



REQUEST FOR PROPOSAL

Conducting Energy Master Classes for the Energy Federation of New Zealand

The Energy Federation of New Zealand (EFNZ) is seeking the services of a qualified company, firm or institution to develop and conduct an Energy Master Class to staff and employees of EFNZ member companies, the government and private institutions, students, and other interested energy stakeholders for the year 2010 and onwards.

The qualified party shall form a multi-disciplinary team of technical experts on various energy technology trainings, studies and capacity building. They should have demonstrated expertise in these areas, and have proven track record and previous experiences in the conduct of similar energy master class.

Suggested topics/titles for the energy master class shall focus, but will not be limited to the following:

- a) Carbon capture and storage
- b) Alternative transport fuels (including hydrogen energy, biofuels, and electricity)
- c) Energy demand and management
- d) Carbon emissions trading scheme
- e) Geothermal energy
- f) Energy modelling
- g) Any other subjects as this list is not restrictive

Questions or inquiries should be directed to:

Felicito "Cito" Gazo

Executive Officer (Secretariat)

Energy Federation of New Zealand Inc.

Physical address: CRL Energy Ltd, 68 Gracefield Road, Lower Hutt

Postal Address: PO Box 12-633 Thorndon 6144 Wellington

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E-mail: energy.fed@crl.co.nz

Website: <http://www.energyfed.org.nz>

Proposals, in either hard or electronic copies, should be submitted to Mr. Gazo. Detailed instructions are attached.

DETAILED INSTRUCTIONS

REQUEST FOR PROPOSAL

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1.0 Executive summary

The Energy Federation of New Zealand (EFNZ) is a non-profit, membership-based, professional and independent energy industry association which promotes the sustainable development and use of energy resources in New Zealand and globally.

The EFNZ runs an active programme of seminars, conferences, submissions and research projects, both independently and in collaboration with other energy sector organisations.

The EFNZ has 10 Full Corporate Members and 24 Associate and Individual Members. The EFNZ is the New Zealand member of the World Energy Council.

2.0 Project description

The EFNZ is seeking to provide energy master classes (*herein referred to as “The Project”*) to EFNZ member organizations, the government and private institutions, students, and other interested energy stakeholders. The EFNZ (*herein referred to as “The Project Proponent”*) is inviting interested parties, academe and educational institutions (*herein called “The Project Contractor”*) to submit a proposal to conduct energy master classes for 2010 and onwards.

3.0 Project purpose and goals

The Project aims to educate and provide knowledge, information, and training to a number of people from Project Proponent member organizations, the government and private institutions, students, and other interested energy stakeholders.

Project success will be determined through measures and methods developed to assess the effectiveness of the energy master classes programs, and progress evaluation in achieving the goals and objectives of the Project.

4.0 Project Proponent Details and Contacts

- a. Project Proponent: Energy Federation of New Zealand (EFNZ)
Physical Address: CRL Energy Ltd
68 Gracefield Road, Lower Hut
New Zealand
Postal Address: PO Box 12-633
Thorndon, Wellington
6144 Wellington
DDI: 64-4-570 3712
Cell: 021 104 3270
Fascimile: 64-4-570 3701
Website: <http://www.energyfed.org.nz>
Contact Persons(s): Dr. Rob Whitney, Chairman (R.Whitney@crl.co.nz)
Felicitó “Cito” Gazo (C.Gazo@crl.co.nz)

5.0 Project proposal responsibilities

5.1 Project Contractor

The Project Contractor shall develop and implement an energy master class that is developed in consultation with, and profiles the respective programmes and missions of the Project Proponent. The Project should deliver high quality education for young professionals in the energy industry and provides opportunities for audience/learners to engage with the expert speaker/s. It shall include, as speaker(s), at least one energy expert who is nationally or internationally renowned in industry-relevant energy research. It should provide opportunities for networking for participants and their organizations.

The Project Contractor shall submit a Project Proposal, containing, among others, the following:

- a. Project planning requirements
 - 1) Suggested topics/titles of energy master classes/trainings – to focus, but not limited to the following:
 - a. Carbon capture and storage
 - b. Alternative transport fuels (including hydrogen energy, biofuels, and electricity)
 - c. Energy demand and management
 - d. Carbon emissions trading scheme
 - e. Geothermal energy
 - f. Energy modelling
 - g. Any other subjects as this list is not restrictive
 - 2) Appeal to the audiences
 - 3) Target audience
- b. Project scope and timelines
 - 1) Target date and duration
 - 2) Content, formats
 - 3) Approach, process and methodology
- c. Company, key personnel and qualifications
 - 1) Firm or company's organization
 - 2) Principal contact information and contact details (address, phone, fax, email)
 - 3) List of consultants and technology experts (and their CVs) who will conduct the energy master class
 - 4) Outline of track records and experiences on assignments of similar nature
 - 5) A description of how and why the company or firm is different from other firms, that maybe considered and why its selection is in the best interests of Project Proponent.
- d. Project evaluation
 - 1) Development of measures and methods to assess the effectiveness of the energy master classes programs
 - 2) Progress evaluation in achieving the goals and objectives of the Project.

- e. Project summary
 - 1) Budget proposal (*In the event that the Project Contractor is bringing in foreign energy expert/s for the energy master class, the Project Contractor shall be responsible for the airfare, hotel accommodation, allowances, transportation, and other expenses of the speaker/s).*
 - 2) Fees
 - 3) Other expectations

5.2 Project Proponent

The Project Proponent shall be consulted by the Project Contractor in the development of the energy master class and shall ensure that the Project Proposal adheres to their profiles and missions.

6.0 Evaluation of Proposals

The Project Proponent will evaluate and rank technical proposals on the basis of the qualifications of the company or firm to implement the Project; the credentials of key staff, consultants and technical experts to be assigned to the energy master class, the quality and reasonableness of the proposed approach and methodology; and the company's ability to meet the timing requirements to complete the Project.

7.0 Award and Negotiations of the Contract

The principal contact of the first-ranked proposal will be invited to negotiate a contract with the Project Proponent. The negotiations will include discussion of the technical proposal, the proposed methodology, staffing, and any suggestions made by the company or firm to improve the scope of work. The negotiation process will result in the final terms of reference, staffing, logistics, deliverables, the agreed work plan, and payment schedule.

The Project schedule may be changed by mutual agreement of the parties. Agreements will be effective until executed by both parties.

The Project Proponent reserves the right to determine the suitability of proposals for contracts on the basis of the proposal's meeting administrative requirements, technical requirements, its assessment of quality of service and performance of items proposed, and cost.

Failure to execute the agreement within the time frame identified above shall be sufficient cause for voiding the contract. Failure to comply with other requirements, within the set time shall constitute failure to execute the agreement. If the successful company or firm refuse or fail to execute the agreement, the Project Proponent may award the agreement to the next qualified company or firm.

8.0 Project Implementation

8.1 Functional Responsibilities

The Project Proponent shall be the overall organizer and administrator of the energy master class. It shall secure the venue that adheres to the right standard of accommodation, catering, presentations and other facilities that meet the expectations of the energy master class.

The Project Proponent shall endeavour to seek other sponsors who will accept, acknowledge and cooperate with the Project consortium's values and core principles in sponsoring the energy master class.

The Project Proponent, in cooperation with the Project Contractor, shall promote and advertise the energy master class in whatever mass media facilities are available to assure maximum exposure and attendance.

8.2 Pricing and payments

The Project Proponent shall decide on the fees for the energy master class. It shall consist of graduated fees for Project Proponent members, non-Project Proponent members, individuals, and other applicable rates.

Payment for services rendered by the Project Contractor should be based on the agreed price with the Project Proponent.