

## 1. Qualification

### 1.1 Basic requirements to BIDDER

It is assumed that the successful BIDDER and ECCJ will jointly implement the programme. Therefore, in addition to the expertise for energy conservation, it is required that BIDDER shall own the followings so that the programme can be smoothly and effectively implemented.

- Experience in implementing the actual activities for energy efficiency and conservation programmes
- Firm network with and access to governmental officers including high-level officers of the ministries in charge of implementing EE&C programmes under the APAEC in AMSs

The successful BIDDER shall provide ECCJ with their work and services for ECCJ to smoothly conduct the programme activities on site.

### 1.2 Requirements to BIDDER

#### Requirements for the documentation

(1) BIDDER shall have expertise of and experience in energy and energy conservation. In addition, BIDDER shall have the precise knowledge on the programme as well as the experiences or capabilities in implementing the actual activities of energy conservation programmes. Therefore, in order to jointly implement the programme with ECCJ, BIDDER shall clarify the following to prove their qualification with evidence by attaching the fulfilled tables shown in Paragraph (5) to the proposal.

(2) Moreover, BIDDER shall clarify the contact system in emergency in the proposal.

(3) BIDDER is also required to develop the detailed scope and specifications of work in the proposal in accordance with the specifications.

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

Table 5 Evaluation Items with Score Distribution

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

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) – (d) of (5). As for the risk management, BIDDER shall provide specific explanation in accordance with the specifications stipulated in Paragraph (6).

(5) Tables of information to prove required qualification

As stipulated in Paragraph (1), BIDDER shall clarify the following to prove their qualification with evidence by attaching the fulfilled tables shown below to the proposal.

- Outline of BIDDER's organization / organization chart / manpower available for the programmes / business fields with list of featured international programmes on EE&C since 2012
- List of actual experiences of being involved or implementing seminars, meetings, etc. since 2012
- Relation with the ministries responsible for implementing EE&C programmes in ASEAN Member States, including names of government officers with contact information for ECCJ to confirm their relations with BIDDER

Name of BIDDER \_\_\_\_\_

(a) 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 programmes by BIDDER on energy efficiency and conservation | Fulfill the list of reference below. |

(b) List of featured international programmes on EE&C(2012 - 2018, from the latest one)

|   | year | Name of programme | Outline of programme | Country |
|---|------|-------------------|----------------------|---------|
| 1 | 2018 |                   |                      |         |
| 2 |      |                   |                      |         |
| 3 |      |                   |                      |         |
| 4 |      |                   |                      |         |
| 5 |      |                   |                      |         |
|   |      |                   |                      |         |

(c) List of actual experience of being involved or implementing seminars, meetings, etc. since 2012

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

(d) Relation with the ministries responsible for implementing EE&C programmes in ASEAN Member States, including names of government officers

|    | Country           | Person(s) (Maximum 2) to Contact (Ministry / Division / Position) | TEL / FAX e-mail | Remarkable Relation |
|----|-------------------|---|------------------|---------------------|
| 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 |   |                  |                     |

(6) Risk management in emergency

BIDDER is required to submit the followings.

- Procedures of reporting and action to take in emergency to protect ECCJ's experts and BIDDER's staffs working together on site as per the ECCJ's guidelines.
- Manual or guideline of BIDDER on risk management in emergency which clarify organizational scheme and procedures to report and act to maintain safety of staffs working on site.