

## **Inquiry Specifications**

### Assistance and Services for “ASEAN-Japan Energy Efficiency Partnership (AJEEP)” Programme

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 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 **June 24th, 2019**.

## **1. Number**

380-190604-0

## **2. Name**

Assistance and Services for “ASEAN-Japan Energy Efficiency Partnership (AJEEP)” Programme

## **3. Background**

The PROMEEC (Promotion of Energy Efficiency and Conservation) programme funded by the Ministry of Economy, Trade and Industry (hereinafter referred to as “METI”), which was composed of three programmes, namely “Major Industries”, “Buildings” and “Energy Management”, had been implemented for ASEAN Member States (hereinafter referred to as AMSs) for twelve years since 2000. It established a lot of functions, system and tools, implemented a lot of on the Job trainings of energy audits and seminar-meetings, and enhanced capacity building of concerned personnel in each ASEAN country for advancement of energy efficiency and conservation.

In March 2012, it was mutually recognized at the Summary and Post Meeting of PROMEEC programme that the PROMEEC programme was successfully completed in 2012, and it was strongly requested by AMSs at the 13th SOME-METI in July 2012 to start new schemes.

Based upon AMSs’ requests, the discussion between ASEAN and Japan concluded to have a new programme, which has been called as “ASEAN-Japan Energy Efficiency Partnership” (hereinafter referred to as “AJEEP”) programme. This programme aims at continuous promotion of energy conservation through transferring the best knowledge, experience, information and process of Japanese advanced energy efficiency & conservation (EE&C) technologies and measures.

ECCJ has been assigned by METI to implement the AJEEP programme based upon the request by AMSs since April 2012. The programme is jointly implemented with AMSs under

the EE&C related programme of the ASEAN Plan of Action for Energy Cooperation (APAEC). The programme is situated as the multilateral cooperation programme between AMSs and Japan and contains the following three schemes.

- ① AJEEP Scheme 1: Enhanced scope of current programme
- ② AJEEP Scheme 2: Formation of capacity building platform / system for EE&C programme development
- ③ AJEEP Scheme 3: ASEAN capacity development for narrowing the gap of EE&C among AMSs

AJEEP Scheme 1 is handled by AMSs independently as a continued programme from the PROMEEC; so hereinafter, AJEEP Scheme 2 and AJEEP Scheme 3 are defined as the programme supported by Japan.

After that, AJEEP Scheme 2 and Scheme 3 programmes have been successfully conducted for four years from 2012 to 2015. After reviewing and discussing the results in early 2016 for further enhancing of the cooperation between Japan and AMSs, it was mutually agreed to move forward toward the next step as follows:

- AJEEP Scheme 2 will continue with additional new contents named “Energy Manager Training & Certification Programme”.
- AJEEP Scheme 3 will continue to promote “Support Programme on Establishment of EE&C Regulatory Framework” for Cambodia & Lao PDR.

ECCJ shall jointly implement the programme with the concerned persons from AMSs and the successful BIDDER. In the programme, ECCJ shall provide them with technical assistance so that the programme can be smoothly implemented and successfully completed and that ASEAN participants can quickly learn the “know-how” which will result in a beneficial influence on the activities to promote EE&C in AMSs in the future. On ASEAN side, focal points of AMSs are officially assigned for the coordination of ASEAN, and they are called as Energy Efficiency and Conservation Sub-Sector Network (hereinafter referred to as “EE&C-SSN”), who are the counterparts in the respective countries.

#### **4. Outline of the Programme**

AJEEP programme in 2019 - 2020 consists of the following two schemes:

- AJEEP Scheme 2: Energy Manager Training & Certification scheme
- AJEEP Scheme 3: EE&C Regulatory Framework Establishment Support to Cambodia & Lao PDR

## 4.1 AJEEP Scheme 2: Energy Manager Training & Certification Scheme

The core of AJEEP Scheme 2 is the energy manager trainers' training. Some of AMSs, namely Indonesia, Malaysia, Thailand and Vietnam, have already had an energy manager certification system and many energy managers. However, they still want to increase the number of energy managers and to enhance the quality of energy managers. So, the new Scheme 2 has been implemented since 2016 to focus on the energy manager trainers' training, which means to improve the contents and systems of the existing training and certification of energy managers in AMSs.

### 4.1.1 Purpose

- (1) Training Trainer for the Quality Improvement and Quantity increase of Energy Manager
- (2) Refinement of the training and certification system of energy managers in Indonesia, Malaysia, Thailand and Vietnam (Group A)
- (3) Establishment of the training and certification system of energy managers in Brunei Darussalam, Myanmar, Philippines (Group B), Cambodia and Lao PDR (Group C)

### 4.1.2 Grouping of AMSs

Training and certification systems of energy managers are different among AMSs, and the quality levels of energy managers are also different. Taking such situations into consideration, AMSs are divided to 3 groups depend on the situations of their systems.

- Group A: Indonesia, Malaysia, Thailand, Vietnam  
Countries in which the training and certification systems of energy managers are already established, but the quality of energy managers is not satisfied.
- Group B: Brunei Darussalam, Myanmar, Philippines  
Countries in which the training and certification systems of energy managers will be established in the near future.
- Group C: Cambodia, Lao PDR  
Countries in which the training and certification systems of energy managers are under consideration.

Singapore, where the training and certification system of energy managers is already established and number of energy managers with satisfied skills is enough, participates in this scheme as a supporting country to share their experiences. Singapore will be invited as an advisor for this scheme.

Table 1 Summary of Status of Groups and Singapore

Group	Country	State	Remarks
Group A	Indonesia, Malaysia, Thailand, Vietnam	Already established System	Trainer's Training
Group B	Brunei, Myanmar, Philippines	Establish System near future	Begin with government officials, shift to Trainer's training after system construction
Group C	Cambodia, Lao PDR	No system at this moment	Begin with government officials, shift to Trainer's training after system construction
Support	Singapore	Already well established System	Advice for the system construction

Total 18 trainers from AMSs will be participated. Allocation from each country will be discussed and determined among AMSs. BIDDER will control the allocation. If they want to entry more persons, the self-funded participation will be permitted.

#### 4.1.3 Basic process of implementation

This training is composed of two courses, "Lecture Course" and "Practical Activity Course" as explained below.

- (1) Lecture Course in Japan (details shown in the other inquiry on Energy Conservation Workshop under AJEEP as called ECAP)
  - Lectures by Japanese experts in Japan:  
2 times: 4 days for Policy Maker (ECAP18) +7 days for Trainer (ECAP19)  
(Total 11 days)
  - Discussions on improvement, refinement or establishment of capacity building on training and certification system of energy managers (ECAP18)
  - Working Group activity on ASEAN Energy Manager Trainer Training System Establishment (ECAP18)
  - Lectures of energy management, basic thermal & electrical technologies and latest technologies on EE&C, for example air conditioning, heat pump, boiler, etc. (ECAP19)
  - Presentation of the trial Energy Audit reports by the participants and Discussion (ECAP19)
  - Post-lecture examination (ECAP19)

## (2) Practical Activity Course

### A. Practical Training at a training center in Thailand & Vietnam (TOT)

- Training at the Energy Conservation Training Center of Thailand using its training equipment and facilities: 5 days (5 – 9 August)
- Training at the Energy Conservation Training Center of Vietnam using its training equipment and facilities: 5 days (TBD)
- Learning of EE&C on pump, fan, compressed air, lighting, open burner, combustion furnace and steam trap
- Learning of measurement procedures & data gathering methods
- Learning of data analysis
- Post-training examination
- Result summarization and report making
- Participants will select either training center convenient for their schedule

### B. Practical training of trial energy audit at factories and buildings in each country

- Implementation of trial energy audits at the sites, factories and buildings, in each country by their own
- Preparing proposals of the measures for EE&C improvement at the sites based on the results of energy audit, which shall be submitted and reported at the ECAP19 and also reported at the Summary and Post Meeting.

Table 2 Schedule of Annual Activity

① Inception Meeting 1. Explanation of Program outline 2. Important point (Merit of EM Program construction, Support propagation, etc.)
② Practical Training -1 (August in Thailand & Vietnam) for Trainer 1. Practical Training at Training Center in Thailand 2. Examination of practical method understanding confirmation
③ Group Activity by Focal Point (4 days in September in Japan ) <u>ECAP 18</u> 1. Road map Progress and confirmation 2. Discuss of Sustainable ASEAN-EMTOT Program
④ Practical Training -2 (September – December as your schedule) for Trainer 1. Voluntary practice of Energy Audit at actual Factory/Building in home country 2. Make Audit Report individually 3. Join with Existing Certified Trainer in 2016 & 2017 to Energy Audit in home country
⑤ Lecture for Trainer (7 days in January – February in Japan) <u>ECAP 19</u> 1. Presentation of Energy Audit result individually and discussion & evaluation 2. Lecture of EC on Thermal and Electricity, EC Guideline and EM Manual 3. Examination of Trainer ability evaluation
⑥ Summary & Post Meeting for Policy Maker & 1 Trainer (February) 1. Final presentation of Energy Audit result in home country 2. Award of Certification of Energy Manager Trainer

#### 4.1.4 Grant of Certification

ECCJ and ASEAN representatives will grant certifications to the trainees who successfully complete all the course requirements at the Summary and Post Meeting. These certified trainees shall become trainers of the next year's activity in their own countries. They shall also work on the improvement, refinement or establishment of energy manager training and certification systems in their own countries. Such independent activities and efforts shall be continued.

#### 4.1.5 Follow up of the system's sustainability

Each country shall make a road map of refining or developing the system and state the target number of energy managers in 4 years during 2016-2019. ECCJ will check the system's sustainability, increased number of energy managers and the progress according to the road map of each country.

#### 4.1.6 Tentative target numbers of trainees

Tentative target numbers of trainers, who will be certified under this programme in 4 years based on the road map of each country, will be totally 52 at a maximum.

#### 4.1.7 Duration of the programme

This activity will be continued for 4 years, from 2016 to 2019. The following table shows planned number of trainers and certified trainers during the period.

Table 3 Plan of AJEEP Scheme 2 from 2016 to 2019

	Initial Year 2016-2017	Second Year 2017-2018	Third Year 2018-2019	Final Year 2019-2020	Trainer
Group A (4 Countries) with System • Indonesia • Malaysia • Thailand • Vietnam	2 / Country (1 Policy Make & 1 with Technical Background & Experience) Trainer : 2 / Country	Trainer 2 / Country  Total : 8 Trainers	2 / Indonesia 2 / Malaysia 1 / Thailand 1 / Vietnam  Total : 6 Trainers	ACE & AMS determines the people allocation.	24 + $\alpha$ 4 Countries
Group B (3 Countries) with System Preparation • Brunei • Myanmar • Philippines	1 / Country (Policy Maker)  No Trainer	Trainer 1 / Country  Total : 3 Trainers	2 / Brunei (1 / self-funded) 1 / Myanmar  Total / 3 Trainers		6 + $\alpha$ 3Countries
Group C (2 Countries) No System near Future • Cambodia • Lao PDR	1 / Country (Policy Maker)  No Trainer	Trainer 1 / Country  Total : 2 Trainers	1 / Cambodia 1 / Lao PDR  Total : 2 Trainers		4 + $\alpha$ for C&L
Supporting Country Satisfied Energy Manager • Singapore	Information Sharing & Advice	NO Participant	Moderator/ Presenter	Moderator/ Presenter	
Trainer (Total)	8 Trainers	13 Trainers (ACE:1) (Total 22)	11 Trainers (ACE:1) (Total 34)	18 Trainers + $\alpha$ 2 (from 2018) (Total 50+ $\alpha$ )	Total 50 Trainers (ACE:2) (52+ $\alpha$ Trainer)

## 4.2 AJEEP Scheme 3 Programme : EE&C Regulatory Framework Establishment Support to Cambodia & Lao PDR

In order to achieve the GDP energy intensity reduction target of AMSs until 2019, it is essential to make the gaps of capacities among AMSs further narrower on the enhanced EE&C promotions in the ASEAN region. Especially in Cambodia and Lao PDR, which are collectively referred to as ASEAN Supported Group in AJEEP Scheme 3, it is necessary to establish the national policy / regulatory framework on EE&C including energy management system and S&L system. METI and ECCJ support the capacity building for the Supported Group by sending Japanese experts and advisors from ASEAN Supporting country as appropriate.

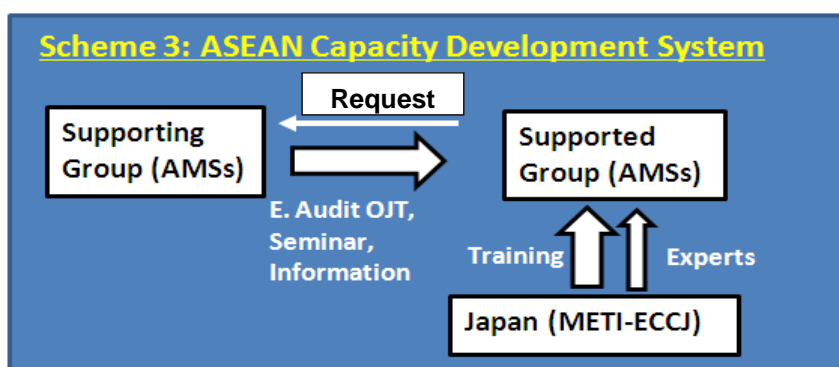


Figure1. Concept of AJEEP Scheme 3 Programme

### 4.2.1 Purpose

The present target of this aspect in Cambodia and Lao PDR are confirmed to establish their energy conservation policies and regulatory frameworks including the EC Act and energy management system according to the action plan established under the past AJEEP Programme. ECCJ supports the capacity building to establish them in these countries and to enhance them for actual implementation with the cooperation of ASEAN Supporting country who have already established the above policy and regulatory framework. Support for the establishment of S&L system in Cambodia and Lao PDR based on the achievement of EMTIPS program is succeeded by into AJEEP Scheme 3 Programme.

### 4.2.2 Basic process of implementation

- (1) Focal points of the Supported countries shall form a target group of capacity building to realize the above target.
- (2) ECCJ and BIDDER hold workshop-meetings with the target group on energy conservation policies and regulatory frameworks including the Energy Conservation Act, S&L system and energy management system.
- (3) Workshop-meetings shall be composed of following two agendas.



- Sharing information of energy conservation regulatory framework in Japan and ASEAN Supporting country
- Group work to draft preliminary regulations and/or EC Act

The programme team consisting of ASEAN advisors including focal points of the Supporting country, ECCJ and BIDDER visit Cambodia & Lao PDR to conduct the activities stipulated in Paragraph 4.2.

For 2019 - 2020, the Supported Group, namely Cambodia & Lao PDR, will be officially determined in the Inception Meeting in Indonesia in July 2019 (tentative).

### 4.3 Management of the 2-Programme

It is necessary to implement the 2-Programme, namely AJEEP Scheme 2 Programme and AJEEP Scheme 3 Programme, smoothly and efficiently. Therefore, the management of the 2-Programme is very important, which aims at not only coordinating the respective activities of the programme but sharing the information and achievements by all the concerned persons including the focal points.

The Inception Meeting and the Summary and Post Meeting are the common activities for the 2 Programmes.

#### 4.3.1 *Inception Meeting*

By inviting all the focal points to a city in ASEAN, the Inception Meeting sponsored by ECCJ is held to discuss and finalize the detailed implementation plans for the programme and the required preparation and arrangement for local activities when the programme is started.

#### 4.3.2 *Summary and Post Meeting*

By inviting all the focal points to a city in ASEAN, the Summary and Post Meeting sponsored by ECCJ is held to share the information on results / achievements of the programme activities implemented in 2019 - 2020 and to discuss future directions. The Summary Meeting and the Post Meeting are held back to back.

#### 4.3.3 *Coordination for smooth implementation of the respective programmes*

ECCJ and BIDDER will hold meetings for coordination at an appropriate timing, if necessary.

## 5. Scope of Work

The following is included in the scope of BIDDER. BIDDER shall clarify the detailed scope of cost estimation item by item in the proposal in accordance with the specifications.

The key element of the scope is the coordination, and timely and effective reporting of the programme. BIDDER, utilizing the network of government high level officials of AMSs, shall arrange and coordinate appropriate environment/condition to implement the programme efficiently and smoothly. In addition, BIDDER shall report Japan's contribution to enhancement of EE&C to the ASEAN official meetings.

BIDDER shall conduct the following events sponsored by ECCJ;

- One AJEEP Inception Meeting, One Summary Post Meeting with ASEAN 10 countries
- Energy Manager Trainer Training of AJEEP Scheme 2 with ASEAN 10 countries held in Thailand and Vietnam (Plan)
- EE&C Regulatory Framework Establishment Support Workshop of AJEEP Scheme 3 held in Cambodia and Loa PDR (Plan)

The detail scope of work is described in the following paragraphs:

### 5.1 Scope of AJEEP Scheme 2 Programme by BIDDER

#### 5.1.1 *Arrangement / coordination of the training at a training center in Thailand / Vietnam*

BIDDER shall arrange and prepare for the training at the Energy Conservation Training Center of Thailand / Vietnam in accordance with the official letter that will be sent from ECCJ to each training center. Such arrangement and preparation shall include coordination and arrangement of textbooks, lecturers / instructors, curriculums and permission of use of their facilities, etc. BIDDER shall also arrange the venue, hotel, transportation, etc. for the participants except local participants (depend on the participants' conditions). After the training, BIDDER shall report to ECCJ on the results of the training activity including the accounting.

In case of Thailand, BIDDER shall join the training for only first 1 day for administrative works because of many experiences in Thailand. In case of Vietnam, BIDDER shall join for all 5 days during training because of the first experience in Vietnam.

#### 5.1.2 *Expediting trainers' preparation of energy audit report*

The final assignment for the trainers is preparation of energy audit reports of real factories or buildings in their own countries, which then will be evaluated for the certification of course completion. BIDDER shall expedite, getting the supports from EE&C-SSN focal points, the preparation of the audit reports and make them submit the reports to ECCJ by the due date.

### *5.1.3 Preparation of the report*

BIDDER shall collect the information on the outcomes of this programme in the four years (2016-2019) from the focal point of each AMS, and summarize them and prepare the report to be submitted to ECCJ at the post meeting.

### *5.1.4 Responsible for the cost and expenses*

ECCJ shall be responsible for the cost and expenses incurred by the execution of this programme such as air tickets, transportations at site, accommodations and daily allowances of ASEAN trainees and BIDDER's staffs, printing banner & lecture materials and fee for use of the training center facility in Thailand / Vietnam. The above expenses shall be temporarily paid by BIDDER on behalf of ECCJ then compensated by the contract between ECCJ and BIDDER.

## **5.2 Scope of AJEEP Scheme 3 Programme by BIDDER**

### *5.2.1 Arrangement / coordination of workshop-meetings*

In accordance with the implementation plan which is based on the proposal of ECCJ and will be finalized in the Inception Meeting, BIDDER shall request the cooperation of the focal points and arrange workshop-meetings sponsored by ECCJ in Cambodia and Lao PDR on capacity building for establishment of EE&C policy, regulatory framework including S&L system and energy management system.

BIDDER shall also request the focal points of Cambodia and Lao PDR to form working groups on aforementioned subjects and to prepare the necessary data and information in advance for the workshop-meetings. In addition, BIDDER shall request the focal points to prepare practitioners' meetings to discuss advices from ASEAN Supporting country advisors and ECCJ experts on establishment of the policy / regulatory framework on EE&C.

Four day workshop-meeting will be held twice for each of Cambodia and Lao PDR. BIDDER shall arrange and secure venue for total four-time workshop-meetings. BIDDER shall invite advisors from the ASEAN supporting country and ask them to share the information of the Energy Conservation Act and regulatory frameworks in their countries with the cooperation of the focal points.

### *5.2.2 Participation in the activities*

BIDDER shall participate in the activities of AJEEP Scheme 3 together with ECCJ experts and concerned personnel of Cambodia and Lao PDR. Advisors from ASEAN Supporting country may participate in as staff of BIDDER if necessary. As for the participants of Cambodia and Lao PDR, BIDDER shall cooperate with the focal points to make the same

appropriate personnel participate in the workshop-meetings in each country in order to have the meetings effective and productive.

### *5.2.3 Responsible for the cost and expenses*

ECCJ shall be responsible for the cost and expenses incurred by the execution of this programme such as air tickets, the transportations at site, accommodations and daily allowances of ASEAN Supporting country advisors and BIDDER's staff except local participants (depend on the participants' condition), fee for meeting room, interpreter, printing banner and meeting materials for the workshop-meetings. The above expenses shall be temporarily paid by BIDDER on behalf of ECCJ then compensated by the contract between ECCJ and BIDDER.

## 5.3 Scope of management of the 2-Programme by BIDDER

### *5.3.1 Arrangement of the Inception Meeting and the Summary and Post Meeting*

BIDDER shall arrange and secure venue for the Inception Meeting and the Summary and Post Meeting sponsored by ECCJ/METI after consultation with all the focal points and ECCJ on matters including but not limited to the invitation of the concerned participants.

### *5.3.2 Participation in the Inception Meeting and the Summary and Post Meeting*

BIDDER shall participate and jointly conduct the meetings together with ASEAN focal points, ASEAN advisors as members of BIDDER if necessary, and experts from ECCJ.

### *5.3.3 Responsible for the cost and expenses*

ECCJ shall be responsible for the cost and expenses incurred by the execution of this meeting such as air tickets, transportations at site, accommodations and the daily allowances of ASEAN participants and BIDDER's staffs except local participants (depend on the participants' condition), fee for meeting room, printing banner meeting materials for the Inception Meeting and the Summary and Post Meeting. The above expenses shall be paid temporarily by BIDDER on behalf of ECCJ then compensated by the contract between ECCJ and BIDDER.

### *5.3.4 Documentation of meetings and trainings*

In accordance with the requirement from ECCJ, BIDDER shall prepare the following document.

- Summary report of activities and results of discussion made in the meetings, workshops and trainings both in AJEEP Scheme 2 and Scheme 3 Programmes.
- This summary report shall be prepared and submitted to ECCJ within 10 – 15 working days after each of the meetings, workshops, trainings or other activities.

#### *5.3.5 Provide information to promote Japanese EE&C technologies and equipment*

ECCJ will introduce information on the latest Japanese EE&C technology and equipment at the Inception Meeting and other workshops.

Based on the above information, BIDDER shall provide ECCJ with the list of the business sectors and the enterprises in which the contemporary Japanese EE&C technologies and equipment will be helpful.

#### *5.3.6 Upload the outcomes of AJEEP Programmes*

Outcomes of AJEEP Scheme 2 and Scheme 3 Programmes shall be uploaded in the BIDDER's web site soon after the completion of the Programmes.

## **6. Terms of Payment**

This is the cost plus fee contract. Therefore, the payment is made against the invoices in accordance with the successful BIDDER's actual cost, under the conditions specified below. BIDDER shall propose an appropriate payment schedule.

For the actual payment, the successful BIDDER shall submit an invoice with document and vouchers to prove the actual cost spent for the activities in accordance with the Agreement. Hereinafter, BIDDER also means the successful BIDDER if applicable.

### **6.1 Down payment**

In order for BIDDER to initiate various activities for smoothly starting the programme, at a maximum, 50% of the total contract amount will be paid within thirty (30) days after ECCJ receives the invoice from BIDDER.

### **6.2 Interim payment**

Should BIDDER require any interim payment(s), BIDDER shall inform ECCJ of the reason and required amount. Conditioning that ECCJ accepts the request of the interim payment, BIDDER shall prepare the invoice and the document to clarify the actual spending with vouchers to prove the actual expense.

### **6.3 Final Payment**

Against BIDDER's invoice submitted until 13th March 2020, the balanced payment shall

be made by ECCJ. The amount of the balanced final payment is defined as the amount that the actually paid money in accordance with Paragraph 6.1 and 6.2 is deducted from the actual cost finally spent.

The actual cost finally spent shall be fixed after ECCJ audits and confirms BIDDER's spending. In case that the cost is based the other currency (or currencies) than the Japanese Yen, BIDDER shall prove the exchange rate(s) for the actual payments by preparing vouchers. The basic procedure to determine the exchange rates shall be agreed by ECCJ.

The maximum payment shall be the total amount specified by the Agreement. If the actual payment stipulated in Paragraph 6.1 and 6.2 above exceeds the actual final cost, BIDDER shall pay the balanced amount of money back ECCJ.

The due date for submission of the final invoice including the required documents above mentioned shall be the date of completion of the ECCJ's audit but not be later than the date of expiration of the Agreement.

#### 6.4 Payment procedure

The payment shall be executed in cash of Japanese Yen to a bank account designated by 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 BIDDER pays some amount of money back ECCJ, BIDDER shall be responsible for the banking charges necessary for the above remittance.

#### 6.5 Fee of Quote

##### *6.5.1 Cost and fee*

BIDDER shall estimate the cost and fee for BIDDER's assistance and services stipulated in Paragraph 5, which **shall be of Japanese Yen.**

BIDDER also shall clarify the exchange rate(s) for ECCJ's reference together with the estimated price of Japanese Yen if the estimation is based on the other currency than Japanese Yen.

##### *6.5.2 Required breakdown of the estimation*

In addition to the total cost, BIDDER shall provide ECCJ with the breakdown of the estimation of cost and fee specified in paragraph 6.5.1 as follows.

##### *6.5.3 Breakdown by programme as follows*

- (1) Scheme 2 Programme: Energy Manager Training & Certification Programme
- (2) Scheme 3 Programme: EE&C Regulatory Framework Establishment Support to

(3) 2-Programme Management

**6.5.4 Breakdown by respective cost / fee items**

(1) Fee for man-power

- Any special rates per hour or per day for overtime and holiday-work are not admitted under the condition that those overtime and holiday-work shall be compensated by substituted day(s)-off.
- It is required to clarify unit costs and number of working days for each staff including names of staffs engaged.

(2) Programme Expense

- Travel fare shall include fee for accommodation and daily expense for the activities on site for BIDDER's staff, focal points and other participants from AMSs as stipulated in Paragraph 5. It is required to clarify the unit cost(s), numbers of trips and persons.
- Expense for holding meetings shall include but not be limited to rental fee for conference rooms and various visual aid facilities, etc. It is required to clarify various unit costs, number of days (hours) for room rental and number of participants etc.
- Other expenses and fees for various arrangements may include but not be limited to cost for transportation, making copies, communication and others. BIDDER shall specify the details.

**6.5.5 Special instruction for contingencies**

- (1) In the contingency that unexpected programme expense with man-power cost becomes necessary within the scope of this specifications as the programme proceeds, BIDDER shall manage to bear it within the total estimation, even if it is not identified in the breakdown of the estimation at the time of bidding.
- (2) When unused portion in the estimation becomes apparent as the programme proceeds due to, for example, absence of scheduled participants, such portion shall be cut from the final payment to the successful BIDDER. Otherwise, only after consultation with ECCJ, the portion may be used to cope with the contingencies as stipulated above.

**6.5.6 Example of Cost Table**

- (1) "Exchange Rate is that of when the event happened." is necessary, if the estimation is made in the other currency than Japanese Yen.

- (2) BIDDER shall submit the official document to prove the actual ratio of management fee or overhead. However, the maximum shall be 10%.

Table 4 Example of Cost Table

Items (Scope of Work)	Unit Cost (JPY)						SUM (JPY)
1. Fee for Manpower							
(1) Coordination Fee & Management Fee		x	hours		=		
			days				
2. Project Expense							
2-1-1 Travel Fee : Inception Meeting							
(1) Transportation(air ticket, taxi, airport tax, etc.)		x	persons		=		
		x	persons		=		
(2) Hotel & Daily Expenses		x	C-days*persons		=		
		x	C-days*persons		=		
2-1-2 Travel Fee : Visits to Training Center							
(1) Transportation(air ticket, taxi, airport tax, etc.)		x	persons		=		
(2) Hotel & Daily Expenses		x	C-days*Persons		=		
2-1-3 Travel Fee : Training at Training Center							
(1) Transportation(air ticket, taxi, airport tax, etc.)		x	persons		=		
		x	persons		=		
(2) Hotel & Daily Expenses		x	C-days*Persons		=		
		x	C-days*Persons		=		
		x	C-days*Persons		=		
2-1-4 Travel Fee : Visits to C&L countries (Round Trip) : First Time							
(1) Transportation(air ticket, taxi, airport tax, etc.)		x	persons		=		
		x	persons		=		
		x	persons		=		
					=		
(2) Hotel & Daily Expenses		x	C-days*Persons		=		
		x	C-days*Persons		=		
		x	C-days*Persons		=		
2-1-5 Travel Fee : Visits to C&L countries (Round Trip) : Second Time							
(1) Transportation(air ticket, taxi, airport tax, etc.)		x	persons		=		
		x	persons		=		
		x	persons		=		
					=		
(2) Hotel & Daily Expenses		x	C-days*Persons		=		
		x	C-days*Persons		=		
		x	C-days*Persons		=		
2-1-6 Travel Fee : Post Meeting							
(1) Transportation(air ticket, taxi, airport tax, etc.)		x	persons		=		
		x	persons		=		
		x	persons		=		
(2) Hotel & Daily Expenses		x	C-days*Persons		=		
		x	C-days*persons		=		
		x	C-days*persons		=		
2-2. Fee & Expense related to Meetings							
(1) Banners for Meetings		x	Set		=		
(2) Fee for Printing and Binding		x	Set		=		
(3) Venue fees (Meeting Package, Inception and Post)		x	Set		=		
(4) Usage fees (Training Center)		x	days		=		
(5) Translation fees		x	pages		=		
(6) Interpretation fees		x	days		=		
3. Overhead (10%)							
<b>Total Cost</b>	<b>16 -</b>						



## 6.6 Taxes and Duties

Any and all taxes and duties imposed outside Japan in connection with the contract of the programme and levied on the site activities of ECCJ's experts in implementing the programme shall be borne and paid by BIDDER.

## 7. Qualification

### 7.1 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.

### 7.2 Requirements to BIDDER

#### 7.2.1 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.

## 8. Quotation

BIDDER shall submit the proposal and estimation until **June 24th, 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

(3) Total Estimation: 2 sets of hard copies with a signature by the responsible

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.