

1. Number

380-200721-0

2. Name

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

3. Outline of the specifications

3.1 Introduction

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

3.2 Background

The BIDDER shall understand the following back ground and submit this bid.

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 demands 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:

- Legal framework
- Development and establishment of organizational capability and technology
- Enhancement of awareness of the importance and implementation ability for energy conservation, etc.

Therefore, the Ministry of Economy, Trade and Industry (hereinafter referred to as "METI"), consigned ECCJ to implement “the Project for Promotion of Energy Efficiency and Conservation“ (hereinafter referred to as "PROMEEC") from FY2000 in agreement with the ASEAN Member States (hereinafter referred to as AMS), and completed in FY2011. PROMEEC implemented the program to develop and establish organizational capability for Energy Efficiency & Conservation (hereinafter referred to as "EE & C") in the fields of "major industry", "building", and "energy management".

Furthermore, in cooperation with PROMEEC, the training program on energy conservation for AMS, "Multi-Country Training Program on Energy Conservation for ASEAN Countries" (hereinafter referred to as "MTPEC") started.

In FY2012, METI assigned ECCJ to launch "the ASEAN-Japan Energy Efficiency Partnership Program (hereinafter referred to as" AJEEP ") based on the achievements of PROMEEC and MTPEC. AJEEP consists of the following schemes.

Scheme 1: Continuation of the current program by ASEAN

Scheme 2: Formation of capacity building platform and system for EE&C business development
Scheme 3: Capacity development for narrowing the gap of establishing legal framework and the capabilities of implementation of EE&C among AMS
METI-ECCJ has implemented activities for Scheme-2 and Scheme-3 jointly with ASEAN by dispatching experts and training program in Japan.

4. Outline of the program

4.1 Overall

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

4.1.1 Dispatch of experts

(1) Inception Meeting and Post & Summary Meeting

Inception Meeting and Post & Summary Meeting are held in one of the AMS countries. The former, at the beginning of the program, determines schedule and contents of the specific activities in this year, and the latter, at the end of this fiscal year, summarizes outcomes of the activities and discuss the activities for next year.

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

Through the EE&C cooperation activities implemented for ASEAN by ECCJ to date, it has been understood that there is a need to increase the number of persons who have excellent technical and management skills to manage and achieve energy conservation in each country. In order to meet such needs, the "ASEAN training program for trainers of energy managers" was implemented as Scheme 2 for last four years. The scheme 2 program is a year-round training program for training trainers of energy managers and provides with a system to acquire the qualification as a trainer through the integrated three trainings: ①The training and examination using mini-plant in Thailand, ② The training through implementation of energy audits and preparation of the report in their own countries. ③ The training in Japan (lectures and examination on technical aspects on energy management and presentations of the reports of the energy audit results).

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

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

4.1.2 Training program in Japan

The outline of training program in Japan is as follows.

(1) ECAP21: Training program on advanced energy management methods in the industrial sector

As an advanced course for energy management in energy-intensive industries, ECCJ implement training program (ECAP21) in Japan that include lectures on EC guideline, ENECAT, FEMS, etc. and tours of excellent energy factories. Through this, it aims to disseminate energy conservation technology and promote new energy conservation business.

5. Scope of work

In order to prevent the spread of the new coronavirus (COVID-19), various restrictions are imposed on social activities such as movements (travel abroad and transportation between cities) and going out and gathering that make it difficult to implement this program as planned and it is considered to be impossible to operate according to the method initially planned until restrictions are lifted. Therefore implementation of the program will be different from the conventional one in order to achieve the above-mentioned purposes of the program by alternative method such as Web-conference and Web-seminar, etc.

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

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

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

5.1 On site activities conventionally implemented by dispatching ECCJ's experts

5.1.1 Assistance for plenary coordination meetings (Inception Meeting)

(1) Outline of the Inception Meeting

Schedule: 2 (two) days in September 2020

Venue: Office of the focal point in each AMS

Meeting method: Online meeting

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

(2) Description of the work

(a) Preparation, coordination and confirmation of the meetings

- The successful BIDDER shall start the coordination with ECCJ and EE&C-SSN's Focal Point of AMS immediately after the effective date of this contract, and determine the

schedule of the Inception Meeting. If there is a change, the successful BIDDER shall consult with ECCJ immediately and decide an alternative plan

- The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (SOE leaders) of AMS about an outline meeting, request the attendance of the meeting, and receive their consent of the attendance.
- The successful BIDDER shall prepare the 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 attendees based on the agenda, and provide them with all the materials before the meeting.
- The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decides an online meeting system to use through consulting with ECCJ in advance, and confirms whether each country has an internet environment capable of the online meeting. If there are any issues, the successful BIDDER shall take measures to resolve them.

(b) Holding of meetings

- The successful BIDDER shall provide with the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the EE&C-SSN coordinator to conduct the meeting smoothly.
- The successful BIDDER shall give opening remarks and summarize the meeting.
- The successful BIDDER shall do their best to facilitate the meeting smoothly.
- The successful BIDDER shall make the minutes of the meeting within two weeks after the meeting, submits it to ECCJ as a report stipulated in 5.1.3, obtains comments and finalizes it.

5.1.2 Assist ECCJ in the activities of Scheme 2 Program

According to the conventional procedure, practical training using mini-plant is implemented in Thailand first, however, it will be difficult to implement in the first half of the program in this fiscal year due to the impact of COVID-19, and it is also considered that practical training in online is not effective. Therefore, this training program will be postponed to the latter half of this fiscal year, and a guidance for energy audit will be provided in this term.

(1) Guidance for energy audits

Contents: Implementation of energy audit at real factories or buildings in their own country and make reports

Schedule: Until the end of December after the Inception Meeting

Venue: Factories or buildings in their own countries

Participants: The candidates for the trainers of energy managers (a total of 10 persons, Max. 2(two) from each AMS). The participants of this training program must participate in the training and examination program to be held in Japan in late FY2020.

Contents of implementation: The trainees shall implement energy audit at real factories or buildings in their own countries based on online lecture and the references related to energy audits, make audit reports (in English) and submit the report to ECCJ. Their reports will be presented by themselves on the occasion that ECCJ will prepare. This training shall be supported and conducted by the trainers in their own country who have already certified through the previous AJEEP TOT programs. ECCJ will provide trainees with mini-test to confirm the degree of understanding for lecture before the implementation of energy audit (one day for the lectures and mini-test).

(2) The work description: Preparation and coordination of the training program for energy audit

- The successful Bidder shall liaise with each counterpart or focal point of EE & C-SSN, request the selection of participants that meet the objective of this program, examine the responses thoroughly and contact ECCJ.
- The successful BIDDER shall request the focal point of each country to determine a location for energy audit (factory or building), the schedule, and the certified trainers of each country (The persons already certified in the AJEEP Scheme 2 program), and confirms them.
- The successful BIDDER shall provide trainees with the teaching materials from ECCJ in advance, and confirm to the focal point of each AMS that there is no problem with an internet environment for the online lecture to be used by the trainees.
- The successful BIDDER shall assist to proceed with online lectures.
- Collect all audit reports by due date and submit them to ECCJ.
- The successful BIDDER shall be responsible to ensure that all the participants take all the necessary steps to participate in the training as appropriate.

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

(1) Workshop in Cambodia and Lao PDR

Schedule: October 2020, One time in each country (2 (two) times), 1(one) day / time,

Venue: One meeting room in a hotel or a government office in the host country, one meeting room in ECCJ, one meeting room of successful bidder and the office of experts in the supporting countries.

Participants: The persons responsible for EE&C legal framework in the relevant ministries and governmental agencies, and the related parties of private sectors. Maximum number of the participants is 30(thirty in the host country)

Activities: Seminars/workshop

Method of Implementation: Online Seminar Participation of 2 (two) experts in online from countries which are advanced in the establishment of the EE&C legal framework among AMS. 4(four) experts participate in online from ECCJ.

(2) The work description: Preparation of the local activities

(a) Preparation for the local activity

- The successful BIDDER shall prepare the agenda in consultation with ECCJ, contact the Focal Point of EE&C-SSN of the host country, and obtain an agreement on the contents of the agenda.
- The successful BIDDER shall arrange and provide with the venues (meeting rooms in a hotel, a meeting room in the related ministries and agencies, etc.) based on the agenda.
 - Presentation audio set, PC, projector & screen
 - Internet environment for online meetings
 - Banner and backdrop
 - Soft drinks & confections
 - Lunch for participants
- The successful BIDDER shall confirm with the focal point of each AMS that there is no problem with an internet environment for the online seminar/workshop to be used in the meeting room.
- The successful BIDDER shall consult with ECCJ, select supporting countries with advance in legal framework establishment among AMS, and request them to make their experts participate by online system.

- The successful BIDDER shall request and collect the presentation materials of the attendees based on the agenda, and provide with all the materials including the final agenda of the activities to the attendees before the activities (electronic data).

(b) Implementation of the local activities in Cambodia and Lao PDR.

- The successful BIDDER shall confirm the status of setting up of the meeting room in advance.
- The successful BIDDER shall conduct the workshop and wrap up the meetings by online system.
- The successful BIDDER shall prepare the report on the workshop with the list of attendees and submit it to ECCJ within 2 (two) weeks after completion of the program. The report must be submitted separately as a scheme 3 report.
- The successful bidder shall confirm the health status of participants other than the host country and the progress of participation and training. If there is a problem, the successful bidder shall report it to and discuss its solution with ECCJ immediately.

(c) Follow-up activities

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

(d) Reports

The successful BIDDER shall prepare the following reports by the date ECCJ specifies. The due date for submission is generally within 2 (two) weeks after completion of the program.

- Meeting memos of Inception Meeting
- Reports on results of Scheme 2 and 3 programs

5.2 Activities conventionally implemented in training program in Japan

Since the trainees cannot be invited to Japan, the training shown in 4.1.2 will be implemented by online seminar.

5.2.1 Assist ECCJ in the activities of ECAP21

(1) Outline for the activities of ECAP21

Schedule: 2 (two) days in September 2020 (about **3(three)** hours/day)

Venue: Office of each trainee in AMS

Training method: Online seminar

Contents of training program: Please refer to the 4.1.2(1)

Participants: Maximum of 6(six) persons from each AMS and at least 2(two) persons from successful BIDDER. The focal point shall select the trainees who are interested in and think the contents of this training program is useful for their present work.

Several experts from ECCJ will provide with the lectures on their specialized subjects.

(2) Work description

(a) Recruitment and preliminary selection of participant

- The successful BIDDER shall start the recruitment work of the participants in accordance with the conditions and requirements specified in the above outline..

- The successful BIDDER shall distribute the outline of the training programs as the guidelines for application to each country.
- The successful BIDDER shall coordinate the selection of participants during the recruitment in each country and collect the application forms and the other required documents on behalf of ECCJ. Finally, the successful BIDDER shall summarize the application results and make the preliminary selection of participants as per the conditions and requirements specified in the above outline.
- The successful BIDDER shall prepare the report on the recruitment including the results of preliminary selection as a "participant list" and shall send it to ECCJ.
- ECC shall confirm and approve the final selection of the participants. ECCJ shall deliver the notice of the final selection result to the successful BIDDER.
- The successful BIDDER shall deliver the notice of final selection result to each AMS.

(b) Assistance for the operation management

- The successful BIDDER shall liaise with each participant, and each counterpart or focal point of EE&C-SSN and provide with necessary supports for preparation of this seminar to implement it smoothly and effectively.
- The successful BIDDER shall confirm and follow-up on the status of the required preparation done by each participant as per the above outline, and report it to ECCJ immediately and consult on how to resolve it if there are any problems.
- The successful BIDDER shall be responsible for ensuring that all the participants take all necessary steps to participate in the training program in a timely manner.
- Since it is implemented by online system, the successful BIDDER shall confirm, through the consultation with ECCJ in advance, the conditions on the internet environment of participants in each AMS in order to implement the training program smoothly.

(c) Assistance for implementation of the training program

- At least one person of the successful BIDDER shall participate in the training program
- The successful BIDDER shall review and confirm the contents of the training program. If there is any change needed, the successful BIDDER shall consult with ECCJ.
- The successful BIDDER shall provide the participants with advice and guidance regarding the training program.

(d) Follow-up activities

After the training program, the successful BIDDER shall conduct the follow-up activities to monitor and confirm the progress and challenges 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.

(e) Reports

The successful BIDDER shall submit the reports on the results of implementation of ECAP21 by the date ECCJ specifies.

The reports shall be submitted within 30 days after completion of the training program

6. Proposal for quotation and contract amount

6.1 Classification of contract

The contract shall be a Yen-denominated “cost-reimbursement contract”. The actual amount payment shall be determined and paid according to the procedure specified in Chapter 7. Therefore, the "contract amount" defines the upper limit of the payment amount to the successful BIDDER.

6.2 Cost breakdown

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

- (1) The manpower cost is calculated by multiplying the working hour by the hourly unit price for each job class classified into 3 to 5 levels. No special unit price for overtime or holiday work is allowed. As for the hourly unit price for each job class shown in the quotation proposal, the same unit price shall be used when determining the payment amount unless there is a special reason to be approved by ECCJ.
- (2) Operating costs include travel expenses (including accommodation fee and daily allowance), venue costs, interpretation fees, printing costs, translation fees, communication costs, subcontract cost, etc. The cost shall be paid to the external parties by the successful BIDDER in connection with conducting the program, and the payment amount shall be determinable by the procedure specified in paragraph 7.4.
- (3) General administrative expenses are calculated by multiplying the total of manpower costs and operating costs by the general administrative expenses ratio. The general administrative expense ratio should not exceed 10%.

6.3 Exchange rate

- (1) The contract shall be in Japanese yen, but bidding in US dollars is also allowed. When bidding in US dollars, convert the total amount to yen by multiplying the total amount by the exchange rate of 110 yen / US dollar.
- (2) Upon determination of payment amount, conversion of the expenses paid into yen with the currencies other than yen shall apply the end of month exchange rate when cost was incurred.

6.4 Example of cost tables

Example of cost table format is provided in Attachment A. The direct cost items shown in Attachment A are examples, and can be added or deleted as appropriate according to the BIDDER's proposal.

7. Payment

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

7.1 Down payment

- (1) The successful BIDDER can claim up to 50% of the contract amount as a down payment.

- (2) ECCJ shall make payment according to the procedure stipulated in 7.4 after receiving the prepayment invoice from the successful BIDDER.

7.2 Final payment

- (1) In order to receive the final payment, the successful BIDDER shall submit the report stipulated in paragraphs 5.1.1, 5.1.2, 5.1.3 and 5.2.1 and submit accounting report after the approval by ECCJ. The date for the submission of accounting reports will be 25th December, 2020.
- (2) Prior to the submission of accounting report, the successful BIDDER shall submit its draft to ECCJ by 21th December, 2020.
- (3) ECCJ shall confirm the total amount of expenses to be paid for the accounting report within 10 business days after receiving the accounting report. The successful BIDDER shall correct the accounting report as necessary.
- (4) The final payment amount shall be the total amount fixed by the above, deducted advance and interim payment.
- (5) ECCJ shall make payment according to the procedure described in paragraph 7.4 after receiving the final invoice.

7.3 Accounting reports and vouchers

- (1) Following voucher shall be attached to the accounting report stipulated in the preceding paragraph to prove the actual cost paid.
 - Recipient's sign or sealed receipt
 - Payment statement or substitute document (If the payment details is written on the receipt, it can be replaced with the payment statement)
 - Boarding pass stub
- (2) In the accounting report, manpower costs are calculated from the total value of basic salary and commuting expense. In addition, the voucher shall be attached to the accounting report.
- (3) The transfer of the budget from the operating cost in the contract amount breakdown to the manpower cost shall not be allowed.
- (4) The attendance (work) record for each staff shall be attached to the accounting report.

7.4 Payment procedure

Upon receipt of the invoice stipulated in paragraphs 7.1 to 7.3, ECCJ shall make payment by telegraphic transfer (T / T) to the bank account designated by the successful BIDDER within 30 days of receipt. ECCJ shall be responsible for the banking charges necessary for the remittance. However, in case that the successful BIDDER pays some amount of money back to ECCJ for the reason that the successful BIDDER cannot blame ECCJ, the successful BIDDER shall be responsible for the banking charges necessary for the above remittance.

8. Taxes

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

9. Qualification requirements

9.1 Expertise and experience

The BIDDER shall have expertise and experience in energy and energy conservation. In addition, the BIDDER shall have precise knowledge on the “Program”. Also the BIDDER shall have the experiences and capabilities in implementing the actual activities for energy conservation programs.

9.2 Connection with government agencies

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

9.3 Detailed design

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

9.4 Items of information to prove required qualification

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

- Outline of the BIDDER’s organization / organization chart / manpower available for the programs / business fields with list of featured international programs on EE&C since 2015
- List of actual experiences of being involved or implementing seminars, meetings, etc. since 2015.
- Relation with the ministries responsible for implementing EE&C programs in ASEAN Member States.

10. Determination of the successful BIDDER

BIDDER’s proposal shall be evaluated according to the evaluation criteria shown in the table below, and the BIDDER with the highest score shall be determined as the successful BIDDER. ECCJ shall make a “contract” with the successful BIDDER after some adjustment and negotiation if required.

Table Evaluation Items with Score Distribution

Evaluation item	Full Score
1.Capability of execution of the work stipulated in the specifications	50
- Organization system on energy efficiency and conservation (organization chart, type and number of experts, etc.)	(15)
- Experiences on operation of international energy program	(15)
- Network with the ministries responsible for energy efficiency and conservation	(20)
2. Price (Estimation)	50
Overall Sum	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) – (f) listed below..

(a) Name of the BIDDER _____

(b) Outline and capability of the BIDDER’s organization

	Item	Descriptions
1	Business field	
2	Year of establishment	
3	City / country based and branch office(s)	
4	Number of employees	
5	Organization chart	
6	Business related to energy conservation	
7	Number of staffs / departments in business for energy efficiency and conservation	
8	Services and facilities specialized for energy conservation	
9	Featured international programs by the BIDDER on energy efficiency and conservation	Fill in the table (c) below.

(c) List of featured international programs on EE&C(2015- 2019, from the latest one)

	Year	Name of program	Outline of program	Country
1	2019			
2				
3				
4				
5				

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

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

(e) Network with the ministries responsible for energy efficiency and conservation in AMS.

	Country	Ministries / Departments
1	Brunei Darussalam	
2	Cambodia	
3	Indonesia	
4	Lao PDR	
5	Malaysia	
6	Myanmar	
7	Philippines	
8	Singapore	
9	Thailand	
10	Vietnam	
11	ASEAN Secretariat	

11. Submission of proposal

The BIDDER shall submit the original documents in below to ECCJ by August 13th, 2020. When submitting by courier service, it shall be delivered to ECCJ by the date specified previously.

- (1) Quotation proposal: 2 sets of hard copies
 - Total estimation: (required signature by the representative)
 - Breakdown sheet (required signature by the person responsible for estimation)
- (2) Business plan proposal: 2 hard copy
 - Business plan based on scope of specifications
 - Description of qualification requirements (Please refer to the paragraph 10. (a) – (e)): 2 sets of hard copies
 - Supporting materials (kept to the minimum necessary)