMS / office of the successful bidder / home (in the case when it is impossible to go to the office) / one meeting room in ECCJ

Meeting method : Online meeting

Participants : A total of 12 persons, 1 (one) from each AMS and at least 2 (two) from the successful BIDDER. The participant from each country is EE&C-SSN representative (Focal Point) or their representatives. 4 (four) to 8 (eight) participants from ECCJ

(2) Description of the work

(a) 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 immediately after the effective date of this contract, and determine the schedule of the Inception Meeting. If there is a change, the successful BIDDER shall consult with ECCJ immediately and decide 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, decides an online meeting system to use through consulting with ECCJ in advance, and confirms whether each country has an internet environment capable of the online meeting. If there are any issues, the successful BIDDER shall take measures to resolve them.

(b) Holding of meetings

- The successful BIDDER shall provide with 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.
- The successful BIDDER shall make the minutes of the meeting within two weeks after the meeting, submits it to ECCJ as a report stipulated in 5.3.1, obtains comments and finalizes it.

5.1.2 Assist ECCJ in the activities of Scheme 2 Program

(1) Online practical training using mini-plant facilities in Thailand

An online practical training using mini-plant facilities in Thailand was implemented in the previous fiscal year, and its effectiveness was confirmed. Therefore, the training is held in August as in the past, followed by energy audit in trainees' countries.

Activity	: Online seminar, lectures and examination using mini-plant facilities in Thailand
Schedule	: 3 (three) days in August 2021 (provisional)
Venue	: DEHRD of DEDE (Thailand)
Trainees	: Candidates for trainers of qualified energy managers. Trainees of this training must implement energy audits in their own countries and participate ECAP25 (Technical training on energy conservation as a part of "The Trainer's Training Program for Qualified Energy Managers). Observers can also participate in this training. (Observers mean persons who currently engage in energy conservation activities or highly likely to engage in such activities in the future.)
Work outline	: The trainees receive an overview of the AJEEP TOT Program and explanation on energy audits, and participate in the lectures and simulation training using mini-plant facilities by online so that they can use the knowledge as a reference in the actual energy audits. An examination corresponding to the lectures is conducted to check the level of understanding.

Work descriptions: Preparation and adjustment for the online training using mini-plant facilities

- The successful BIDDER shall, on behalf of ECCJ, liaise with the operating institution of the mini-plant in Thailand where the practical training is implemented in writing to request the institution to cooperate with ECCJ and gain permission to use the training facilities.
- The successful BIDDER shall liaise with each counterpart or Focal Point of EE&C-SSN to request them to ask trainees who have registered for participation to participate in the training and select observers, examine the responses and inform ECCJ of them.

- The successful BIDDER shall liaise with the Focal Point of each country to confirm that there is no problem in the internet environment that trainees and observers will use for the online lectures.
- The successful BIDDER shall be responsible for ensuring that all the trainees and observers appropriately take all necessary steps to participate in the training program.
- The successful BIDDER shall provide the trainees in advance with the curriculum and training materials that have been prepared by ECCJ and personnel in Thailand so that all participants of the training can smoothly participate in the training.
- The successful BIDDER shall shoot videos necessary for the online training in advance and control the preparation status of the online examination and the live broadcast of the simulation training using mini-plant facilities. The successful BIDDER shall also examine the estimate of the cost associated with the training, report the estimate to ECCJ to receive approval, and after the training, make a necessary payment.

(2) Online intermediate check for confirming the progress of energy audits in the trainees' countries

Activity	: Intermediate check of the progress of the energy audit
Schedule	: From September 2021 to December 2021 (2 (two) countries/day x 5 (five) days, approx. 2 (two) hours in each country)
Venue	: ECCJ and AMS offices
Trainees	: - Candidates for trainers of qualified energy managers who had the online practical training using mini-plant facilities in Thailand and will participate in ECAP25 - Trainers who have already been qualified and have participated the energy audits and provided advice
Work outline	: In the period between the energy audits in trainees' countries and submission of the energy audit reports (middle of January 2022), hold online meetings with ECCJ and the trainees mentioned above, and provide guidance regarding the status of energy audits, data analysis, preparation of reports, etc.

Work descriptions: Preparation and adjustment for the online intermediate check of energy audits

- The successful BIDDER shall liaise with each counterpart or Focal Point of EE&C-SSN to request them to ask trainees who have registered for participation in the year-round training course for trainers to participate in the intermediate check and select observers, examine the responses and inform ECCJ of them.
- The successful BIDDER shall determine the schedule and trainers in each country (trainers who have already been qualified in AJEEP), request the Focal Point of each country to ask the trainers to participate in the energy audit in each country to provide advice, and confirm that it is completed.
- The successful BIDDER shall prepare and adjust the schedule of intermediate checks, which will be held for five days in two countries each day, for the 10 or more trainees in 10 countries, inform ECCJ of the schedule and participate in the intermediate checks.
- The successful BIDDER shall be responsible for ensuring that all the trainees and observers appropriately take all necessary steps to participate in the training program.
- The successful BIDDER shall receive all energy audit reports from the trainees by the due date and submit the reports to ECCJ.

5.1.3 Assist ECCJ in the activities of Scheme 3 Program (to be implemented in Cambodia and Lao PDR)

Online workshop in Cambodia and Lao PDR (First)

Schedule	: August 2021, one time in each country (2 (two) times), 1 (one) day / time
Venue	: One meeting room in a hotel or a government office in the host country, one meeting room in ECCJ, one meeting room of the successful BIDDER and the office of experts in the supporting countries
Participants	: Persons responsible for EE&C legal framework in the relevant ministries and governmental agencies which play the main role, and the related parties of private sectors. Maximum number of the participants is 30 (thirty) (30 (thirty) in the host country).
Activities	: Seminars/workshop
Method of Implementation	: Online Seminar. Participation of 2 (two) persons online from countries which are advanced in the establishment of the EE&C legal framework among AMS. 4 (four) to 8 (eight) experts participate in online from ECCJ.

Work descriptions:

- (a) Preparation for the local activity

- The successful BIDDER shall prepare the agenda in consultation with ECCJ, contact the Focal Point of EE&C-SSN of the host country, and obtain an agreement on the contents of the agenda.
- The successful BIDDER shall arrange and provide with the venues (meeting rooms in a hotel or a meeting room in the related ministries and agencies) based on the agenda.
 - Presentation audio set, PC, projector & screen
 - Internet environment for online meetings
 - Banner and backdrop
 - Soft drinks, etc.
 - Lunch for participants
- The successful BIDDER shall confirm that there is an internet environment that enables online meetings, through the preliminary confirmation of communication network with the venue by the consultation with ECCJ, and take necessary measures if there is any problem.
- The successful BIDDER shall consult with ECCJ, select supporting countries with advance in legal framework establishment among AMS, and request them to make their experts participate by online system.
- The successful BIDDER shall request participants to prepare the presentation materials based on the agenda, receive the materials and provide with all the materials including the final agenda of the activities to the participants before the activities (electronic data).

(b) Implementation of the local activities

- The successful BIDDER shall request the Focal Points of the countries where the workshop is implemented to check the status of setting up in the meeting room.
- The successful BIDDER shall act as the general moderator of the online meetings and wrap up the meetings.
- The successful BIDDER shall prepare the participant list and the minutes of the meeting, and submit them to ECCJ within two weeks after the activities in the host country are finished. The successful BIDDER shall submit a report separately as a Scheme 3 report.
- The successful BIDDER shall confirm the health status of participants other than the host country and the progress of participation and training. If there is a problem, the successful BIDDER shall report it to and discuss its solution with ECCJ immediately.

(c) Follow-up activities

After completion of the program, the successful BIDDER shall conduct follow-ups to monitor and identify progress and outcomes in implementation of the action plans developed in this program and provide participants with support to implement action plans if required. The contents of follow-up activities shall be decided after due consultation with ECCJ.

5.2 Activities conventionally implemented in training program in Japan

The training described in 4.1.2 is held online because the participants cannot be invited to Japan until the first half (the end of September) of this fiscal year.

5.2.1 Assist ECCJ in the activities of ECAP24

(1) Outline for the activities of ECAP24

Schedule	: 1 (one) day in September 2021
Venue	: Office of each trainee in AMS or their home (in the case when it is impossible to go to the office) / one meeting room of the successful BIDDER / one meeting room in ECCJ
Training method	: Online seminar
Contents of training program:	Refer to paragraph 4.1.2.
Participants	: Maximum of 6 (six) persons from each AMS and at least 2 (two) persons from successful BIDDER Trainees from each country shall be persons who consider the training as effective. Several experts from ECCJ participate in the training.

(2) Work descriptions:

The work of the successful BIDDER consists of the following item.

(a) 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 above outline.
- 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 above outline.
- The successful BIDDER shall prepare the report on the recruitment including the results of preliminary selection as a “participant list” and shall send it to ECCJ.
- ECCJ shall confirm and approve the final selection of the participants. ECCJ shall deliver the notice of the final selection result to the successful BIDDER.
- The successful BIDDER shall deliver the notice of final selection result to each AMS.

(b) 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 with necessary supports 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 above outline, 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.
- Since it is implemented by online system, 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.

(c) Assistance for implementation of the training program

- At least 2 (two) persons from the successful BIDDER shall participate in the training program.
- 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.
- The successful BIDDER shall act as the general moderator of the training program.

(d) 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 to implement the action plan if required. The contents of follow-up activities shall be decided after due consultation with ECCJ.

5.3 Preparation and submission of activity reports

5.3.1 Report on each activity

The successful BIDDER shall prepare and submit reports on activities of 5.1.1, 5.1.2 (1), 5.1.3 and 5.2.1 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.

5.3.2 Report in which all activities are summarized

The successful BIDDER shall prepare and submit a report in which all of the activities described in 5.1.1, 5.1.2 (1), 5.1.3 and 5.2.1 are summarized. The due date of submission is 17th January, 2022.

6. Proposal for quotation and contract amount

6.1 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 7. Therefore, the “contract amount” defines the upper limit of the payment amount to the successful BIDDER.

6.2 Cost breakdown

The breakdown of expenses shall consist of manpower costs, operating costs, and general administrative expenses.

- (1) The manpower costs are calculated by multiplying the working hour by the hourly unit price for each job class classified into 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.
- (2) Operating costs include travel expenses (including accommodation fee and daily allowance), 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 7.4.
- (3) 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%.

6.3 Exchange rate

- (1) The contract shall be in Japanese yen, but bidding in US dollars is also allowed. When bidding in US dollars, convert the total amount to yen by multiplying the total amount by the exchange rate of 108 yen / US dollar.
- (2) Upon determination of payment amount, conversion of the expenses paid into yen with the currencies other than yen shall apply the end of month exchange rate when cost was incurred.

6.4 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.

7. Payment

Based on the progress of the actual work, the cost stipulated in Chapter 6 shall be paid to the successful BIDDER according to the following procedure.

7.1 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 7.4 after receiving the down prepayment invoice from the successful BIDDER.

7.2 Final payment

- (1) In order to receive the final payment, the successful BIDDER shall submit the report stipulated above and submit an accounting report after the approval by ECCJ. The due date for the submission of the accounting report will be 8th February, 2022.
- (2) Prior to the submission of the accounting report, the successful BIDDER shall submit its draft to ECCJ by 25th January, 2022.
- (3) ECCJ shall confirm and determine the total amount of expenses to be paid for the accounting report within 10 business days after receiving the accounting report. 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 7.4 after receiving the final invoice.

7.3 Accounting reports and vouchers

- (1) Following voucher 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)
 - Boarding pass stub
- (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.

7.4 Payment procedure

Upon receipt of the invoice stipulated in paragraphs 7.1 to 7.3, 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.

8. Taxes

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

9. Qualification requirements

9.1 Expertise and experience

The BIDDER shall have expertise and experience in energy and energy conservation. In addition, the BIDDER shall have precise knowledge on the “Program”.

Also, the BIDDER shall have the experiences and capabilities in implementing the actual activities for energy conservation programs.

9.2 Connection with government agencies

The BIDDER shall have relations with the ministries responsible for policy making and implementation of initiatives on energy conservation in AMS.

9.3 Detailed design

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

9.4 Items of information to prove required qualification

As stipulated in paragraphs 9.1 and 9.2, the BIDDER shall clarify the following to prove their qualification with evidence to the proposal.

- Outline of the BIDDER’s organization / organization chart / manpower available for the programs in the field of energy conservation / business fields with list of featured international programs on EE&C since 2016
- List of actual experiences of being involved or implementing seminars, meetings, etc. since 2016
- Relation with the ministries responsible for implementing EE&C programs in ASEAN Member States

9.5 Risk management procedure

In the proposal, the successful BIDDER shall clarify the procedure to manage risk of potential incidents and accidents relating to implementation and operation of the training program.

Regarding the procedure mentioned above, the successful BIDDER shall submit the proposal including the following items.

- (1) Reporting procedure and actions in the event of emergency to protect the participants and staff of the successful BIDDER
- (2) Reporting procedure 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 successful 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 successful BIDDER. If the organizational system includes any persons having the nationalities of countries other than Japan, the nationalities and passport numbers shall be included.

10. 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 Items with Score Distribution

Evaluation item	Score
1. Capability of execution of the work stipulated in the specifications	50
- Organization system on energy efficiency and conservation (organization chart, type and number of experts, etc.)	(15)
- Experiences on operation of international energy program	(15)
- Network with the ministries responsible for energy efficiency and conservation	(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 energy conservation	
7	Number of staffs / departments in business for energy efficiency and conservation	
8	Services and facilities specialized for energy conservation	
9	Featured international programs by the BIDDER on energy efficiency and conservation	Fill in the table (c) below.

(c) List of featured international programs on EE&C (2016-2020, from the latest one)

	Year	Name of program	Outline of program	Country
1	2020			
2				
3				
4				
5				

(d) List of actual experience of being involved or implementing seminars, meetings, etc. since 2015

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

(e) Network with the ministries responsible for energy efficiency and conservation 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	Vietnam	
11	ASEAN Secretariat	

11. Submission of proposal

The BIDDER shall submit the original documents below to ECCJ by 23rd June, 2021. When submitting by courier service, it shall be delivered to ECCJ by the date specified previously.

(1) Quotation proposal: 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 specifications
- Description of qualification requirements (Refer to paragraphs 9.5 and 10. (a)-(e))
- Supporting materials (kept to the minimum necessary)