

**Application Guideline for  
A Contract Research on  
“Firm Survey on Energy Efficient Appliances Supply in Thailand”  
Commissioned by IDE-JETRO**

July 19, 2013  
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President, Japan External Trade Organization

**APPLICATION GUIDELINE**

All of applicants should apply in accordance with this guideline, with recognition about contents of this specification.

**1. Proposal Form Submission**

Submit the Proposal Form in which all necessary items are filled, following the instruction stipulated above clauses by the deadline shown below by e-mail and mail/courier service.

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**Application DEADLINE: August 8, 2013 (JST=GMT+9)**

**2. Evaluation Schedule**

Accepting Proposal: 19 July 2013 – 8 August, 2013  
Evaluation Process: 9 August, 2013 – 15 August, 2013  
Notification: by 16 August, 2013  
Contract: by 26 August, 2013

## **SPECIFICATION**

Enclosed Proposal Form shall be submitted following all requirements and conditions specified in the clauses below.

### **1. Evaluation Criteria**

- 1) Qualifications and competence of the principal researcher/analyst
- 2) Adequacy of work plan to complete the survey in the required timeframe
- 3) Soundness of research methodology to meet the purposes of the survey
- 4) Experience with firm surveys on the related subjects
- 5) Academic and technical background and qualifications of the principal researcher/analyst
- 6) Credibility on institutional management experience on the related research/survey projects

### **2. Title of the Research**

Firm Survey on Energy Efficient Appliances Supply in Thailand.

### **3. Objectives of the Research**

This survey will be conducted under a project named “Creating Green Demand: Evaluation of Standard and Labeling Program for Energy Efficient Appliances” The project is conducted to evaluate labeling and standard for energy efficiency labeling in Thailand, India, China and Japan. For Thailand, available data in public is very limited. Therefore, original survey on basic information of energy efficiency appliances supplier and their listing policy is necessary. Particularly, the response by manufacturers and importers to energy label program, questionnaire survey will be conducted.

### **4. Scope of Work on the Research**

#### **1. Questionnaire Survey**

(1) The target of questionnaire survey: Based on a list of target group, the owner of brands which is held in IDE and will be provided on the request of the bidder, survey on the questions followed will be implemented.

(2) Contents of the survey consist of as follows:

#### Part A. General Information

Company Profile such as:

1. Name of Company
2. How many employees does the company hire?
3. When was the company established?
4. Address/Map

#### Part B.

Company's Products such as:

5. When did the company start to produce AC?

6. Have you gotten No.5 label on energy efficiency for non-inverter AC?
7. When was the first time to get the No. 5 label for non-inverter AC?
8. Have you made or sold inverter ACs?
9. Have you gotten No.5 label on energy efficiency for inverter AC?
10. When was the first time to get the No. 5 label for inverter AC?
11. If you make or sell inverter ACs, where is the source of inverter?
  - A) Own company;
  - B) Buying form other company in Thailand;
  - C) Import from other country
12. Where is the source of source of printed circuit board for inverter ACs?
  - A) Own company;
  - B) Buying form other company in Thailand;
  - C) Import from other country
13. Does the company have R&D section to improve energy efficiency of your brand?

Part C. List of company's brand of AC with COP, EER, price

1. Provide the list of models of AC with COP, EER, price (selling price or model price at shop) and other characteristics by the brand. Following table is an example.

Company	Energy Standard (Year)	Star Rating	Brand	BTU (BTU/hr.)	EER (BTU/hr./Watt)	COP	Price
AMENA	2011	5	Micro-Tech Series	14,102.14	12.58	4.00	17,500
AMENA	2011	5	Micro-Tech Series	14,102.14	12.58	4.00	17,500
AMENA	2011	5	Micro-Tech Series	25,516.64	12.13	3.86	32,900
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### **5. Expected Outcome**

To fulfill the scope of the work as perfect as possible.

### **6. Research Schedule**

Term of Research work:

Research work shall be conducted from 26 August, 2013 to 31 October, 2013.

### **7. Reports**

(1) Final Report

Final Report which contains the following items shall be submitted by 25 October 2013;

-Description Paper (Word format) at minimum volume of A4 10 pages

- Scanned Data of All Collected Questionnaire Sheet (PDF format)
- Survey Raw Data  
(Excel format: minimum sample size is related data about 60% out of 60 companies.)
- Statement of Account and Receipts and Vouchers on Expenditure (as specified in clause 9)

Items mentioned above which contain the data in the form of CD or DVD shall be submitted to IDE by mail/courier service.

### **8. Budget Estimation Guideline**

- (1) Total Budget: Total amount of (2) and (3).  
Maximum Total Budget is 18,282 USD
- (2) Direct Expenses: See clause 9 for details.  
Maximum Direct Expenses: 16,620 USD
- (3) Administrative Overhead: Administrative expenses on the Research activities, in maximum 10 % of total direct expenses would be on budget proposing.

### **9. General Condition of Expenditure and Account Management on the Research**

#### (1) Expenditure Items

Expenditure items on the Research should be confined to the following items.

##### 1) Direct Expenses

###### a. Honoraria for researchers

Keep daily work logs on report sheet provided by IDE-JETRO in order to confirm the status of the Research work.

###### b. Wages and salaries for research assistants

Upon hiring research assistants, keep daily reports specifying the name of the employee and content of service, to confirm the status of work.

###### c. Miscellaneous Expenses

Obtain receipts and vouchers for miscellaneous expenses necessary for the research.

##### 2) Administration Overhead

Expenditure such as telecommunication and translation on the Research shall be borne within the amount of Administration Overhead.

#### (2) Statement of Account, Receipts and Vouchers on Expenditure

Obtain official receipts or vouchers on each expenditure, keep the originals and submit

them with Statement of Account. In case of needs to save the original documents in order to file tax returns or use them for another reasonable purpose, file a copy of them for the purpose of Account Audit by IDE. In case that receipts and vouchers are written in language other than English or Japanese, it shall be translated into English.

Enclosed: PROPOSAL FORM