

Specification

1. Number 380-220930-0

2. Name

Assistance and Services for Implementation of FY2022 ASEAN-Japan Energy Efficiency Partnership (AJEEP) Program (Package 2)

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 as of FY2021

The implementation status of this program is as follows.

The energy situation that developing countries are facing to 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 the 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 and the standard labeling system on room air conditioners)

4.2 Program structure after FY2022

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 the energy efficiency in the fields of commercial buildings, industries and transportation by introducing effective technologies and advanced and applicable cases relating to CN, and

	providing the technical information that contributes to planning and determining CN/EE&C measures
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5. Outline of the program in FY2022

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 following activities are planned to be implemented in FY2022 (Package 2).

5.1 Dispatch of experts

(1) Scheme 4

This scheme will collect information on the actual conditions including the status of development of the energy manager qualification system in each ASEAN country and prepare for creation of the drafts of the training curriculum (including the textbooks), qualification criteria and Mutual Recognition Arrangement (hereinafter referred to as “MRA”) that are common to all ASEAN countries. Specifically, this system is targeted at the following persons in AMS:

- Experts relating to energy management across the ASEAN region
- Experts relating to CN (the CN technical field)
- Experts relating to management of CN related projects (project formation and management)

The activities for the fiscal year described above will be conducted in the intermediate workshop and will be summarized at the online meeting held afterwards.

(2) Scheme 5

This scheme will provide with the platform to share and discuss on the information about the future direction to promote CN, including knowledge on CN that each ASEAN country has, the gap of the policies among the countries, etc. Specifically, the following activities are included.

- Sharing of information on the needs and challenges for CN that each ASEAN country has
- Introduction of the CN measures and policies in Japan useful and applicable to the ASEAN countries
- Introduction of the CN-related technologies and the excellent cases in Japan that can be applied to ASEAN in the fields of the industry, transportation and commercial buildings
- Discussion and study for formulation of model projects that will be able to be

developed and disseminated in ASEAN

- Discussion and study for introduction of the transportation category to the ASEAN Energy Award
- Promotion of the ZEB Family Concept and enhancement of the ASEAN Energy Award System in the commercial building field

(3) Post & Summary Meeting

2 (two) days in March 2023, Venue: Japan (an external meeting room in Tokyo)

The Meeting is held to review the finished activities in the fiscal year, and to discuss and determine activities in the next fiscal year. (implemented by a hybrid method including online)

5.2 Training program in Japan

(1) ECAP29

ECAP29 is a training workshop regarding applicable advanced technologies to improve the energy efficiency for realizing CN in the building field, where the participants share and discuss their opinions with the experts for better understanding with the aim of creation of an effective system in ASEAN. Specifically, the following items are included.

- Introduction of the viewpoints to be focused on and specific methods in order to improve the energy efficiency for CN
- Introduction of the excellent cases
- Introduction of the policies in Japan for improvement of the energy efficiency and CN
- Online virtual site tours
- Sharing information on the needs and challenges that each ASEAN country has

5.3 Investigation and other similar activities

Regarding the CN and energy conservation measures, the current status of the legal frameworks in the AMS (10 countries) is investigated.

Further, approaches and methods are considered to integrate the energy manager qualification system (Module/TOT Module/AEMAS Module) in each country and to develop it into a Common Standard Module, and a draft Common Standard Module is created.

6. Specifications of work to be executed by successful BIDDER

6.1 Basic policy

In line with the activity restrictions in ASEAN and Japan due to the new coronavirus (COVID-19), the successful BIDDER shall follow the instructions from ECCJ and apply Web-conferences, Web-seminars and other appropriate methods in executing the work.

The successful BIDDER shall provide the following services to assist ECCJ for implementing the program specified in “5. Outline of the program in FY2022”.

6.2 Assistance for activities to dispatch experts

(1) Intermediate workshop of Scheme 4

○Workshop information

Schedule : 2 (two) workshops to be held in January, 2023, 1 (one) day for each workshop

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 : About 2 (two) from each AMS and at least 2 (two) from the successful BIDDER

The participants from each country include each Focal Point of EE&C-SSN and WG members from private organizations and research institutes.

About 4 (four) participants from ECCJ

○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 an alternative plan.
- The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (SOE (Senior Officials on Energy) 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 system usage fee of the online meetings.

2) 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.

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.

(2) Online meeting of Scheme 4

○Meeting information

- Schedule : 1 (one) day in February, 2023
- 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 32 persons, 3 (three) 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.
About 4 (four) participants from ECCJ

○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 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 system usage fee of the online meetings.
- 2) 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.
- 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.

(3) Online meeting for CN audit of Scheme 5

○Meeting information

- Schedule : 1 (one) day in February, 2023
- 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 42 persons, 4 (four) 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.
About 4 (four) participants from ECCJ

○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 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 system usage fee of the online meetings.

2) 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.

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.

(4) Post & Summary Meeting

○Meeting information

Schedule : 2 (two) days in March, 2023

Venue : An external meeting room in Japan (Tokyo)

Meeting method : Hybrid method

Participants : 1 (one) from each AMS, at least 2 (two) from the successful BIDDER, and about 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 7 (seven) from AMS, 2 (two) from the successful BIDDER and about 4 (four) 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 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 does not include the venue fee, system usage fee for the online meetings and travel expenses of the on-site participants. However, the specification only includes the daily allowance and accommodation fee of 2 (two) on-site participants from the successful BIDDER.

2) 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.

6.3 Assistance for training programs in Japan

(1) ECAP29

○Training information

Schedule	: 2 (two) days in December, 2022
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	: As many as possible from each AMS and at least 1 (one) from

the successful BIDDER

The participants from each country are persons related to energy conservation measures in the building field.

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 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 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.
- 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 system usage fee of the online meetings.

- 3) Assistance for implementation of the training program
 - The successful BIDDER shall
 - 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.

- 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 with ECCJ after due consultation separately.

6.4 Preparation and submission of activity reports

The successful BIDDER shall prepare and submit reports on activities of 6.2 (1), 6.2 (2), 6.2 (3), 6.2 (4) and 6.3 (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.

6.5 Assistance for investigation and other similar activities

Regarding the current status of the CN and energy conservation measures, the successful BIDDER investigates the legal frameworks in the AMS (10 countries) as of February 2023 and submits a report. (Due date: 28th February, 2023)

The successful BIDDER also provides support and cooperation for the consideration of the approaches and methods to integrate the energy manager qualification system (Module/TOT Module/AEMAS Module) in each country and to develop it into the Common Standard Module, and the creation of the draft Common Standard Module that are conducted by ECCJ. (Due date: 8th March, 2023)

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 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 6.4 and the collected materials stipulated in paragraph 6.5, and submit an accounting report after the approval by ECCJ. The due date for the submission of the accounting report shall be 13th March, 2023, 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 1st March, 2023.
- (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 energy conservation. In addition, the BIDDER shall have precise knowledge on the details and background of the “Program”.

Also, the BIDDER shall have the experiences and capabilities in implementing the actual activities for energy conservation 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 energy conservation / business fields with list of featured international programs on EE&C since 2017
- List of actual experiences of being involved or implementing seminars, meetings, etc. since 2017

- 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 procedure and actions in the event of emergency to protect the participants and staff of the 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 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.

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 Items with Score Distribution

Evaluation item	Score
1. Capability of execution of the work stipulated in the specification	50
- Organization system on energy efficiency and conservation (organization chart, type and number of experts, etc.)	(15)
- Number of operations and the content of international energy workshops	(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 workshops by the BIDDER on energy efficiency and conservation	Fill in the table (c) below.

(c) List of featured international workshops on EE&C (2017-2021, from the latest one)

	Year	Name of workshop	Outline of workshop	Country
1	2021			
2				
3				
4				
5				

(d) List of actual experience of being involved or implementing seminars, meetings, etc. since 2017

Year	Month	Name of workshop	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	

12. Submission of proposal

The BIDDER shall submit the original documents below to ECCJ by 15:00 in Japan time on November 1st, 2022. 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)