

Inquiry Specifications

Assistance and Services
for Implementation of
“Energy Conservation Workshop under
ASEAN-Japan Energy Efficiency Partnership
(AJEEP)Program”

The Energy Conservation Center, Japan

This Inquiry Specification (hereinafter referred to as “Specifications”) is prepared for a bidder (hereinafter referred to as “BIDDER”) to submit the proposal for the work assistance and service stipulated hereunder 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 and submit it to ECCJ by **August 1st, 2019**.

1. Number

366-190617-3

2. Name

Assistance and Services for Implementation of “Energy Conservation Workshop under ASEAN-Japan Energy Efficiency Partnership (AJEEP) Program”

3. Background

Developing countries face a rapid growth 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 calls for each economy 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:

- (1) Legislative framework
- (2) Capacity building
- (3) Enhancement of awareness of the importance of energy conservation, etc.

Japan supports ASEAN Member States (hereinafter referred to as “AMSs”) in achieving effective energy utilization for sustainable development by introduction and promotion of energy conservation and relevant management technologies.

With agreement between AMSs and Japan through Ministry of Economy, Trade and Industry (hereinafter referred to as “METI”), the Promotion of Energy Efficiency and Conservation Program (hereinafter referred to as “PROMEEC”) had implemented since FY 2000 and successfully completed in FY 2011. PROMEEC was a program for the capacity building on energy efficiency and conservation (EE&C) in the fields of “Major Industries”, “Building” and “Energy Management”. PROMEEC was implemented by ECCJ jointly with AMSs.

In conjunction with the PROMEEC, the training program on EE&C for AMSs started in 2005, which was named as “Multi-Country Training Program on Energy Conservation for ASEAN Member States (abbreviated as “MTPEC”). The MTPEC was also implemented by ECCJ.

In FY 2012, METI-ASEAN launched the new program named as “ASEAN-Japan Energy Efficiency Partnership (hereinafter referred to as “AJEEP”) Program”, based on the achievements of PROMEEC and MTPEC.

The AJEEP Program consists of the following schemes.

- (1) Scheme 1: Enhanced scope of current program

- (2) Scheme 2: Formation of capacity building platform / system for EE&C program development
- (3) Scheme 3: ASEAN capacity development for narrowing the gap of EE&C among AMSs

METI-ECCJ has implemented activities for Scheme 2 and Scheme 3 jointly with ASEAN. This workshop is planned as important activities especially under Scheme 2.

The workshop is named as the “Energy Conservation Workshop under ASEAN-Japan Energy Efficiency Partnership Program” (hereinafter referred to as “ECAP”). Hereinafter, this workshop is referred to as “Workshop”.

The successful BIDDER and ECCJ will jointly implement the Workshop. Therefore, it is required that BIDDER shall have a firm network with all the AMSs so that the Workshop can be smoothly and effectively implemented.

The successful BIDDER shall provide ECCJ with the required work and services for ECCJ to smoothly conduct the Workshop.

4. Outline of the Program

The purposes of the AJEEP Program are as follows:

AMSs face a rapid growth of energy consumption in recent years. In that context, the AJEEP Program contributes to the challenge of this issue. Through the EE&C activities implemented to date, it is identified that there is a need to increase the number of persons who have excellent ability to manage to realize the energy conservation in the countries. That is a reason why the Energy Manager Certification System is one of the most useful measures to resolve the issues and improve the situation.

The four (4) AMSs, namely, Indonesia, Malaysia, Thailand and Vietnam, have already established the Energy Conservation Law including Energy Manager Certification Systems. Until now, they have trained a number of Energy Managers in comparison to the other AMSs. The other five (5) AMSs are trying to follow the same path. Under these circumstances, the number of the Energy Managers in each AMSs, especially who are highly trained and experienced, is required to increase further in order to continually enhance the energy efficiency and conservation in this region. The other AMSs, Singapore shall be provided the cooperative activity as an advisor.

For the response to such increasing needs, the new program, “The Trainer’s Training Program for Energy Managers in AMSs”, has been implemented since 2016 and will continue to 2019.

In addition, it is required for the AMSs to further improve the existing policy and legal framework. Therefore, the AJEEP Program includes another program to aim at developing, establishing and enacting policy and legal framework for EE&C appropriate for each country so that the respective AMSs can establish sustainable basis for EE&C promotion. Promotion of BEC (Building Energy Codes) in AMSs was conducted these two years by way of ASEAN platform in collaboration with other international organization. This year, another workshop is going to be conducted to focus on the new Japanese policies such as “ZEB (Zero Energy Building) Family concept” and “Building EE&C Benchmarking System” to further enhance the development of BEC and the awareness on building energy efficiency in AMSs.

The “Workshop” will be conducted in Japan under AJEEP Program and will provide participants from the ASEAN region with the following.

- (1) Useful knowledge and information especially on the latest policy and law for EC, best practices for Energy Management based on EC Guideline and EM Manual and advanced EC technologies and equipment
- (2) Opportunity to share information about policies and measures including issues on the Energy Management System and EE&C promotion realized in each country
- (3) Opportunity to learn about how to design and build as well as operate, maintain and improve Energy Manager Training System & Energy Manager Certification System in Japan
- (4) Opportunity to learn about Energy Management System including EC Guideline and EM Manual established in Japan
- (5) Opportunity to learn about Thermal and Electrical Technology and update EC Equipment
- (6) Opportunity to develop action plans of Energy Manager Training System, Energy Manager Certification System, and Energy Management System based on the Items (1) to (4)
- (7) Opportunity to learn about workable BEC in each country accordingly with each country’s specific conditions.
- (8) Opportunity to improve the ASEAN Energy Award in terms of refinement of evaluation standards and the BOJ (Board of Judgement) procedure together with the introduction of a new category i.e. ZEB family.

4.1 Objectives of Workshop

This program will have 3 “Workshops” for ECAP18, ECAP19 and ECAP20.

4.1.1 ECAP18

ECAP18 is a workshop on how to implement “Sustainable ASEAN Energy Manager Trainer Accreditation System” after the AJEEP Scheme 2 program.

The Objectives of ECAP18:

- To assess and share current status, progress and problems on Energy Management System in each country to identify gaps, challenges and necessary actions among the AMSs.
- To obtain a deeper understanding of the Energy Management System and the Energy Manager Certification System.
- To discuss and have their common understanding on the draft proposal prepared by ECCJ on how to implement “the Sustainable ASEAN Energy Manager Trainer Accreditation System” after the AJEEP Scheme 2. This draft proposal includes how to manage the working group consist of the persons from the local certification body of each AMSs, how to get financial supports from other international organizations, and etc.
- To discuss on how to support the AMSs, who have not established this system yet, to develop and establish their local energy manager certification system and to clarify the roles of AJEEP Scheme 2 program and the successor for their development and establishment.
- To confirm the progress of the “Road Map” developed and refined in ECAP 10, ECAP12 and ECAP15.

4.1.2 ECAP19

ECAP19 is a workshop for the participants' deeper understanding of the Energy Management System in Japan, the latest thermal & electrical EC technology, the energy audit result presentation and the examination.

The Objectives of ECAP19:

- To obtain a deeper understanding of Energy Management System including EC Guideline and EM Manual, Thermal and Electric EC Technology.
- To obtain the latest Thermal and Electrical EC Technology and Equipment
- Presentation and evaluation on the Self-Energy Audit result by the participants from AMSs.
- To obtain the Points of Energy Management System (Singapore)
- To examine on Energy Management, Thermal and Electrical Technology for the total evaluation of AJEEP Trainer
- To award the Certification for ECAP 19 Course Completion

4.1.3 ECAP20

ECAP20 is a workshop on EE&C of the building based on BEC / GBC.

The Objectives of ECAP20:

- To learn more about the Japanese policy and measures for establishment and refinement of BEC / GBC and new technologies to disseminate and promote ZEB in ASEAN region through the collaboration with Japanese Business Alliance for Smart Energy Worldwide (JASE-W). The contents of the information to be provided will be prepared based upon the results of the last year's ECAP17 and responding to the requests from the ASEAN side.
- To discuss and develop the measures to further enhance awareness on "the ZEB Family Concept" in ASEAN region in order to promote entry and BOJ judges' understanding of "ZEB Ready" subcategory in the special submission category of EE&C Buildings of ASEAN Energy Award.
- To obtain the knowledge and measures for development and refinement of BEC / GBC based on the present status of each country through the group discussion.

4.2 Specifics of Workshop

The following are the points of the specifics of the "Workshop".

4.2.1 Subjects of Workshops (tentative)

- (1) ECAP 18: Sustainable ASEAN Energy Manager Trainer Accreditation System.
- (2) ECAP 19: The 4th Trainer's Training Program for Energy Managers in AMSs.
- (3) ECAP 20: Refinement of BEC / GBC in each country and enhancement of awareness on "ZEB Family Concept" for ZEB promotion in ASEAN region along with private sector involvement.

4.2.2 Duration of Workshops (tentative)

Each Workshop will be conducted for a maximum of 7 working days.

- (1) ECAP 18: September 24th – September 27th in 2019
- (2) ECAP 19: January 15th – January 23th in 2020.

- (3) ECAP 20: December 2nd – December 6th in 2019

4.2.3 Basic Program

The basic program consists of the keynote address, sharing Country Reports on the subjects, lectures, group discussion and final presentation of action plans.

4.2.4 Curriculum and Schedule

The curriculum and schedule within a maximum of 7 working days will be developed by ECCJ in accordance with Basic Program specified in Paragraph 4.2.3

4.2.5 Expected Participants

- (1) ECAP 18: The focal points of EE&C Sub-Sector Network (hereinafter referred to as “EE&C-SSN”) or equivalent in accordance with the nature of the theme
- (2) ECAP 19: Persons in charge of jobs as Energy Manager Trainer related to the subjects of the AJEEP Scheme 2 Program
- (3) ECAP 20: Those who are to be selected duly in accordance with the nature of the theme

4.2.6 Countries and Participants

- (1) ECAP 18: Maximum **eleven (11)** participants include:
 - One (1) participant from each of the following ten (10) AMSs: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam
 - One (1) ASEAN Representative
- (2) ECAP 19: Maximum **twenty (20)** participants include:
 - In principle two (2) participants from each of nine (9) AMSs except Singapore
 - All participant allocation will be discussed and determined among AMSs controlled by the successful BIDDER
 - If one (1) participant from one (1) country will be participate, another country will be able to participate three (3) participants within maximum twenty (20) participants
 - One (1) participant from Singapore
 - One (1) ASEAN Representative
- (3) ECAP 20: Maximum **eleven (11)** participants include:
 - One (1) participant from each of the following ten (10) AMSs: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam
 - One (1) ASEAN Representative

4.2.7 Recruiting Conditions

The applicants would be recruited in accordance with the requirements specified by the “Outline of Workshop” prepared by ECCJ (hereinafter referred to as “Outline”).

5. Scope of Work

The successful BIDDER shall assist ECCJ to complete the above mentioned program by providing the following services.

5.1 Scope of Work by the successful BIDDER

The following five (5) categories are included in the scope of work by the successful BIDDER.

5.1.1 Recruitment and Preliminary Selection of Participants

- The successful BIDDER shall start procedures for the recruitment as per the conditions and requirements specified by the Outline.
- The successful BIDDER shall distribute the Outline as application guidelines for the workshop to each country.
- The successful BIDDER shall coordinate selection of participants during the recruitment duration in each country and assemble 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 participants as per the conditions and requirements specified by the Outline.
- The successful BIDDER shall prepare the report on the recruitment including the results of preliminary selection as a “list of participants” and shall send it to ECCJ.
- ECCJ shall confirm and approve the final selection of participants. ECCJ shall deliver the notice of final selection result to the successful BIDDER.
- The successful BIDDER shall deliver the notice of final selection results to each country.

5.1.2 Administration Assistance

- The successful BIDDER shall provide participants with support for administration guiding in the application process and the workshop procedure from the beginning to the end of the program such as:
 - (1) Visa Acquisition by the participants
 - (2) Preparation of the reports required by the “Outline” (Country Report, etc.)
 - (3) Others specified by the “Outline”
- The successful BIDDER shall provide assistance to participants to acquire Japanese visa.
- The successful BIDDER shall confirm the application and issuance of Japanese visa for each participant and shall inform ECCJ of the confirmed status.
- The successful BIDDER shall liaise with and provide necessary support to each participant and each counterpart, or the focal points of EE&C-SSN, to implement workshop smoothly and effectively (support for preparation of Country Report, etc.)
- The successful BIDDER shall monitor and track the status of the required preparation by each participant as per the Outline. If there are any issues, report it to ECCJ immediately and consult on how to resolve it.
- The successful BIDDER shall be responsible to ensure that all participants take all the necessary steps to attend the Workshop in a timely manner.

5.1.3 Assistance for implementation of Workshop

- Participation in the “Workshop”.

One (1) member of the successful BIDDER shall be dispatched to each Workshop held in Japan and assist ECCJ in implementing the Workshop. She or he shall assist and support ECCJ in smoothly implementing the Workshop including supervision and assistance for the participants during their stay in Japan.
(Further detailed description, please also refer to “Participation in the Workshop” in the Paragraph 5.2.3).
- The successful BIDDER shall review and confirm the contents of the Workshop. If there is any change needed, the successful BIDDER shall consult with ECCJ.
- The successful BIDDER shall monitor each participant on health, status of participation and progress in the Workshop. If there are any issues, report it to ECCJ immediately and consult on how to resolve it.
- The successful BIDDER shall provide participants with advice and guidance regarding the workshop.

5.1.4. Follow-up Activities

After the Workshop, the successful BIDDER shall conduct follow-up activities to monitor and identify progress and issues in implementation of the action plans developed in the Workshop 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.

Please also refer to the “Follow-up Activities” and “Reports” in the Paragraph 5.2.4, 5.2.5

5.1.5. Reports

The successful BIDDER shall prepare following reports by the date that ECCJ specifies

- (1) Workshop Report:
It is a report based on the result of the 1st, 2nd and 3rd Workshop (ECAP18, ECAP19 and ECAP20).
- (2) Status Report:
Status Report of Energy Conservation in ten (10) AMSs as of February 2020
Focal points of EE&C-SSN give up-to-date facts and figures on Energy Efficiency and Conservation in ten (10) AMSs.
- (3) Accounting Report:
It is a report of actual expense & manpower cost etc.

Further details about reports are in the Paragraph 5.2.5

Please note that the successful BIDDER can come to ECCJ for the purpose of the preliminary meetings, if ECCJ approves its necessity.

5.2. Manner of Work

In accordance with the following manner, the successful BIDDER shall proceed with the activities specified in the Chapter Section 5.1 so that ECCJ can smoothly implement the activities. Sample Timeline for Activities is also available in the Appendix A.

The detailed execution plans will be finalized by appropriate timings

5.2.1. Recruitment and Preliminary Selection of Participants

- (1) Preparation, Coordination and Confirmation
 - After the effective date of the Agreement, prior to the respective “Workshops”, ECCJ will send the successful BIDDER the “Outline”, properly. Upon the receipt of the “Outline”, the successful BIDDER shall start the preparation and coordination of the recruitment.
 - The successful BIDDER shall distribute the Outline as application guidelines for the Workshop to each country accordingly.
 - Within two (2) weeks after the preparation starts, the successful BIDDER shall complete the preparation.
 - The successful BIDDER shall report the results of preliminary selection of participants and send a “list of participants” to ECCJ.
 - ECCJ shall confirm a “list of participants” and approve the final selection of participants. ECCJ shall inform the successful BIDDER of the final result.
 - The successful BIDDER shall deliver the notice of final selection result to each country on behalf of ECCJ as soon as the result is notified.

- The successful BIDDER must reconfirm applicants' name and address, etc. for visa acquisition, by the date specified in the Outline.

Please note that the selection result will be **determined and finalized** by ECCJ.

5.2.2. Administration Assistance

- (1) Application Preparation and Report Submission
 - The successful BIDDER shall request each participant to submit the application form, Country Report and relevant documents which are required to submit before the deadline date specified in the Outline. The successful BIDDER shall ensure that all participants submit all required documents in a timely manner.
 - The successful BIDDER shall collect and review all application forms, Country Reports and relevant documents of the participants submitted by participants to ensure that there are no errors as well as omissions.
 - The successful BIDDER shall collect and review the up-dated Status Reports from each focal point of EE&C-SSN and assist ECCJ to summarize the information in the Status Reports to “Status Report of Energy Conservation in AMSs”.
 - The successful BIDDER shall submit all application forms, Country Reports including “Status Report of Energy Conservation in AMSs” and relevant documents of the participants to ECCJ after reconfirming the information provided such as name-spelling, the address and the title of participants. It is preferable to include a brief summary of “the expectations for the program” provided in the Application/Nomination Form.
 - The due date to submit the Country Reports will be specified by the Outline

If there are any issues, report it to ECCJ immediately and consult on how to resolve it.

- (2) Acquisition of Japanese visa
 - ECCJ will send the documents for visa acquisition to each participant.
 - The participants shall apply visa soon after receiving the ECCJ’s documents.
 - The successful BIDDER shall check and confirm participants’ visa application status to ensure that all participants, except visa-exempt participants, acquire a Japanese visa in a timely manner. If there are any issues, report it to ECCJ immediately and consult on how to resolve it.
- (3) Monitor Arrival and Departure of Participants
 - The successful BIDDER shall monitor and confirm each participant status such as departure from his/her home country and arrival in Japan, by checking his/her flight and designated hotel check-in status, and shall inform ECCJ of the confirmed status.
 - In the same manner, the successful BIDDER shall confirm his/her entry into his/her country and shall inform ECCJ of it when each participant returns to his/her home country after the Workshop ends.

In addition, the successful BIDDER shall be responsible to ensure that all participants take all the necessary steps to attend and complete the Workshop in a timely manner.

5.2.3. Assistance for implementation of workshop

The respective Workshop will be prepared and implemented as follows:

- (1) Participation in the “Workshop”

One (1) member of the successful BIDDER shall attend the workshop.
The dispatched member of the successful BIDDER shall take responsibility for conducting following works:

- a) **Monitor Participant Health status, Participation and Progress**
The successful BIDDER shall monitor each participant health status, participation and their progress on the workshop. If there are any issues, report it to ECCJ immediately and consult on how to resolve it.
- b) The successful BIDDER shall provide the participants with guidance, supervision and advice through the workshop, especially in the preparation of action plans.
- c) **Assistance of Workshop Preparation**
(e.g. briefing, debriefing and layout change)
- d) **Assistance of Workshop Delivery**
 - Distribution, Collection and Sending of Evaluation Sheet and Question Sheet
 - Confirmation and Announcement (e.g. schedule and instructions)
 - Communication Assist: intention of ECCJ should be handed down to participants precisely and surely
 - Supervision and Advice in Small Group Discussion
 - Collection and Sending of “Small Group Discussion Result”
(including confirmation and announcement of presentation material revision to the Group Leader before the presentation)
 - Taking Notes, especially during Question and Answer sessions
- e) **Assistance of Ceremonies**
 - Nomination of the representatives for the Opening and the Closing ceremonies
 - Selection of Appreciation Presenter
 - Master of Ceremony at the Opening and the Closing Ceremony
- f) **Close Communication between ECCJ and the successful BIDDER**

ECCJ and the successful BIDDER shall discuss the revision of the works mentioned above, if circumstances require.

5.2.4. Follow-up Activities

After the Workshop, the successful BIDDER shall conduct follow-up activities to monitor and identify progress and issues in implementing the action plans developed in the Workshop. If necessary, the successful BIDDER shall provide participants with support to implement action plans. The contents of follow-up activities shall be decided after due consultation separately.

5.2.5. Reports

The successful BIDDER shall prepare following reports by the date specified in the Outline.

(1) **Workshop Report**

The successful BIDDER shall submit the Workshop Report to ECCJ within thirty (30) days after the 1st, 2nd and 3rd Workshop (ECAP18, EACP19 and ECAP20) ends.

Due date: October 26th, 2019 for ECAP18

January 7th, 2020 for ECAP 20

February 21st, 2020 for ECAP19

(2) **Status Report**

The successful BIDDER shall submit the Status Report to ECCJ.

Status Report of legal framework on arrangement / refinement of Energy Conservation in ten (10) AMSs as of February 2020.

Focal points of EE&C-SSN give up-to-date facts and figures on Energy Efficiency and Conservation in ten (10) AMSs.

The successful BIDDER shall integrate and summarize the Status Report of Energy Conservation in ten (10) AMSs.

Prior to the submission, the successful BIDDER shall update and finalize the Status Report along with the most up-to-date and available information and submit it to ECCJ. Sample of Status Report of Energy Conservation in AMSs is also available in the Appendix B

Should the successful BIDDER have any questions regarding the Status Report, please contact ECCJ immediately.

- (3) Accounting Report (actual expense & manpower cost etc.)
Due date: March 2nd, 2020

5.3. Out of Scope

Any assistance and services not stipulated in the “Specifications”, especially in the Section 5.1 and 5.2, shall be explicitly out of scope of the successful BIDDER. At the same time, any ECCJ’s work and provisions not stipulated in the “Specifications” shall be explicitly out of scope of ECCJ.

6. Terms of Payment

Upon the actual progress in the job, the payment of the cost and fees as stipulated in the Chapter 7 hereof shall be made to the successful BIDDER as follows:

6.1 Interim payment

Should the successful BIDDER need the interim payment, upon the request of the successful BIDDER, ECCJ will be able to pay the required amount of the actual cost born in implementing the Workshop as follows.

- (1) The successful BIDDER should submit the request of interim payment with the document to prove the actual cost and other relevant documents as well, if necessary. The form to request the interim payment will be prepared by ECCJ.
- (2) ECCJ shall check and examine the request of interim payment promptly when ECCJ receive the request of interim payment from the successful BIDDER.
- (3) ECCJ shall notify the successful BIDDER of the required cost to pay as soon as ECCJ completes the assessment.
- (4) Within two (2) weeks after the successful BIDDER receives the notification of the acceptance of the interim payment from ECCJ, the successful BIDDER shall send the invoice as per the notification to ECCJ.
- (5) ECCJ shall pay the fee within thirty (30) days after the receipt of the invoice.

6.2 Final Payment

- (1) The successful BIDDER shall submit the Reports to ECCJ. The report consists of three parts as follows.

(A) the result of the Workshop

Due date: October 26th, 2019 for ECAP18

January 7th, 2020 for ECAP 20

February 21st, 2020 for ECAP19

(B)the Status Report of Energy Conservation in ten (10) AMSs

Due date: February 28th, 2020.

(C)the Accounting Report

DUE date: March 2nd, 2020.

- (2) After the receipt of the Accounting Report, the ECCJ confirm and finalizes the total amount of cost to be paid in the Accounting Report within seven (7) working days. The successful BIDDER shall finalize the Accounting Report and resubmit it if required, along with the Final Invoice, to ECCJ.
- (3) The Final Invoice shall be prepared by the successful BIDDER in accordance with the determined total cost, for the final balanced payment of the balanced residue amount.
- (4) ECCJ shall pay the fee within thirty (30) days after the receipt of the Final Invoice.
- (5) Prior to the submission of the Accounting Report, the successful BIDDER shall submit a rough draft of the Accounting Report to ECCJ by February 21th, 2020.

6.3 Vouchers

The successful BIDDER shall prepare the following vouchers for ECCJ to prove, assess and finalize the actual cost to be paid under the Agreement.

- (1) In the Accounting Report, man-power rate shall be calculated from the total value of the basic salary and the commuting expense. Moreover, its voucher shall be attached to the Accounting Report.
- (2) The attendance (work) record for each staff shall be attached to the Accounting Report.
- (3) The order, the invoice, the receipt and the stub of boarding pass shall be attached to the Accounting Report.
- (4) The document to prove the actual general administrative fee ratio shall be attached to the Accounting Report.

6.4 Payment procedure

The payment shall be executed in cash of Japanese Yen to a bank account designated by the successful BIDDER by means of telegraphic transfer (T/T) remittance. ECCJ shall be responsible for the banking charges necessary for the above remittance. However, in case that the successful BIDDER pays some amount of money back ECCJ, the successful BIDDER shall be responsible for the banking charges necessary for the above remittance.

7 Fee of Quote

7.1 Cost and Fee

- (1) The contract shall be made by Japanese Yen and of the “Cost and Fee Contract”. Therefore, ECCJ shall pay the verified cost actually born in implementing the activities under the Agreement.
The “Agreement” will specify a maximum amount of the payment based on the proposal by the successful BIDDER.
- (2) ECCJ shall assess / clarify BIDDER’s proposal, determine the successful BIDDER and make an “Agreement” with the successful BIDDER after some adjustment and negotiation if required.

7.2 Fees and Expenses

The cost and fee specified in Chapter 7 Section 7.1 shall include the following fees and expenses. BIDDER shall clarify and propose the items with breakdown of respective costs.

- (1) Fee for man-power.

Any special rates per hour for overtime and holiday-work shall not be accepted. The unit prices per hour of respective persons shall be of flat rates which shall be based on the actual salaries paid in FY 2018.

- (2) Travel fare including fee for accommodation and daily expense for the activities in Japan.
- (3) Other expenses and fees for various arrangements, including sub-contract and various required insurances
- (4) General administrative (= management) fee ratio shall be multiplied by the total of (1) + (2) + (3), and shall not exceed 10%. General administrative fee ratio must be calculated according to the following formula.

General administrative fee ratio

$$= \text{management cost} / \text{total operating cost}$$

7.3 Exchange Rate

- (1) In the quotation, BIDDER must determine the exchange rates to Japanese Yen. And BIDDER must present the exchange rates explicitly in the estimation sheet.
- (2) In the Accounting Report, the monthly labor cost in Japanese Yen shall be converted by the exchange rate on the final working day of each month.
- (3) In the Accounting Report, the “travel fare” and “other expenses and fees” shall be converted by the exchange rate on the payment day.

7.4 Example of cost tables

Table 1 Example of Cost Table

Items		Total(JPY)
1. Labor cost		
1-1 Recruitment and preliminary selection	US\$/man · day × man · day × 3 course × JPY/US\$ =	
1-2 Administration assistance	US\$/man · day × man · day × 3 course × JPY/US\$ =	
1-3 Assistance for implementation of workshop	US\$/man · day × man · day × 3 course × JPY/US\$ =	
1-4 Follow-up activities	US\$/man · day × man · day × 3 course × JPY/US\$ =	
1-5 Report	US\$/man · day × man · day × 3 course × JPY/US\$ =	
2. Expenditure		
2-1 Air ticket		
2-1-1 ECAP 18	US\$/man · trip × 1 man · trip × JPY/US\$ =	
2-1-2 ECAP 19	US\$/man · trip × 1 man · trip × JPY/US\$ =	
2-1-3 ECAP 20	US\$/man · trip × 1 man · trip × JPY/US\$ =	
2-2 Per diems		
2-2-1 ECAP 18	US\$/man · day × day × 1 man × JPY/US\$ =	
2-2-2 ECAP 19	US\$/man · day × day × 1 man × JPY/US\$ =	
2-2-3 ECAP 20	US\$/man · day × day × 1 man × JPY/US\$ =	
2-3 Others	US\$ (unit price) × unit × JPY/US\$ =	
3. Management fee : (1+2)×10%		
4. Grand total		

8 Taxes and Duties

Any and all taxes and duties imposed outside Japan in connection with the Agreement of the “Workshop” shall be borne and paid by the successful BIDDER.

9 Qualification

9.1 Expertise and experience

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

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

9.2 Connection with government agencies

BIDDER shall have relations with the ministries responsible for implementing energy conservation in AMSs.

9.3 Detailed design

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 Section 9.1 and 9.2, BIDDER shall clarify the following to prove their qualification with evidence by attaching the fulfilled tables shown in Section 9.7 to the proposal.

- Outline of BIDDER's organization / organization chart / manpower available for the programs / business fields with list of featured international programs on EE&C since 2014
- List of actual experiences of being involved or implementing seminars, meetings, etc. since 2014.
- Relation with the ministries responsible for implementing EE&C programs in ASEAN Member States.

9.5 Procedure for risk management

BIDDER shall clarify in their proposal the procedure for risk management on the occasion of potential incident or accident in relation to conducting and running the Workshop. In regards to the above, BIDDER is required to submit the followings.

- (1) Procedures of reporting and action to take in emergency to protect the participants and BIDDER's staff(s).
- (2) Manual or guideline of BIDDER on risk management in emergency which clarify organizational scheme and procedures to report and act to maintain safety of the participants and BIDDER's staff(s).

9.6 Evaluation Item

The following table shows evaluation items with score distributions to determine the successful BIDDER.

Table 2 Evaluation Items with Score Distribution

Evaluation Item	Full Score
1. Capability of execution of the work stipulated in the Specifications	50
- Expertise and experiences of the organization on energy efficiency and conservation	(10)
- Experiences on operation of international energy program	(10)
- Network with the ministries responsible for energy efficiency and conservation	(20)
- Contact system in emergency	(10)
2. Price (Estimation)	50
<u>Overall Sum</u>	100

This table is shown for the purpose of informing BIDDER of the items and respective score distribution for evaluation of BIDDER's proposal by ECCJ. BIDDER shall submit the

document explaining each item for evaluation by using the forms specified in Item (a) – (f) of Section 9.7.

9.7 Submission documents

(a) Name of BIDDER _____

(b) Outline and capability of 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 BIDDER on energy efficiency and conservation	Fulfill the table (c) below.

(c) List of featured international programs on EE&C (2014 - 2018, from the latest one)

	year	Name of program	Outline of program	Country
1	2018			
2				
3				
4				
5				

(d) List of actual experience of being involved or implementing seminars, meetings, etc. since 2014

year	month	Name of program	Role	Specific activities / place
		<u>Training course or Meeting</u>		

(e) Network with the ministries responsible for energy efficiency and conservation in ASEAN Member States.

Country	Ministry / Division to Contact

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	

(f) Contact system in emergency

BIDDER is required to submit the followings.

- Procedures of reporting and action to take in emergency to protect the participants and BIDDER's staffs during their stay in Japan.
- Manual or guideline of BIDDER on risk management in emergency which clarify organizational scheme and procedures to report and act to maintain safety of the participants and EBIDDER's staffs.

10 Quotation

BIDDER shall submit the proposal and estimation until **August 1st, 2019**. BIDDER is required to submit the followings in hard copies by courier.

- (1) Proposal: 2 sets of hard copies
 - Scope and specifications including required documents
 - Other terms and conditions
 - Supporting materials (kept to the minimum necessary)
- (2) Estimated Cost Table: 2 sets of hard copies with a signature by the responsible person (refer to Table 1 in Section 7.4)
- (3) Total Estimation: 2 sets of hard copies with a signature by the responsible person
 Since assistance and services stipulated in this specifications are provided by BIDDER outside Japan, they are not object of the consumption tax of Japan. Thus, it shall not be included in the total estimation.

Appendix B Sample of Status Report

Status Report of Energy Conservation in AMS 【Country Name】		Date Updated:	Source (URL etc.)
Item		Description	
EC related government plans and Acts	Governmental strategy	<p>Industrial Sector: Incentivize investment in energy efficiency, promote good corporate energy management practices and build capability.</p> <p>Building Sector: Achieve BCA Green Mark standards for 80% of buildings by 2030, improve energy efficiency of building tenants, improve energy efficiency of data centers.</p> <p>Transport Sector: Achieve 75% use of public transport by 2030, encourage cycling and walking, improve vehicle fuel efficiency.</p> <p>Household Sector: Set Minimum Energy Performance Standards (MEPS) for household appliances and introduce MEPS for more appliances, encourage adoption of efficient appliance models, introduce smart home technology.</p>	https://www.nccs.gov.sg/sites/nccs/files/NCCS_Mitigation_FA_webview%2027-06-16.pdf
	Energy Policy	<p>Under the strategy of boosting our resource efficiency</p> <ul style="list-style-type: none"> - Pricing energy appropriately - Providing information for better decisions - Boosting energy-efficient industry designs, processes and technologies - Building capabilities in renewable energy - Promoting resource-efficient buildings - Promoting public transport 	https://www.nccs.gov.sg/sites/nccs/files/Sustainable_Spore_Blueprint.pdf
	EC Act/regulation Year of issue/amendment	Industry, Transport and Household Sectors: Energy Conservation Act 2012 (ECA)	http://statutes.agc.gov.sg/aol/sear

	<p>Target business Contents of regulations</p>	<p>Building Sector: Building Control (Environmental Sustainability) Regulations 2008</p>	<p>ch/display/view.w3p;page=0;query=CompId%3A8fe23639-1149-4db2-a6ab-44d0ebd7b22d%20ValidTime%3A20160907000000%20TransactionTime%3A20160907000000;rec=0;resUrl=http%3A%2F%2Fstatutes.agc.gov.sg%2Ffaol%2Fbrowse%2FtitleResults.w3p%3Bletter%3DE%3Btype%3DactsCur</p> <p>https://www.bca.gov.sg/Envsuslegislation/others/build</p>
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			ing_control_env_sus_regulations_rev.pdf
	Major EC measures	<p>Industrial Sector: Incentivize investment in Energy Efficiency (Grants to subsidize energy audit and energy efficiency retrofits, tax incentives), Introduce & continuously improve energy management regulation (Energy Conservation Act) and build capability (e.g. Singapore Certified Energy Manager training program).</p> <p>Building Sector: Raise energy efficiency standards, support on-site generation of solar energy (e.g. Solar Nova program)</p> <p>Transport Sector: Increase public transport mode share, encourage walking and cycling</p> <p>Household Sector: Raise energy efficiency of household appliances (Minimum Energy Performance Standards), promote energy saving behavior (Mandatory Energy Labelling Scheme)</p>	<p>http://www.e2singapore.gov.sg/</p> <p>https://www.nccs.gov.sg/sites/nccs/files/NCCS_Mitigation_FA_webview%2027-06-16.pdf</p>
	EC goals	To reduce Singapore's emissions intensity by 36% from 2005 levels by 2030 and stabilize greenhouse gas (GHG) emissions with the aim of peaking around 2030	https://www.nccs.gov.sg/sites/nccs/files/NCCS_Mitigation_FA_webview%2027-06-16.pdf

	Setting of the reduction target of energy consumption intensity depending on the industrial types	NA	
Countries where EC Law has yet established	Working situation	NA	
Items based on EC Law	Standards of Judgment/management manual	Best practice guides and benchmarking reports for various industry sectors (e.g. Food Manufacturing, Pharmaceuticals, Data Centre) in Singapore are available	http://www.e2si.gov.sg/Resources/Industry.aspx
	Regulations by bench mark	Registered Corporations under the ECA are required to report the specific energy consumption for their key energy consuming systems that consume at least 80% of the total energy consumption of the facility and also for their business activity at the premises in the energy use reports submitted by 30 June every year. This allows for benchmarking of energy performance of energy consuming systems.	http://www.nea.gov.sg/energy-waste/energy-efficiency/industry-sector/mandatory-energy-management-practices
	EC regulations for industrial department	The ECA requires energy-intensive users in industrial and transport sectors consuming 54 TJ of energy or more each year to (i) appoint at least one energy manager (ii) monitor and report energy use and GHG emissions and (iii) submit energy efficiency improvement plans Registered Corporations under the ECA are to report the specific energy consumption for their key energy consuming systems that consume at least 80%	

		of the total energy consumption of the facility and also for their business activity at their premises in the energy use reports submitted to NEA by 30 June every year.	
	EC regulations for building sector	<p>The Building Control (Environmental Sustainability) Regulations 2008 require a minimum environmental sustainability standard that is equivalent to the Green Mark Certified Level for new buildings and existing ones that undergo major retrofitting. The regulations apply to :</p> <ul style="list-style-type: none"> · All new building works with gross floor area of 2000 m2 or more ; · Additions or extensions to existing buildings which involve increasing gross floor area of the existing buildings by 2000 m2 or more; · Building works which involve major retrofitting to existing buildings with gross floor area of 2000 m2 or more 	https://www.bca.gov.sg/Envsuslegislation/Environmental_sustainability_legislation.html
	EC regulations for social department	NA	
	EC regulations for transportation department	Fuel Economy Labelling Scheme	http://statutes.agc.gov.sg/aol/search/display/view.w3p;page=0;query=CompId%3A8e10491a-e0ac-4313-b9a4-e16ddaba6645;rec=0

	Energy manager system and selection of energy managers	<p>The subsidiary legislation of the ECA states that no person may be employed as an energy manager unless he:</p> <ul style="list-style-type: none"> - holds a Singapore Certified Energy Manager (Professional Level) certificate issued by the Institution of Engineers, Singapore; or - holds alternative qualifications, a degree and relevant experience, approved by the Director General, that allow him to perform duties of an energy manager 	http://www.nea.gov.sg/energy-waste/energy-efficiency/industry-sector/appointment-of-energy-manager
	EC regulations for appliances (MEPS)	Minimum Energy Performance Standards (MEPS) are implemented for air-conditioners, refrigerators, clothes dryers and lamps	http://www.nea.gov.sg/energy-waste/energy-efficiency/household-sector/minimum-energy-performance-standards
	Certificate of appliances	NA	
	EC Labelling system	Mandatory Energy Labelling was introduced for registrable goods since 1 January 2008. Under the Energy Conservation Act (Cap. 92C), all registrable goods (air-conditioners, refrigerators, clothes dryers, televisions, lamps) must carry energy labels.	http://www.nea.gov.sg/energy-waste/energy-efficiency/household-

				sector/about-mandatory-energy-labelling
Cap & Trade			NA	
Reduction target system of carbon discharge)CERT in UK (Att.1)			NA	
Regulation to power generation efficiency (Att.2)			NA	
Decoupling system(Att.3)			NA	
Display system for EC performance of the building			NA	
EC propelling measures	Financial support	Subsidies for introduction of EC appliances and EC vehicles	Appliances: NIL Equipment and systems: Grant for Energy Efficient Technologies (GREET) Vehicles: Carbon Emissions Based Vehicle Scheme (CEVS)	http://www.nea.gov.sg/energy-waste/energy-efficiency/industry-sector https://www.lta.gov.sg/apps/news/page.aspx?c=2&id=8aa03b88-409f-4852-b2df-09077e101468

		Tax incentives	Investment Allowance: Administered by the Singapore Economic Development Board, this scheme allows companies to claim up to 100% of their qualifying fixed capital expenditure (over a maximum qualifying period of 5 years) against taxable income, over and above the usual Capital Allowances for fixed capital expenditure	
		Low-interest loan	NA	
	Technological supports/ propelling programs	Supports for energy audit	Energy Efficiency Improvement Assistance Scheme	http://www.e2singapore.gov.sg/Incentives/Energy_Efficiency_Improvement_Assistance_Scheme.aspx
		Award system	The Energy Efficiency National Partnership (EENP) Awards is organized by the National Environment Agency, Energy Market Authority and the Singapore Economic Development Board. The EENP Awards aims to foster a culture of sustained energy efficiency improvement in industry, especially the major energy consuming industries.	27 http://www.e2singapore.gov.sg/Programmes/Energy_Efficiency_National_Partnership/EENP_Awards.aspx https://www.bca.gov.sg/GreenMa

			Building and Construction Authority (BCA) Green Mark is a green building rating system to evaluate a building for its environmental impact and performance.	rk/green_mark_criteria.html
		EC appliances/buildings etc. award system	No awards in particular except for recognition under the Mandatory Energy Labelling Scheme (MELS)	http://www.nea.gov.sg/energy-waste/energy-efficiency/household-sector/about-mandatory-energy-labelling
		Other financial supports	Energy Efficiency Financing Scheme	http://www.e2singapore.gov.sg/Incentives/Finance_Programme_for_Energy_Efficiency_Projects.aspx
		Supports for R&D	National Research Foundation (NRF)'s Energy National Innovation Challenge	http://www.nrf.gov.sg/about-nrf/programmes/national-

				innovation-challenges
Subsidy for fuel (Amount of subsidy etc.)	Fuel is not subsidized in Singapore			
Subsidy for power generation (Amount of subsidy etc.)	Electricity is not subsidized in Singapore			
Evaluation method for EC appliances and Organizations for performance evaluation Government organization which controls energy conservation matters	<p>NEA will carry out verification testing (VT) on registered models.</p> <p>NEA will verify the data submitted in energy use report and energy efficiency improvement plans of companies regulated under the ECA</p> <p>Power Generation: Energy Market Authority</p> <p>Industrial Sector: Economic Development Board, National Environment Agency and SPRING Singapore</p>		http://www.nea.gov.sg/energy-waste/energy-efficiency/household-sector/verification-testing www.e2singapore.gov.sg	
Promoting organization for energy conservation(full name)	<p>Building Sector: Building and Construction Authority, Housing and Development Board and National Environment Agency</p> <p>Transport Sector: Land Transport Authority, Maritime Port Authority, Civil Aviation Authority of Singapore</p> <p>Household Sector: National Environment Agency, Building and Construction Authority and Housing and Development Board</p>			
Cooperation related to energy conservation by Japan	ASEAN-Japan Energy Efficiency Partnership (AJEEP)			
Cooperation related to energy conservation by foreign countries except Japan	<p>At the bilateral level, Singapore has provided technical assistance and capacity building programs to officials from many developing countries since 1992 on various climate-related issues. These programs are held under the auspices of the Singapore Cooperation Programme (SCP). To date, over 7,000 participants from more than 150 developing countries have attended SCP training courses on</p>		https://www.nccs.gov.sg/sites/nccs/files/NCBUR_2014_1.pdf	

	topics such as sustainable urban development, water management and energy efficiency and emissions reduction.	and
Important point for supporting EC dissemination and promotion	<p>spells, plankton bloom and heavy rainfall. While natural climate variability may have played a part in these events, extreme conditions are likely to become more intense and frequent due to climate change. It is therefore important for Singapore to prepare for climate change.</p> <p>As an open economy without natural resources, Singapore needs to reduce carbon emissions in a cost-effective way. Hence, the Government has identified the following areas as part of a comprehensive strategy to promote energy efficiency in Singapore.</p> <ul style="list-style-type: none"> · Promoting adoption of energy efficient measures and technologies by addressing market barriers to energy efficiency. · Building capability to sustain and drive energy efficiency efforts and to develop the local knowledge base and expertise in energy management. · Raising awareness by reaching out to the public and businesses so as to promote energy efficient behavior and practices. · Supporting research and development to enhance Singapore's capability in energy efficient technologies. 	<p>https://www.nccs.gov.sg/sites/nccs/files/NCCS_Adaptation_FA_webview%2027-06-16.pdf</p>

(Att.1) This system imposes EC on retailers of gas and electricity. Under CERT program energy suppliers are obliged to implement thermal insulation measures to houses, and the costs are reflected on the power price. This system is the EC promotion policy and also the EC promotion policy for low income party. (Similar to CERT: EERS in the US, ECO in Europe etc.)

(Att.2) Regulation which requires top rank efficient equipment when a power supplier installs new power generator.

(Att.3) This system is that third-party organization authorizes the power price and secure the profit of the power supplier. The idea is to disconnect the power sales volume and profitability and to dispel the negative incentives of the power supplier due to energy saving activities.