

## **1 Qualification**

### **1.1 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.

### **1.2 Connection with government agencies**

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

### **1.3 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.

### **1.4 Items of information to prove required qualification**

As stipulated in Section 1.1 and 1.2, BIDDER shall clarify the following to prove their qualification with evidence by attaching the fulfilled tables shown in Section 1.7 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.

### **1.5 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).

## 1.6 Evaluation Item

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

Table 1 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 1.7.

## 1.7 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	
1	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	
1	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.