

1. Number

380-201104-0

2. Name

Assistance and Services for Implementation of “ASEAN-Japan Energy Efficiency Partnership (AJEEP) Program” (Package 2)

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

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 successfully completed them 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) Scheme 2: Practical training using mini-plant facilities 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 Qualified 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 four trainings: ①The practical training and examination using mini-plant facilities in Thailand, ②The training through implementation of energy audits and preparation of the report in their own countries, ③The training for preparing the energy audit report (intermediate check) and ④The training in Japan (ECAP22: Refer to paragraph 4.1.2 (1). Lectures and examination on technical aspects on energy conservation and presentations of the reports of the energy audit results). In response to the suggestion from METI and strong demand from AMS, it was decided that the scheme 2 program would be extended by two years, and this fiscal year is the first year of the extension.

(2) 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.

(3) Post & Summary Meeting

Every year, a Post & Summary Meeting is held when all activities in the fiscal year are finished to review the finished activities and discuss and determine activities in the next fiscal year.

4.1.2 Training program in Japan

The outline of training program in Japan is as follows.

(1) ECAP22: Technical training on energy conservation as a part of “The Trainer’s Training Program for Energy Managers”

Energy audit reports performed in trainees’ countries, learning through lectures on technical aspects on energy conservation and examination on the level of understanding are conducted, based on which comprehensive evaluation on skills of the trainees is performed while taking into consideration the results of the examination conducted in the practical training in Thailand as well.

(2) ECAP23: Training for disseminating the latest techniques for energy conservation in the building sector in AMS

Establishment of the energy conservation standards and promotion of energy conservation with smooth and steady implementation of the standards in the building sector of AMS is one of the important projects of APAEC, and cooperation is provided in accordance with this policy. It is planned to expand the energy-saving building awards system (ASEAN Energy Award) and introduce latest Japanese measures, including the “ZEB (Zero Energy Building) Family Concept” and “energy conservation benchmarking system for building” so that, in AMS, awareness of energy efficiency is further raised, latest energy conservation techniques are widely spread and energy conservation business is promoted.

4.1.3 Research and dissemination of the achievement of AJEEP

The current status of energy conservation measures in AMS (10 countries) is investigated and work for disseminating the achievement of AJEEP is conducted.

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 activities described in Chapter 4 according to the method initially planned until restrictions are lifted. Therefore, the program will be implemented through alternative methods such as Web-conference and Web-seminar.

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 Online activities conducted by experts

5.1.1 Assist ECCJ in the activities of Scheme 2 Program

(1) Online intermediate check for creating reports of energy conservation audits in the trainees' countries

- | | |
|--------------|--|
| Activity | : Intermediate check of the progress of the energy conservation audit |
| Schedule | : From November 2020 to the beginning of January 2021 (2 (two) countries/day x 5 (five) days, approx. 2 (two) hours in each country) |
| Venue | : ECCJ and AMS offices |
| Participants | : - Candidates for trainers of energy managers who will participate in the online practical training using mini-plant facilities in Thailand and ECAP22
- Trainers who have already been qualified (trainers who have attended the energy conservation audits and provided advice) |
| Work outline | : In the period between the energy conservation audits in trainees' countries and submission of the energy audit reports (middle of January 2021), hold online meetings with ECCJ, TOT participants in AMS and trainers who have already been qualified and provide guidance regarding the status of energy conservation audits, data analysis, preparation of reports, etc. |

Work descriptions : Preparation and adjustment for the online intermediate check of energy conservation audits

- The successful BIDDER shall liaise with each counterpart or Focal Point of EE&C-SSN to request them to ask trainees who have registered for participation in the year-round training course for trainers to participate in the intermediate check and select observers, examine the responses and inform ECCJ of them.
- The successful BIDDER shall determine the schedule and trainers in each country (trainers who have already been qualified in AJEEP), request the Focal Point of each country to ask the trainers to attend the energy conservation audit in each country to provide advice, and confirm that it is completed.
- The successful BIDDER shall prepare and adjust the schedule of intermediate checks, which will be held for five days in two countries each day, for the 10 or more trainees in 10 countries, inform ECCJ of the schedule and attend the intermediate checks.
- The successful BIDDER shall be responsible for ensuring that all the trainees and observers appropriately take all necessary steps to participate in the training program.
- The successful BIDDER shall receive all energy conservation audit reports from the trainees by the due date and submit the reports to ECCJ.

(2) Online practical training using mini-plant facilities in Thailand

In the conventional process, the practical training using mini-plant facilities in Thailand is implemented first. This year, however, it is difficult to implement the training in the first half of the program due to the impact of COVID-19 and the training is postponed until the second half of this fiscal year.

- | | |
|--------------|---|
| Activity | : Online seminar, lectures and examination using mini-plant facilities in Thailand |
| Schedule | : 14th to 16th December, 2020 (3 (three) days) (provisional) |
| Venue | : DEHRD of DEDE (Thailand) |
| Participants | : Candidates for trainers of energy managers. Trainees of this training must attend ECAP22. Observers can also participate in this training. (Observers mean persons who currently engage in energy conservation activities or highly likely to engage in such activities in the future.) |
| Work outline | : Observe the online lectures and simulation training using mini-plant facilities via the internet and use it as a reference in the actual energy conservation audits. Conduct an examination corresponding to the lectures and check the level of understanding. |

Work descriptions : Preparation and adjustment for the online seminar using mini-plant facilities

- The successful BIDDER shall, on behalf of ECCJ, liaise with the operating institution of the mini-plant in Thailand where the practical training is implemented in writing to request the institution to cooperate with ECCJ and gain permission to use the training facilities.
- The successful BIDDER shall liaise with each counterpart or Focal Point of EE&C-SSN to request them to ask trainees who have already registered for participation to participate in the training and select observers, examine the responses and inform ECCJ of them.
- The successful BIDDER shall liaise with the Focal Point of each country to confirm that there is no problem in the internet environment that trainees and observers will use for the online lectures.
- The successful BIDDER shall be responsible for ensuring that all the trainees and observers appropriately take all necessary steps to participate in the training program.
- The successful BIDDER shall provide the trainees in advance with the curriculum and training materials that have been prepared by ECCJ and personnel in Thailand so that all participants of the seminar can smoothly attend the seminar.
- The successful BIDDER shall shoot videos necessary for the online seminar in advance and control the preparation status of the online examination and the live broadcast of the simulation training using mini-plant facilities. The successful BIDDER shall also examine the estimate of the cost associated with the training, report the estimate to ECCJ to receive approval, and after the training, make a necessary payment.

(3) Reports

Reports on work described above in (2) shall be submitted to ECCJ within two weeks after the training is implemented.

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

(1) Workshop in Cambodia and Lao PDR (Second)

Schedule : January 2021, 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 : Persons responsible for EE&C legal framework in the relevant ministries and governmental agencies which play the main role, and the related parties of private sectors

Activities : Seminars/workshop (Same as the First)

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

(2) Work descriptions

(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. In order to obtain the agreement, the successful BIDDER shall hold a meeting with ECCJ and the focal points of the said countries about a month before the workshop to confirm the contents of the agenda and attendees.
- 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 in case participants can gather together.
 - 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 that there is an internet environment that enables online meetings, through the preliminary confirmation of communication network with the venue by the consultation with ECCJ, and take necessary measures if there is any problem.
- 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 attendees to prepare the presentation materials based on the agenda, receive the materials 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
- The successful BIDDER shall request the Focal Points of the countries where the workshop is implemented to check the status of setting up in the meeting room.
 - The successful BIDDER shall act as the overall moderator of the online meetings and summarize the meetings in cooperation with ECCJ.
 - The successful BIDDER shall prepare the list of attendees and submit it together with a Scheme 3 report according to the provision in paragraph 5.1.2 (d).
 - 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 reports by the due date determined by ECCJ. The date of submission shall be about two weeks after the activities finish.

5.1.3 Support for holding the Post & Summary Meeting to summarize the whole AJEEP of this fiscal year

(1) Outline of Post & Summary Meeting

- | | |
|----------------|---|
| Schedule | : 2 (two) days in February 2021 |
| Venue | : Office of each focal point in AMS |
| Meeting method | : Online meeting |
| Participants | : 1 (one) person from each AMS and at least 2 (two) persons from the successful BIDDER, 12 persons in total |
- The participant from each country shall be each focal point of EE&C-SSN or a representative.
About 4 (four) experts from ECCJ participate in the meeting.

(2) Work descriptions

(a) Preparation, adjustment and confirmation of the meeting

- The successful BIDDER shall liaise with ECCJ and each Focal Point of EE&C-SSN of AMS to adjust and determine the schedule of the Post & Summary Meeting as soon as possible after the contract is made. If the schedule needs to be changed, the successful BIDDER shall immediately consult with ECCJ and determine the alternative plan.
- The successful BIDDER shall consult with ECCJ to prepare the draft of the meeting agenda, notify related government ministries (SOE leaders) of AMS of the outline of the agenda, request their attendance and obtain their consent for attendance.
- The successful BIDDER shall prepare the list of attendees and report it to ECCJ.
- The successful BIDDER shall prepare the final agenda for the meeting in cooperation with ECCJ and distribute it to all AMS countries with the attendee list.
- The successful BIDDER shall request attendees to prepare presentation materials based on the agenda, receive the materials and provide them to all attendees before the meeting.
- The successful BIDDER shall examine the internet environment of each AMS, determine the system for the online meeting, confirm whether or not each AMS has an internet environment that enables the online meeting, through the preliminary confirmation of communication network with the representatives of each AMS by the consultation with ECCJ, and take necessary measures if there is any problem.

(b) Holding of the meeting

- The successful BIDDER shall act as the overall moderator to smoothly proceed with the meeting, and for each section, share the role of moderator with ECCJ and coordinators of EE&C-SSN.
- The successful BIDDER shall give the opening remarks of the meeting and summarize the meeting in cooperation with ECCJ.

- The successful BIDDER shall do their best to smoothly proceed with the meeting.

(c) Reports

- The successful BIDDER shall prepare minutes of the meeting within two weeks after the meeting, submit it as a report to ECCJ, receive comments and finalize the minutes.

5.2 Activities conventionally implemented in training program in Japan

For the reason described in Chapter 5, this training will be provided as online training.

5.2.1 Assist ECCJ in the activities of ECAP22

(1) Outline for the activities of ECAP22

Schedule : 3 (three) days in February 2021

Venue : Office of each trainee in AMS

Training method : Online seminar

Contents of training program: Refer to paragraph 4.1.2 (1).

Trainees : Maximum of 10 (ten) persons from each AMS and at least 1 (one) person from successful BIDDER

Persons who have taken the online intermediate check (paragraph 5.1.1 (1)) after the energy conservation audits in their countries as a part of the scheme 2 program and attended the online training using mini-plant facilities in Thailand (paragraph 5.1.1 (2)).

Observers can also attend the training. (Observers mean persons who currently engage in energy conservation activities or highly likely to engage in such activities in the future.)

Several experts from ECCJ participate in the seminar.

(2) Work descriptions

(a) Recruitment and preliminary selection of trainees

- The successful BIDDER shall start the recruitment work of the trainees 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 collect the application forms and the other required documents on behalf of ECCJ. Finally, the successful BIDDER shall summarize the application results and confirm the trainees as per the conditions and requirements specified in the above outline.
- The successful BIDDER shall prepare the report on the recruitment including the confirmation results of trainees as a “list of trainees and observers” and shall send it to ECCJ.
- ECCJ shall confirm and approve the final selection of the trainees. 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 trainee, 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 trainee and observer 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 trainees and observers 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 preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ, the conditions on the internet environment of trainees and observers in each AMS in order to implement the training program smoothly.

(c) Assistance for implementation of the training program

- 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 trainees and observers with advice and guidance regarding the training program.

(d) Reports

The successful BIDDER shall submit the reports on the results of implementation of ECAP22 by the date ECCJ specifies. The reports shall be submitted within 30 days after completion of the training program.

5.2.2 Assist ECCJ in the activities of ECAP23

(1) Outline for the activities of ECAP23

- Schedule : 1 (one) day in December 2020
- Venue : Each hotel in AMS (A hotel chain will be utilized)
- Training method : Online seminar
- Contents of training program: Refer to paragraph 4.1.2 (2).
- Participants : As many persons as possible from each AMS and at least 1 (one) person from the successful BIDDER
 - Trainees from each country shall be persons directly related to the energy conservation promotion in the building sector for which the training can be considered to be effective.
 - Several experts from ECCJ participate in the seminar.

(2) Work descriptions

The work of the successful BIDDER consists of the following five items.

(a) Recruitment and preliminary selection of participants

- 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 the 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.
- ECCJ 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 preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ, 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

- 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 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 ECAP23 by the date ECCJ specifies. The reports shall be submitted within 30 days after completion of the training program.

5.3 Research on the current energy conservation measures in AMS (10 countries) and dissemination of the achievement of the AJEEP

5.3.1 Research on the current status of energy conservation measures in AMS (10 countries)

The successful BIDDER shall research the following items on the current status of energy conservation measures in AMS (10 countries) and submit reports to ECCJ.

(1) Report on the current status of the legal frameworks regarding revision of the energy conservation laws in AMS (10 countries) as of February 2021.

- The successful BIDDER shall collect information on the latest trend and figures regarding energy conservation in each country provided by the Focal Points of AMS (10 countries).
- The successful BIDDER shall collect and summarize the reports on the current status regarding energy conservation of AMS (10 countries).
- Due date: 26th February, 2021

(2) Research for improving effectiveness of the AJEEP

- In order to find needs of ASEAN countries regarding support for energy conservation systems and technologies, the successful BIDDER shall organize information for each of 10 AMS countries, on policies and measures focusing on energy conservation and renewable energy of the next five years separately for supply and demand sides (by sector), based on the medium-term GHG/CO₂ reduction plan.
- The research shall be conducted by interviewing the Focal Points of all AMS and using government-related information of the countries and existing ASEAN research materials. In addition, the successful BIDDER shall clarify obstacles and problems in the measures of each country and add the possible solutions to the research results.
- Report due date: 26th February, 2021

5.3.2 Summary and dissemination of the achievement of AJEEP

Creation of an achievement report on the past successful cases of AJEEP and presentation of it to ASEAN and the world shall be implemented as follows:

- Based on information and data provided by ECCJ, the successful BIDDER shall prepare an achievement report on the past successful cases of AJEEP.
- The following items are candidates for the successful cases. The most appropriate cases shall be selected through discussion between the successful BIDDER and ECCJ.
 - a) ECAP programs which started in FY2012.
 - b) Training of the trainers for energy managers which started in FY2016 and completed FY2019.
- The created report shall be posted on the website of the successful BIDDER and presented to ASEAN and the world by, for example, introducing the report in official meetings in ASEAN.
- Due date: 26th February, 2021

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 paragraph 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, 5.2.1, 5.2.2 and 5.3 and submit accounting report after the approval by ECCJ. The date for the submission of accounting reports will be 9th March, 2021.
- (2) Prior to the submission of accounting report, the successful BIDDER shall submit its draft to ECCJ by 1st March, 2021.
- (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 are 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 paragraphs 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	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
Total	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)–(e) 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 below to ECCJ by 24th November, 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 sets of hard copies
 - Business plan based on scope of specifications
 - Description of qualification requirements (Refer to paragraph 10. (a)-(e))
 - Supporting materials (kept to the minimum necessary)