

1. Specification Number

357-210126-1

2. Specification Name

Support to the Local Operation of the Vietnam-Japan Business Forum for Energy Conservation, Energy Efficiency and Renewable Energy

3. Overview of the “Business Forum”

With the assistance of the Ministry of Economy, Trade and Industry (METI) of Japan, the Energy Conservation Center Japan (ECCJ), jointly with the Japanese Business Alliance for Smart Energy Worldwide (JASE-W) are holding the Business Forum (the “Forum”) by connecting Vietnam and Japan online, in order to introduce advanced Japanese energy technologies, products and solutions serving for decarbonized and sustainable future for the country and strengthening mutual cooperation between the two countries.

1. Forum Name: Vietnam-Japan Business Forum for Energy Conservation, Energy Efficiency and Renewable Energy
2. Organizers: ECCJ (and JASE-W)
3. Supporters(TBC): METI, MOIT, Vietnam Energy Conservation and Efficiency Association (VECEA)
4. Venue: Main-venue in Hanoi and sub-venue in Tokyo, both connecting online
5. Date: 16th or 17th March, 2021 (one day)
6. Language: Japanese and Vietnamese (Simultaneous interpretation will be provided)
7. Expected Participants: total 150-200 of venue and web Vietnamese Gov./Energy Authority Officials, Energy intensive industries leaders, Japanese companies representatives
8. Sessions (TBC):
 - Efficiency Improvement Technologies in Power Systems and Industry Plants
 - Waste to Energy Technologies
 - Utilization of Heat and High Efficient Boilers

4. Qualification of the Trustee

The trustee shall have the following requirements.

1. Sufficient organizational structures and expertise and knowledge on energy to operate and implement the Forum in Vietnam.
2. Sufficient networks with Vietnamese ministries, agencies and other organizations, private companies related to energy in Vietnam.
3. Sufficient experiences to hold and support energy-related events in Vietnam for Japanese government ministries, agencies, related public organizations and Japanese companies.

5. Work Specifications

The trustee will support ECCJ in implementing the Forum in Vietnam side in accordance with the following items.

5.1 Preparation of the Forum

1. The trustee shall coordinate with ECCJ and shall contact candidate Vietnamese keynote and session speakers to address speeches in the Forum.
2. The trustee shall broadly announce the Forum in Vietnam and shall actively encourage venue and web participations in the Forum.

5.2 Setting up the Website

1. The trustee shall launch the internet website of the Forum both in English and in Vietnamese by one-month prior to the implementation date of the Forum.

2. The trustee shall post such information as the agenda of the Forum, contact information of the presenting Japanese companies etc on the website.
3. The trustees shall collect registrations of venue and web participants for the Forum through the website.
4. The trustee shall compile the information of venue and web participants in the Forum as a list and shall appropriately report it to ECCJ.

5.3 Arranging the Conference Room in Vietnam

1. The trustee shall book the conference room in Hanoi with about 80-100 seating capacity and shall arrange necessary conference equipment (e.g. podium, PC, projector, screen and microphones etc.).
2. The trustee shall submit the floor and seats layout plan to ECCJ in advance.
3. The trustee shall prepare the banner showing the conference name, date and logos of ECCJ and JASE-W to hang behind the screen in the conference room.
4. The trustee shall arrange light lunch buffets and break time coffees and waters for venue participants in the Forum. (Please note these costs shall be borne by JASE-W.)
5. The trustee shall pay fees for the conference room and necessary equipment arranged.

5.4 Arranging the Simultaneous Vietnamese-Japanese Interpreters

1. The trustee shall arrange sufficient and competent simultaneous Vietnamese- Japanese interpreters and shall arrange necessary interpretation equipment (interpreter's booth, seats, ear-microphones power lines etc.) in the conference room described in 5.3 1.
2. The trustee shall report curriculum vitae of candidate simultaneous interpreters to ECCJ in advance.
3. The trustee shall pay fees for the interpretation and necessary equipment arranged.

5.5 Implementation of the Forum

1. The trustee shall set up a reception desk with staff members to assist the venue participants to sign in.
2. The trustees shall print and bind the copies of conference booklets compiling the agenda and presentation materials etc., and shall hand them to the venue participants.
3. The trustees shall set desks behind or outside the conference venue for placing pamphlets and materials of the presenting Japanese companies.
4. The trustee shall set-up a web meeting application (e.g. Zoom) and shall announce the URL to the web audiences in advance and shall connect securely online with the presenters and sub-venue in Tokyo throughout the Forum.
5. The trustee shall arrange an English-fluent Master of Ceremony (MC) at the main venue in Hanoi.
6. The trustee and the MC shall adequately proceed the Forum in accordance with the agenda of the Forum.
7. The trustee shall take proper photos and brief digest videos (for 1-2min.) of the Forum.
8. The trustee shall distribute and collect questionnaire in English/Vietnamese to obtain comments and reviews from the venue participants and web audience of the Forum.

5.6 Submission of Implementation Report

1. The trustee shall submit implementation report in English to ECCJ by the date of the 22nd March. It shall include the numbers of venue and web participants, name lists, some photos and summed-up results of the questionnaire described in the clause 5.5 8.
2. The trustee shall submit brief digest videos of the Forum described in the clause 5.5 7. by electronic data to ECCJ

6. Contract Fee

The contract fee shall be made by Japanese Yen with “Lump-sum Payment”

7. Contract Period

The Agreement shall become effective upon the contract signing date and shall expire on 31st March, 2021.

8. Terms of Payment

The payment to the trustee from ECCJ is made against the invoices for the achievement of services mentioned in the Agreement, under the conditions specified below.

1. The trustee can claim up to 50% of the contract amount as a down payment. ECCJ shall make payment according to the procedure stipulated in the clause 8.4 within 30 days after receiving the down payment invoice from the trustee.

2. Acceptance of the Work

ECCJ will review the implementation report described in the clause 5.6. If any questions or deficiencies are noticed in the report, ECCJ will promptly send comments to the trustee. Once the questions or deficiencies are clarified, ECCJ will soon notify the trustee of the acceptance of the work and advice to issue the invoice for the payment.

3. Final Payment

The final payment (up to 50% remain) is made against the trustee’s invoice submitted to ECCJ. ECCJ shall make payment according to the procedure stipulated in the clause 8.4 within 30 days after receiving the final payment invoice from the trustee.

4. Payment Procedure

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