

Specification

Service of Arrangement with Venues of ECAP 23 Workshop

The Energy Conservation Center, Japan (ECCJ)

1. Specification Number

366—201030—5

2. Specification Name

Service of Arrangement with Venues of ECAP 23 Workshop

3. Work Specifications

The ECAP 23 workshop will be held on 11th of December, 2020 from 11:00 to 19:00 in Japanese Standard Time. Participants of the ECAP 23 workshop will attend the webinar through the personal computer owned from each ASEAN Member States (AMSs).

For stable webinar operation, venues having a sufficient network environment will be arranged in each capital city of AMSs, in case the government allow people to gather in one room. The participants are recommended to get together one conference room if a venue with a sufficient network environment could be arranged.

The successful BIDDER shall arrange venues for ECCJ to complete the above-mentioned workshop by providing the following services. Also, if there is a change in the situation during preparation of the workshop, the both parties will discuss and determine the solution

3.1 Reporting local regulations for mass gatherings under the current COVID-19 outbreak

- 1) The successful BIDDER shall collect information of local regulations for mass gatherings. The information collected shall be submitted by 3 PM in Japanese Standard Time on 4th of December 2020 as a list.
- 2) The list shall include capability of set up a venue of ECAP 23 workshop in each capital city of AMSs.

3.2 Preparing the workshop venues

- 1) The successful BIDDER shall arrange a venue for the ECAP23 workshop in the capital cities reported by the list stipulated in section 3.1.
- 2) The agenda of the ECAP23 workshop is attached in Exhibit A of this specification.
 - Capacity of each venue is fifteen (15) with boardroom style setup
 - Three (3) tea break and one (1) lunch for participants
 - Internet environment with 1Gbps line speed for both download and upload is preferable avoiding usage of the same net line with multiple devices as much as possible to maintain the stability of the net line
- 3) The successful BIDDER shall check the internet connection to the webinar system installed in Tokyo in advance in each venue in cooperation with a contractor entrusted by ECCJ on 7th of December 2020 at latest

3.3 Reporting participants' information

- 1) The successful BIDDER shall collect information of participants of ECAP 23 workshop attending the venues arranged by the successful BIDDER. The information collected shall be submitted by 3 PM in Japanese Standard Time on 11th of December 2020 as a list.
- 2) The list shall include at least name, affiliation organization and address of attendants of ECAP 23 workshop

4. Quotation

The contract shall be made by Japanese Yen and of the “Lump-sum Contract”

5. Contract Period

The Work shall become effective upon the execution date and shall expire on 11th December, 2020.

6. Terms of Payment

The payment to the successful BIDDER from ECCJ is made against the invoices for the achievement of services mentioned in Chapter 3, under the conditions specified below.

1) Down payment

The successful BIDDER can claim up to 50% of the contract amount as a down payment. ECCJ shall make payment according to the procedure stipulated in paragraph 4 after receiving the down payment invoice from the successful BIDDER.

2) Acceptance of the Work

ECCJ will review the lists of participants' information and questionnaires described in Section 3.4. If any questions or deficiencies are noticed in the list, ECCJ will send comments to the successful BIDDER. Once the questions or deficiencies are clarified and the list become acceptable, ECCJ will notify the successful BIDDER of the acceptance of the work and advice to issue the invoice for the final payment

3) Final Payment

The payment of balance is made against the successful BIDDER's invoice submitted within 30 days.

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. Qualification requirements

7.1 Expertise and experience

Promotion of energy efficiency in Building is one of the main strategies of APAEC (ASEAN Energy Cooperation Action Plan) activities. Therefore, the BIDDER should have the ability to carry out workshops smoothly the workshop, in addition, the BIDDER should have expertise in energy conservation.

- The BIDDER shall have experience in managing the venue of a conference held by connecting ASEAN countries (10 countries) via online.
- It is desirable that the BIDDER shall have experience in managing energy conferences with participants from multiple countries within the ASEAN region
- The BIDDER shall conduct the ECAP23 workshop in cooperation with a contractor entrusted by ECCJ to operate the ECAP23 workshop.

7.2 Items of information to prove required qualification

The BIDDER shall clarify their qualification, stipulated in Section 7.1, by submitting the list of actual experience of being involved in arrangement of venues of webinar in AMSs and the list of featured international programs related to Energy involved in Venue management with formula attached in Exhibit B of this specification.

ECAP23 : Temporary Program Agenda

Date: December 8th ,2020

Venue: Online seminar

(Time for Cambodia/Lao PDR/Thai/Vietnam: ICT, Indonesia: WIB)

- 09:00 – 09:20 Welcome and Opening Remarks from ACE/METI/ECCJ
- 09:20 – 10:00 ZEB Family Standardization and current situation as ISO/TS
- 10:00 – 10:15 Short break
- 10:15 – 11:15 Policy and Strategy in Japan towards ZEB realization
- 11:15 - 12:00 ZEB Design guideline in Japan and the progress in Malaysia
- 12:00 – 13:30 Lunch break
- 13:30 – 14:15 ZEB Ready Award in ASEAN Energy Award 2020
- 14:15 – 14:30 Short break
- 14:30 – 15:30 Introduction of Technology for ZEB/ZEB Family (construction materials and equipment) by Japanese Companies
- 15:30 – 15:45 Short break
- 15:45 – 16:30 Making Report time: Issues in realizing ZEB in your country
- 16:30 – 17:00 Closing remark

(Brunei: BNT, Malaysia: MYT, Philippine: PST, Singapore: SGT)

10:00 – 18:00

(Myanmar: MMT)

8:30 – 16:30

(Japan: JST)

11:00 – 19:00

