

Specification

1. Number 378-240523-3

2. Name

Assistance and Services for Implementation of FY2024 ASEAN-Japan Energy Efficiency Partnership (AJEEP) Program

3. Purpose

This specification is intended to determine the specifications required for submitting a quotation and proposals on the assistance and services stipulated by the Energy Conservation Center, Japan, having principal place of business at 2-11-5, Shibaura, Minato-ku, Tokyo 108-0023, Japan (hereinafter referred to as “ECCJ”).

4. ASEAN-Japan Energy Efficiency Partnership (AJEEP) Program

4.1 Program implementation status before FY2022

The implementation status of this program is as follows.

The energy situation that developing countries are facing to is rapid increase of energy consumption and accordingly environmental load. One of the reasons for causing this situation is their acceleration of economic growth ahead of improvement in energy efficiency. Therefore, each country of the Asian region including ASEAN is seeking for introduction and promotion of the new systems and technologies for more effective utilization of energy. Responding to this demand, this program has been developing and establishing the following infrastructures to promote the energy efficiency & conservation (EE&C):

- Establishment of legal frameworks
- Development and establishment of organizational capability and technology
- Enhancement of awareness of importance of EE&C and implementation ability to realize it

(1) Under the agreement with the ASEAN Member States (hereinafter referred to as “AMS”), therefore, the Ministry of Economy, Trade and Industry (hereinafter referred to as “METI”) 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” in the “Project for Promotion of Energy Efficiency and Conservation”

(hereinafter referred to as “PROMEEC”) from FY2000 to FY2011.

- (2) 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 FY2005.
- (3) 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 had been promoted until FY2021 with the following schemes.

Scheme 1	Continuation of the current program by ASEAN
Scheme 2	Formation of the platform and system for developing energy management capabilities for factories and buildings (As a part of “the program for training trainers of qualified energy managers”, training and examination using mini-plant facilities in Thailand, implementation of energy audits in the trainees’ countries and preparation of reports, training in Japan (including lectures and examination on technical aspects on energy conservation and presentations of the reports of the energy audit results)
Scheme 3	Capacity development for narrowing the gap among AMS in establishment of legal framework and the capabilities for implementation of EE&C (including the workshops for specified countries to develop the energy management systems, etc.)

4.2 Program structure after FY2022

Consigned by METI, ECCJ promotes the program by dispatch of experts, training programs in Japan and other means with the following schemes.

Scheme 4	Establishment of an ASEAN-wide energy manager qualification system that contributes to improvement of the energy efficiency with the aim of realizing Carbon Neutrality (hereinafter referred to as “CN”)
Scheme 5	Dissemination and promotion of advanced technologies and systems to improve the energy efficiency in the sectors of the industry, transportation and commercial buildings by introducing effective technologies and advanced and applicable cases relating to CN, and providing the technical information that contributes to planning and determining CN/EE&C measures

Both Schemes 4 and 5 are promoted as a four-year project starting from FY2022.

5. Outline of the program in FY2024

The target of AJEEP is to establish the EE&C infrastructures by a capacity building in ASEAN, based on the “ASEAN Plan of Action for Energy Cooperation (APAEC)” which is revised every five years. The following activities are planned to be implemented in FY2024.

5.1 Work outline of each scheme

(1) Scheme 4

Toward establishment of the Sustainable ASEAN Energy Management Certification Scheme (SAEMAS) developed by ASEAN, this scheme includes preparation of the “ASEAN Common Standard Module (CSM)” and “Advanced Module (AM) draft for realizing CN” and activities for establishment of certifications.

Detailed explanation of a proposal of the CSM to obtain a deep understanding is conducted, and the detail of the module is finalized. In addition, AM draft is created and introduced to related persons of ASEAN to obtain their understanding.

The AM draft includes the details of decarbonization-related technologies toward CN, CN diagnosis, investment plan, investment fund raising and project management, etc.

Note that the following persons are assumed to be subject to the ASEAN common certifications.

- Experts relating to energy management across the ASEAN region (mainly, TOT certified persons in Scheme 2)
- Experts relating to CN (the CN technical field)
- Experts relating to management of CN related projects (project formation and management)

The work above in this fiscal year will be implemented in disseminating and supporting introduction of CSM, etc., by visiting AMS specific countries, ECAP35 and online workshops.

(2) Scheme 5

This scheme will provide with the platform to share and discuss on the information about the future direction to promote CN, including knowledge on CN that each ASEAN country has, the gap of the policies among the countries, etc. Specifically, the following activities are included.

- Sharing of the CN targets in ASEAN and the activity plan for achieving the targets
- Sharing of information on measures to promote CN taken in Japan and ASEAN countries, needs and issues in each country, as well as study for policy-making

- Introduction of the CN-related technologies and the excellent cases in Japan that can be applied to ASEAN in the sectors of the industry, transportation and commercial buildings (ECAP33, ECAP34, transportation online seminar)
- With the aim of formulating the EE&C/CN project, implementation of CN diagnosis by experts dispatched from Japan targeting factories or buildings of companies selected in the ASEAN region, preparation of CN diagnosis reports and establishment of a medium- to long-term plan for CO₂ reduction
- Learning of the new technologies for promoting ZEB in the commercial building sector in Japan (key points and concrete methods regarding energy efficiency improvement for realizing CN), and introduction of ZEB design guidelines and cases of ZEB implementation
- Explanation in on-site visits of advanced factories and buildings and exchange of opinions with experts

The work above in this fiscal year will be implemented in 4 (four) places where the CN diagnoses are implemented including related meetings held in advance, the intermediate check meeting, start-up meetings at the places where CN diagnoses were implemented in the previous fiscal year, ECAP33 (building), ECAP34 (industry), and transportation online seminar.

5.2 Work details

(1) Inception meeting

Determine the specific activities of AJEEP in this fiscal year.

It is held using a hybrid method including online in an external meeting room in a country of AMS.

<The items (2) to (4) below are included in Scheme 4>

(2) Specific country visits for CSM understanding

For AMS specific countries, implement activities to promote their understanding necessary for establishing the SAEMAS and provide supports, such as advice, toward introducing the scheme. (Visits to the target 4 (four) countries are planned to be implemented.)

(3) ECAP35 (Study on the standardization of Energy Manager Certification System)

ECAP35 includes the detailed explanation of the CSM for deep understanding, and explanation and dissemination of the AM draft to make it well-known.

1 (one) representative of the WG of each country shall be invited to Japan. The other members shall attend the program online. (Hybrid method)

- Discussion on how to reflect the modules in the certification system of developing

energy managers in each country, study of certification requirements as SAEMAS, and exchange of opinions to reach mutual understanding necessary for establishing the SAEMAS

- Study and discussion on progress of and issues in developing conditions related to SAEMAS operation in each country
- This program shall be implemented in conjunction with the activity of dispatching experts described above, which aims to support for the introduction of the SAEMAS in each country

(4) Online workshop

Hold online workshops (WSs) three times with a working group (WG) consisting of AMS related persons and the successful BIDDER to finalize the CSM, study a training implementation scheme, explain and discuss the AM draft and introduce a guideline proposal of the Mutual Recognition Arrangement (MRA) relating to the ASEAN region certifications. (Planned to be completed in FY2024.)

<The items (5) to (11) below are included in Scheme 5>

(5) Start-up meeting

In order to finalize the medium- to long-term plan of the CN project and obtain approval from supervisors, dispatch experts and hold an inception meeting (with a hybrid method).

(6) Preliminary meeting for CN diagnosis

As preliminary check before the CN on-site diagnosis described in (7) below, hold online meeting (1 (one) time) to explain the CN diagnosis guidelines and implementation procedures.

(7) CN diagnosis (4 (four) places)

With the aim of formulating the EE&C/CN project, implement on-site CN diagnosis by experts dispatched from Japan targeting factories or buildings of companies selected in the ASEAN region, and prepare CN diagnosis reports.

Request TOT trainers and the WG members in Scheme 4 to participate in CN diagnosis to acquire the CN diagnosis method.

(8) CN diagnosis intermediate check meeting

Hold intermediate check meeting on the results of CN diagnosis (discussions and advice on preparation of the plans for operation improvement, introduction of equipment renovation, production process improvement, etc. based on the CN diagnosis results and sharing of information with AMS) so as to share information with the ASEAN countries. (To be held online)

(9) Transportation online seminar

Hold an online seminar once to introduce advanced energy management technologies related to CN in the transportation sectors (logistics system) as well as excellent cases of Japanese companies.

(10) ECAP33 (Building sector)

ECAP33 is a training workshop regarding applicable advanced technologies to improve the energy efficiency for realizing CN in the building sector, where the participants share and discuss their opinions with the experts for better understanding with the aim to establish an effective system in ASEAN. Specifically, the following items are included.

1 (one) representative of the WG of each country shall be invited to Japan. The other members shall participate in the program online. (Hybrid method)

- Sharing of the CN targets in ASEAN and the activity plan for achieving the targets
- Establishment of the Building Energy Code in the building sector and sharing of information to make conformity to the Code mandatory (improvement of energy efficiency standards)
- Learning of the latest policies and technologies for promoting ZEB in Japan (key points and concrete methods regarding energy efficiency improvement for realizing CN)
- Explanation about energy audits (CN diagnosis) for the renovation towards ZEBs
- Introduction of the excellent cases
- Sharing of information on measures to promote CN taken in Japan and ASEAN countries, needs and issues in each country, as well as study for policy-making
- On-site visits to ZEBs (visits to actual facilities which are introduced as advanced cases and explanation of them, exchange of opinions with experts)

(11) ECAP34 (Industrial sector)

ECAP34 includes introduction of the advanced energy management and new technologies related to CN in the industrial sector and excellent cases of some Japanese companies.

1 (one) representative of each country shall be invited to Japan. Other applicants shall participate in a part of the program online.

- Sharing of the CN targets in ASEAN and the activity plan for achieving the targets
- Sharing of information on measures to promote CN taken in Japan and ASEAN countries, needs and issues in each country, as well as study and discussion for policy-making
- Learning of key points and concrete methods regarding energy efficiency improvement for realizing CN

- Introduction of the CN-related technologies and the excellent cases in Japan that are applicable to ASEAN
- On-site visits to factories, etc. (visits to actual facilities which are introduced as advanced cases and explanation of them, exchange of opinions with experts)

(12) Post & Summary meeting

Summarize the AJEEP activities in this fiscal year including status check of the progress of the activities, and discuss and determine the activities, the action plan, etc. in the next fiscal year.

The meeting is held using a hybrid method including online in an external meeting room in a country of AMS.

5.3 Research, etc.

- (1) Regarding the CN and EE&C measures, the current status of the legal frameworks in the AMS (10 countries) is researched and documented in a specific format.
- (2) “The measures for CN in each ASEAN country” are researched and an outline and key points as contents in the Advanced Module textbook in Scheme 4 are written.

6. Specifications of work to be implemented by successful BIDDER

6.1 Basic policy

In line with the activity restrictions in ASEAN and Japan due to COVID-19, the successful BIDDER shall follow the instructions from ECCJ and use the internet for some of the meetings in implementing the commissioned work.

The successful BIDDER shall provide the following services to assist ECCJ for implementing the program specified in “5. Outline of the program in FY2024”.

6.2 Assistance for activities to dispatch experts

(1) Inception meeting

○Meeting information

Schedule	: 2 (two) days in August 2024
Venue	: One country in AMS (an external meeting room)
Meeting method	: Hybrid method (the successful BIDDER shall act as the host of the online system)
Participants	: 1 (one) from each AMS, at least 2 (two) from the successful BIDDER, and about 6 (six) from ECCJ
	The participant from each country is the representative (Focal Point) of the Energy Efficiency & Conservation - Sub Sector

Network in ASEAN (hereinafter referred to as “EE&C-SSN”) or their representatives.

On-site participants are up to 10 (ten) from AMS, 2 (two) from the successful BIDDER and about 4 (four) from ECCJ. The others participate online.

○Work descriptions

1) Preparation, coordination, and confirmation of the meetings

- The successful BIDDER shall start the coordination with ECCJ and EE&C-SSN’s Focal Point of AMS after the effective date of this contract, and determine the schedule of the meeting immediately. If there is a change, the successful BIDDER shall consult with ECCJ immediately and decide an alternative plan.
- The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (Senior Officials on Energy (SOE leaders)) of AMS about an outline meeting, request the participants to attend the meeting, and receive their consent to the attendance.
- The successful BIDDER shall prepare the participant list and report it to ECCJ.
- The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and distribute it to each country together with the participant list.
- The successful BIDDER shall request and collect the presentation materials of the participants based on the agenda, and provide them with all the materials before the meeting.
- The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decide an online meeting system to use, confirm whether each country has an internet environment capable of the online meeting, and implement the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ. If there are any issues, the successful BIDDER shall take measures to resolve them.
- This specification includes the fee of venue and online meeting platform service.
- This specification does not include the travel expenses of on-site participants from AMS. The specification only includes the travel expenses, daily allowance and accommodation fee of 2 (two) persons from the successful

BIDDER.

2) Holding of meetings

- The successful BIDDER shall provide with the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the EE&C-SSN coordinator to conduct the meeting smoothly.
- The successful BIDDER shall give opening remarks and summarize the meeting.
- The successful BIDDER shall do their best to facilitate the meeting smoothly.

<The items (2) to (4) below are included in Scheme 4>

(2) Specific country visits for AMS understanding

○Activity information

Schedule : Visits to 4 (four) countries in September to October 2024, 1 (one) day on-site for each activity

Venue : Office / designated meeting room of each specific country of AMS to be visited

Meeting method : Visits to the local sites

Participants : Several persons including an EE&C-SSN representative (Focal Point) of each country to be visited, at least 1 (one) from the successful BIDDER

About 2 (two) participants from ECCJ

○Work descriptions

1) Preparation, coordination, and confirmation of the meetings

- The successful BIDDER shall start the coordination with ECCJ and EE&C-SSN's Focal Point of AMS after the effective date of this contract, and determine the schedule of the meeting immediately. If there is a change, the successful BIDDER shall consult with ECCJ immediately and decide an alternative plan.
- The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the representatives of countries to be visited about an outline meeting, request the participants to attend the meeting, and receive their consent to the attendance.
- The successful BIDDER shall prepare the participant list and report it to ECCJ.
- The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and notify the representatives of countries to be visited about the agenda.

- The successful BIDDER shall request and collect the presentation materials of the participants based on the agenda, and provide them with the materials before the meeting.
- 2) Holding of meetings
- The successful BIDDER shall proceed with the meeting as a coordinator to conduct the meeting smoothly.
 - The successful BIDDER shall do their best to facilitate the meeting smoothly.
 - This specification includes the travel expenses, daily allowance and accommodation fee of 1 (one) person from the successful BIDDER.
- 3) Follow-up activities
- After the meeting, the successful BIDDER shall conduct the follow-up activities to monitor and confirm the progress in the implementation of the plan prepared after the meeting, and provide participants with support to implement the plan if required. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(3) ECAP35 <Assistance for training programs in Japan>

○Training information

- Schedule : In Japan, 5 (five) days in December, 2024
- Online connection points : Office of the Focal Point in each AMS / office of the successful bidder / home (in the case when it is impossible to go to the office) / one meeting room in ECCJ
- Implementation method : Invitation to Japan (hybrid method that allows online participation to a part of the program (ECCJ shall act as the host of the online system))
- Participants : 1 (one) from each AMS (online participants as many as possible from AMS), at least 1 (one) from the successful BIDDER
- The participants from each country are persons related to the EE&C/CN measures.
- Several experts from ECCJ participate in the training program.

○Work descriptions

- 1) 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 outline, separately prepared by ECCJ.

- 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 outline, separately prepared by ECCJ.
- The successful BIDDER shall prepare the report on the recruitment including the results of preliminary selection as a “participant list” and send it to ECCJ.
- ECCJ shall confirm and approve the final selection of the participants. ECCJ shall notify the final selection result.
- The successful BIDDER shall deliver the notice of final selection result to each AMS.

2) 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 outline, separately prepared by ECCJ, 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.
- Regarding the travel expenses, daily allowance and accommodation fee of the participants from AMS to Japan, ECCJ shall provide them in-kind. This specification includes the travel expenses, daily allowance and accommodation fee of 1 (one) person from the successful BIDDER.
- 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.

- This specification does not include the online meeting platform service.

3) 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.

4) 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 after due consultation with ECCJ.

(4) Online workshop

○Meeting information

Schedule : 3 (three) workshops to be held in November 2024 to February 2025, 1 (one) day for each workshop

Venue : One meeting room in ECCJ / office of the Focal Point in each AMS / office of the successful bidder / home (in the case when it is impossible to go to the office)

Meeting method : Online meeting (ECCJ shall act as the host of the online system)

Participants : 2 (two) from each AMS and at least 2 (two) from the successful BIDDER

The participants from each country include each Focal Point of EE&C-SSN and WG members or their representatives.

About 4 (four) participants from ECCJ

○Work descriptions

1) Preparation, coordination, and confirmation of the meetings

- The successful BIDDER shall start the coordination with ECCJ and EE&C-SSN's Focal Point of AMS after the effective date of this contract, and determine the schedule of the meeting immediately. If there is a change,

the successful BIDDER shall consult with ECCJ immediately and decide an alternative plan.

- The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (SOE leaders) of AMS about an outline meeting, request the attendance of the meeting, and receive their consent of the attendance.
- The successful BIDDER shall prepare the participant list and report it to ECCJ.
- The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and distribute it to each country together with the participant list.
- The successful BIDDER shall request and collect the presentation materials of the participants based on the agenda, and provide them with all the materials before the meeting.
- The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decide an online meeting system to use, confirm whether each country has an internet environment capable of the online meeting, and implement the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ. If there are any issues, the successful BIDDER shall take measures to resolve them.
- This specification does not include the online meeting platform service.

2) Holding of meetings

- The successful BIDDER shall provide with the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the coordinator of each country to conduct the meeting smoothly.
- The successful BIDDER shall give opening remarks and summarize the meeting.
- The successful BIDDER shall do their best to facilitate the meeting smoothly.

3) Follow-up activities

After the meeting, 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 program, and provide participants with support to implement the action plan if required. The contents of follow-up activities shall be decided after due consultation with ECCJ.

<The items (5) to (11) below are included in Scheme 5>

(5) Start-up meeting

○Implementation information

- Schedule : 2 (two) meetings (2 (two) places) to be held in August 2024, 1 (one) day on-site for each diagnosis
- Venue : Factories or buildings in designated 2 (two) countries (2 (two) places) of AMS
- Participants : An expert of CN diagnosis from ECCJ (1 (one) person, 2 (two) times), several local persons who have acquired the skills, at least 1 (one) person from the successful BIDDER
- The successful BIDDER shall select the on-site participants (TOT trainers, WG members of Scheme 4, and other persons who have acquired the skills), request them to participate in the diagnosis after consulting with ECCJ and coordination, and obtain approval for the CN diagnosis results and medium- to long-term plan.

○Work descriptions

- 1) Preparation, coordination, and confirmation of the CN diagnosis
 - After the effective date of this contract, the successful BIDDER shall assist ECCJ in making coordination with related persons at the sites to be diagnosed and determining the implementation schedule.
 - The successful BIDDER shall consult with ECCJ and assist ECCJ in obtaining of materials and reporting necessary in advance for the CN diagnosis of the local factories or buildings. In addition, the successful BIDDER shall participate in the preliminary meeting (online meeting) with related persons at the sites to be diagnosed as required.
- 2) Assistance in implementing the CN diagnosis
 - The successful BIDDER shall serve as a coordinator to assist ECCJ in providing explanation to and contact related persons at the sites to be diagnosed in order to facilitate the on-site diagnosis by the ECCJ experts.
 - The successful BIDDER shall do their best to facilitate the on-site diagnosis smoothly.
 - This specification includes the travel expenses, daily allowance and accommodation fee of 1 (one) person from the successful BIDDER.
- 3) Follow-up activities
 - Regarding discussions and advice for establishing plans of operation

improvement, renovation and introduction of facilities, production process improvement, etc. to be included in the diagnosis result reports prepared after the diagnosis, the successful BIDDER shall monitor and check the issues and support follow-up activities toward solving the issues. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(6) Preliminary meeting of CN diagnosis

○Meeting information

- Schedule : 1 (one) day in August 2024
- Venue : Office of the Focal Point in each AMS / office of the successful bidder / home (in the case when it is impossible to go to the office) / one meeting room in ECCJ
- Meeting method : Online meeting (ECCJ shall act as the host of the online system)
- Participants : About 3 (three) from each AMS, several related persons at the sites of CN diagnosis (4 (four) places), at least 2 (two) from the successful BIDDER
- The participant from each country is the representative (Focal Point) of EE&C-SSN or their representatives.
- About 4 (four) participants from ECCJ

○Work descriptions

- 1) Preparation, coordination, and confirmation of the meetings
 - The successful BIDDER shall start the coordination with ECCJ, EE&C-SSN's Focal Point of AMS and persons related at the site to be diagnosed after the effective date of this contract, and determine the schedule of the meeting immediately. If there is a change, the successful BIDDER shall consult with ECCJ immediately and decide an alternative plan.
 - The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (SOE leaders) of AMS about an outline meeting, request the attendance of the meeting, and receive their consent of the attendance.
 - The successful BIDDER shall prepare the participant list and report it to ECCJ.
 - The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and distribute it to each country together with the participant list.
 - The successful BIDDER shall request and collect the presentation

materials of the participants based on the agenda, and provide them with all the materials before the meeting.

- The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decide an online meeting system to use, confirm whether each country has an internet environment capable of the online meeting, and implement the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ. If there are any issues, the successful BIDDER shall take measures to resolve them.
- This specification does not include the online meeting platform service.

2) Holding of meeting

- The successful BIDDER shall provide with the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the coordinator of each country to conduct the meeting smoothly.
- The successful BIDDER shall give opening remarks and summarize the meeting.
- The successful BIDDER shall do their best to facilitate the meeting smoothly.

3) Follow-up activities

After the meeting, 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 program, and provide participants with support to implement the action plan if required. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(7) CN diagnosis (4 (four) places)

○Implementation information

Schedule	: 4 (four) diagnoses (4 (four) places) to be held in September to October 2024, about 2 (two) days on-site for each diagnosis
Venue	: Factories (2 (two) places) and buildings (2 (two) places) in designated 4 (four) places of AMS
Outline	: Implementation of on-site CN diagnosis by about 3 (three) experts dispatched from Japan (ECCJ), and preparation of CN diagnosis reports after the diagnosis
Participants	: About 3 (three) experts of CN diagnosis from ECCJ, several local persons who have acquired the skills, at least 1 (one) person from the successful BIDDER

The successful BIDDER shall select the on-site participants (TOT trainers, WG members of Scheme 4, and other persons who have acquired the skills), request them to participate in the diagnosis after consulting with ECCJ and coordination, and provide support for acquirement of CN diagnosis methods.

○Work descriptions

- 1) Preparation, coordination, and confirmation of the CN diagnosis
 - After the effective date of this contract, the successful BIDDER shall assist ECCJ in making coordination with related persons at the sites to be diagnosed and determining the implementation schedule.
 - The successful BIDDER shall consult with ECCJ and assist ECCJ in obtaining of materials and reporting necessary in advance for the CN diagnosis of the local factories or buildings. In addition, the successful BIDDER shall participate in the preliminary meeting (online meeting) with related persons at the sites to be diagnosed as required.
- 2) Assistance in implementing the CN diagnosis
 - The successful BIDDER shall serve as a coordinator to assist ECCJ in providing explanation to and contact related persons at the sites to be diagnosed in order to facilitate the on-site diagnosis by the ECCJ experts.
 - The successful BIDDER shall do their best to facilitate the on-site diagnosis smoothly.
 - This specification includes the travel expenses, daily allowance and accommodation fee of 1 (one) person from the successful BIDDER.
- 3) Follow-up activities

Regarding discussions and advice for establishing plans of operation improvement, renovation and introduction of facilities, production process improvement, etc. to be included in the diagnosis result reports prepared after the diagnosis, the successful BIDDER shall monitor and check the issues and support follow-up activities toward solving the issues. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(8) CN diagnosis intermediate check meeting

○Meeting information

- Schedule : 1 (one) day in February, 2025
- Venue : Office of the Focal Point in each AMS / office of the successful bidder / home (in the case when it is impossible to go to the office) / one meeting room in ECCJ

Meeting method : Online meeting (ECCJ shall act as the host of the online system)

Participants : About 3 (three) from each AMS, several related persons at the sites of CN diagnoses (4 (four) places), at least 2 (two) from the successful BIDDER

The participant from each country is EE&C-SSN representative (Focal Point) or their representatives.

About 4 (four) participants from ECCJ

○Work descriptions

1) Preparation, coordination, and confirmation of the meeting

- The successful BIDDER shall start the coordination with ECCJ, EE&C-SSN's Focal Point of AMS and persons related at the site to be diagnosed after the effective date of this contract, and determine the schedule of the meeting immediately. If there is a change, the successful BIDDER shall consult with ECCJ immediately and decide an alternative plan.
- The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (SOE leaders) of AMS about an outline meeting, request the attendance of the meeting, and receive their consent of the attendance.
- The successful BIDDER shall prepare the participant list and report it to ECCJ.
- The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and distribute it to each country together with the participant list.
- The successful BIDDER shall request and collect the presentation materials of the participants based on the agenda, and provide them with all the materials before the meeting.
- The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decide an online meeting system to use, confirm whether each country has an internet environment capable of the online meeting, and implement the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ. If there are any issues, the successful BIDDER shall take measures to resolve them.
- This specification does not include the online meeting platform service.

2) Holding of meetings

- The successful BIDDER shall provide with the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the coordinator of each country to conduct the meeting smoothly.
- The successful BIDDER shall give opening remarks and summarize the meeting.
- The successful BIDDER shall do their best to facilitate the meeting smoothly.

3) Follow-up activities

After the meeting, 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 program, and provide participants with support to implement the action plan if required. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(9) Transportation online seminar

○Meeting information

- Schedule : 1 (one) day in September 2024
- Venue : Office of the Focal Point in each AMS / office of the successful bidder / home (in the case when it is impossible to go to the office) / one meeting room in ECCJ
- Meeting method : Online meeting (ECCJ shall act as the host of the online platform)
- Participants : About 3 (three) from each AMS, at least 2 (two) from the successful BIDDER

The participant from each country is the representative (Focal Point) of EE&C-SSN or their representatives.

About 5 (five) participants from ECCJ

○Work descriptions

- 1) Preparation, coordination, and confirmation of the meeting
 - The successful BIDDER shall start the coordination with ECCJ, EE&C-SSN's Focal Point of AMS and persons related at the site to be diagnosed after the effective date of this contract, and determine the schedule of the meeting immediately. If there is a change, the successful BIDDER shall consult with ECCJ immediately and decide an alternative plan.
 - The successful BIDDER shall notify the relevant ministries (SOE leaders) of AMS about the meeting agenda prepared by ECCJ, request the attendance of the meeting, and receive their consent of the attendance.

- The successful BIDDER shall prepare the participant list and report it to ECCJ.
 - The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and distribute it to each country together with the participant list.
 - The successful BIDDER shall request and collect the presentation materials of the participants based on the agenda, and provide them with all the materials before the meeting.
 - The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decide an online meeting system to use, confirm whether each country has an internet environment capable of the online meeting, and implement the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ. If there are any issues, the successful BIDDER shall take measures to resolve them.
 - This specification does not include the online meeting platform service.
- 2) Holding of meetings
- The successful BIDDER shall provide with the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the coordinator of each country to conduct the meeting smoothly.
 - The successful BIDDER shall give opening remarks and summarize the meeting.
 - The successful BIDDER shall do their best to facilitate the meeting smoothly.
- 3) Follow-up activities
- After the meeting, 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 program, and provide participants with support to implement the action plan if required. The contents of follow-up activities shall be decided after due consultation with ECCJ.

(10) ECAP33 <Assistance for training programs in Japan>

○ Training information

Schedule : In Japan, 5 (five) days in October, 2024

Online connection points : Office of the Focal Point in each AMS / office of the successful bidder / home (in the case when it is

	impossible to go to the office) / one meeting room in ECCJ
Implementation method	: Invitation to Japan (hybrid method that allows online participation to a part of the program (ECCJ shall act as the host of the online system))
Participants	: 1 (one) from each AMS (online participants as many as possible from AMS), at least 1 (one) from the successful BIDDER The participants from each country are persons related to the EE&C/CN measures. Several experts from ECCJ participate in the training program.

○Work descriptions

- 1) 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 outline, separately prepared by ECCJ.
 - 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 outline, separately prepared by ECCJ.
 - The successful BIDDER shall prepare the report on the recruitment including the results of preliminary selection as a “participant list” and send it to ECCJ.
 - ECCJ shall confirm and approve the final selection of the participants. ECCJ shall notify the final selection result.
 - The successful BIDDER shall deliver the notice of final selection result to each AMS.
- 2) 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 outline, separately prepared by ECCJ, 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.
- Regarding the travel expenses, daily allowance and accommodation fee of the participants from AMS to Japan, ECCJ shall provide them in-kind. This specification includes the travel expenses, daily allowance and accommodation fee of 1 (one) person from the successful BIDDER.
- 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.
- This specification does not include the online meeting platform service.

3) 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.

4) 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 after due consultation with ECCJ.

(11) ECAP34 <Assistance for training programs in Japan>

○Training information

Schedule : In Japan, 4 (four) days in November, 2024

Online connection points : Office of the Focal Point in each AMS / office of the

	successful bidder / home (in the case when it is impossible to go to the office) / one meeting room in ECCJ
Implementation method	: Invitation to Japan (hybrid method that allows online participation to a part of the program (ECCJ shall act as the host of the online system))
Participants	: 1 (one) from each AMS (online participants as many as possible from AMS), at least 1 (one) from the successful BIDDER The participants from each country are persons related to the EE&C/CN measures. Several experts from ECCJ participate in the training program.

○Work descriptions

- 1) 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 outline, separately prepared by ECCJ.
 - 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 outline, separately prepared by ECCJ.
 - The successful BIDDER shall prepare the report on the recruitment including the results of preliminary selection as a “participant list” and send it to ECCJ.
 - ECCJ shall confirm and approve the final selection of the participants. ECCJ shall notify the final selection result.
 - The successful BIDDER shall deliver the notice of final selection result to each AMS.
- 2) 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 outline, separately prepared by ECCJ, 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.
 - Regarding the travel expenses, daily allowance and accommodation fee of the participants from AMS to Japan, ECCJ shall provide them in-kind. This specification includes the travel expenses, daily allowance and accommodation fee of 1 (one) person from the successful BIDDER.
 - 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.
 - This specification does not include the online meeting platform service.
- 3) 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.
- 4) 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 after due consultation with ECCJ.

(12) Post & Summary meeting

○Meeting information

Schedule : 2 (two) days in March, 2025

- Venue : External meeting room of 1 (one) country of AMS
- Meeting method : Hybrid method (the successful BIDDER shall act as the host of the online system)
- Participants : 1 (one) from each AMS, at least 2 (two) from the successful BIDDER, and about 6 (six) participants from ECCJ
 The participant from each country is EE&C-SSN representative (Focal Point) or their representatives.
 On-site participants are up to 10 (ten) from AMS, 2 (two) from the successful BIDDER and about 4 (four) from ECCJ. The others participate online.

○Work descriptions

- 1) Preparation, coordination, and confirmation of the meetings
 - The successful BIDDER shall start the coordination with ECCJ and EE&C-SSN's Focal Point of AMS after the effective date of this contract, and determine the schedule of the meeting immediately. If there is a change, the successful BIDDER shall consult with ECCJ immediately and decide an alternative plan.
 - The successful BIDDER shall consult with ECCJ, prepare a draft of the agenda of the meeting, notify the relevant ministries (Senior Officials on Energy (SOE leaders)) of AMS about an outline meeting, request the participants to attend the meeting, and receive their consent to the attendance.
 - The successful BIDDER shall prepare the participant list and report it to ECCJ.
 - The successful BIDDER shall prepare the final program agenda of the meeting with ECCJ and distribute it to each country together with the participant list.
 - The successful BIDDER shall request and collect the presentation materials of the participants based on the agenda, and provide them with all the materials before the meeting.
 - The successful BIDDER shall look into the internet connecting environment of each participant of AMS, decide an online meeting system to use, confirm whether each country has an internet environment capable of the online meeting, and implement the preliminary confirmation of communication network with representatives in each AMS by the consultation with ECCJ. If there are any issues, the successful BIDDER

shall take measures to resolve them.

- This specification includes the fee of venue and online meeting platform service.
 - This specification does not include the travel expenses of on-site participants from AMS. The specification only includes the travel expenses, daily allowance and accommodation fee of 2 (two) persons from the successful BIDDER.
- 2) Holding of meetings
- The successful BIDDER shall provide with the general moderator of the meeting, and the moderator of each section shall be shared with the ECCJ and the EE&C-SSN coordinator to conduct the meeting smoothly.
 - The successful BIDDER shall give opening remarks and summarize the meeting.
 - The successful BIDDER shall do their best to facilitate the meeting smoothly.

6.3 Preparation and submission of activity reports

The successful BIDDER shall prepare and submit reports on activities of 6.2 (1) to (12), individually by due dates that ECCJ determines. The due date of submission of each report is within about 2 weeks after completion of each activity.

6.4 Research, etc.

The successful BIDDER shall conduct research and other activities specified below.

- (1) Regarding the EE&C/CN measures, the successful BIDDER researches the legal frameworks in the AMS (10 countries) and documented them in a specific format. Regarding the current EE&C/CN measures, the successful BIDDER researches the legal frameworks in the AMS (10 countries) as of February 2025 and submits a report. (Due date: 7th February, 2025)
- (2) The successful BIDDER researches “the measures for CN in each ASEAN country” and writes an outline and key points as contents in the Advanced Module textbook in Scheme 4. (Due date: 2nd September, 2024)

7. Items on proposal and contract amount

7.1 Classification of contract

The contract shall be a Yen-denominated “cost-reimbursement contract”. The actual payment amount shall be determined and paid according to the procedure specified in Chapter 8. Therefore, the “contract amount” defines the upper limit of the payment

amount to the successful BIDDER.

7.2 Cost breakdown

- (1) The breakdown of expenses shall consist of manpower costs, operating costs, and general administrative expenses.
- (2) The manpower costs are calculated by multiplying the working hour by the hourly unit price for each job class classified into around 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.
- (3) Operating costs include 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 8.4.
- (4) General administrative expenses are calculated by multiplying the total of manpower costs and operating costs by the general administrative expense ratio. The general administrative expense ratio should not exceed 10%.

7.3 Exchange rate

- (1) The bidding and contract shall be in Japanese yen.
- (2) Upon determination of payment amount, conversion of the expenses paid into yen with the currencies other than yen shall apply the day exchange rate when cost was incurred. Note that conversion of the manpower costs shall apply the end of month exchange rate when cost was incurred.

7.4 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.

8. Payment

Based on the progress of the actual work, the cost stipulated in Chapter 7 shall be paid to the successful BIDDER according to the following procedure.

8.1 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 8.4 after receiving the down prepayment invoice from the successful BIDDER.

8.2 Final payment

- (1) In order to receive the final payment, the successful BIDDER shall submit the report stipulated in paragraph 6.3 and the collected materials stipulated in paragraph 6.4, and submit an accounting report after the approval by ECCJ. The due date for the submission of the accounting report shall be 10th March, 2025, and this date shall be the contract termination date.
- (2) Prior to the submission of the accounting report, the successful BIDDER shall submit its draft to ECCJ by 27th February, 2025.
- (3) ECCJ shall confirm and determine the total amount of expenses to be paid for the accounting report within 7 business days after receiving the accounting report (draft). 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 8.4 after receiving the final invoice.

8.3 Accounting reports and vouchers

- (1) Following vouchers 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)
- (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.

8.4 Payment procedure

Upon receipt of the invoice stipulated in paragraphs 8.1 to 8.3, 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.

9. Taxes imposed outside Japan

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

10. Organizational requirements for submitting proposal

10.1 Expertise and experience

The BIDDER shall have expertise and experience in energy and EE&C. In addition, the BIDDER shall have precise knowledge on the details and background of the “Program”.

Also, the BIDDER shall have the experiences and capabilities in implementing the actual activities for EE&C programs.

10.2 Effective relations with government agencies

The BIDDER shall have secure personal networks with ministries related to energy efficiency as well as EE&C-SSN in ASEAN (including the Senior Officials on Energy (SOE leaders) and EE&C-SSN’s Focal Point) of all AMS countries.

10.3 Items to be stated in proposal

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

10.4 Information to be disclosed for proving fulfillment of organizational requirements

The BIDDER shall disclose the following information relating to 10.1 (Expertise and experience), 10.2 (Effective relations with government agencies), etc.

- Outline of the BIDDER’s organization / organization chart / manpower available for the programs in the field of EE&C / business fields with list of featured international programs on EE&C since 2019

- List of actual experiences of being involved or implementing seminars, meetings, etc. since 2019
- Relation with the ministries responsible for implementing EE&C programs in ASEAN Member States

10.5 Risk management procedure

The BIDDER shall clarify the procedure to manage risk of potential incidents and accidents relating to implementation and operation of the training program by including the following items in the proposal.

- (1) Reporting procedure and actions in the event of emergency to protect the participants and staff of the BIDDER
- (2) Reporting procedure and actions in the event of emergency when a leak of confidential information occurs, a leak is suspected and any problem that may result in a leak of information is found
- (3) A manual or guideline of the BIDDER regarding risk management in the event of emergency that clarifies the organizational system and procedure to maintain safety of the participants and staff of the BIDDER. If the organizational system includes any persons having the nationalities of countries other than Japan, the nationalities and passport numbers shall be included.
- (4) Information security measures for the organization, employees and system including hardware taken by the BIDDER.

11. 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 adjustment of the work content and price negotiation if required.

Table: Evaluation Items with Score Distribution

Evaluation item	Score
1. Capability of execution of the work stipulated in the specification	50
- Organization system on EE&C (organization chart, type and number of experts, etc.)	(15)
- Number of operations and the content of international EE&C workshops	(15)

- Network with the ministries responsible for EE&C	(15)
- Risk management	(5)
2. Price (quotation)	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 EE&C	
7	Number of staffs / departments in business for EE&C	
8	Services and facilities specialized for EE&C	
9	Featured international workshops by the BIDDER on EE&C	Fill in the table (c) below.

(c) List of featured international workshops on EE&C (2019-2023, from the latest one)

	Year	Name of workshop	Outline of workshop	Country
1	2023			
2				
3				
4				
5				

(d) List of actual experience of being involved or implementing seminars, meetings, etc. since 2019

Year	Month	Name of workshop	Role	Specific activities / place
		Training course / Meeting		

(e) Network with the ministries responsible for EE&C in ASEAN Member States

	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	

12. Submission of proposal

The BIDDER shall submit the original documents below to ECCJ by 15:00 in Japan time on 17th June, 2024. When submitting by courier service, it shall be delivered to ECCJ by the date specified previously.

(1) Quotation: 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 the specification
 - Description of qualification requirements (Refer to paragraphs 10.4, 10.5 and 11. (a)-(e))
 - Supporting materials (kept to the minimum necessary)