



Request for Proposal (RFP)
Event Organizer of In-person Training
Clean Energy Procurement Academy

Jakarta, 30-31 October 2025

Institute for Essential Services Reform
Tebet Timur Raya Nomor 48B, Tebet, Jakarta Selatan



RFP Title	Event Organizer: In-person training of Clean Energy Procurement Academy
RFP No.	1357/IESR/IX/PM-EST/ADM-RFP/2025
Issue date	September 24th 2025
Proposal due date and time	October 7th 2025 11.59 PM Western Indonesia Time (GMT+07)
Anticipated Award Date	October 16th 2025
Contact Person/Department	Muhammad Maghribul Falah falah@iesr.or.id Project Officer Energy System Transformation

1. BACKGROUND AND PROJECT SUMMARY

The industrial sector has a crucial role in driving Indonesia's economy and is a significant energy consumer segment. According to the IEA's 2020 study, approximately 37% of the country's total energy consumption was attributed to industries. Yet, due to Indonesia's heavy dependence on fossil fuels, the industrial sector emerges as a primary source of pollution within the nation. This situation jeopardizes the environment and exposes the sector to the unpredictable fluctuations of the global energy markets. Consequently, embracing decarbonization presents a threefold advantage - it aids in reducing carbon emissions, meeting certain market strict requirements & demand, and concurrently bolstering energy security.

There are eight industries that highly contribute to the overall greenhouse gas (GHG) emissions. These are cement, ceramic and glass, chemical, fertilizer, food and beverage, iron and steel, pulp and paper, and textile. These industries were collectively responsible for around 56% of the total GHG emissions in the industry sector in 2016 (CMEA, 2018). According to findings from an IESR study, energy consumption contributed to over 68% of the total industrial GHG emissions in 2017.

Although the Indonesian stakeholders have made notable progress and commitment toward decarbonizing the industry sector, this is simply insufficient. For example, the government of Indonesia and the National Electricity Company (PLN) agreed to aim for an additional 42.6 GW of renewable energy, or about 61% of the overall planned additional capacity (RUPTL 2025-2034). This target is comparatively low to other countries that have pledged a clean grid in the 2030s and 2040s. Nonetheless, this will still benefit the industry decarbonization effort, mainly for those players that rely on the on-grid power source, if the plan is well implemented.

In stark contrast, many industries in Indonesia still intensively use and continue building their off-grid power plants, aka captive. In 2023, 13-14 GW or 60% of the current total captive power plant capacity was coal-fired power plants (CFPP). This value is expected to grow until 2030, with an additional captive CFPP capacity of around 20 GW. In addition, there are also substantial LNG and natural gas power plants, both in use and in the pipeline. This highlights the urgency in decarbonizing the industry sector, including its fossil-fueled captive power plant.

An important step in substituting the fossil-fueled power supply, both from the on-grid or the captive plant, is deciding on which, when, and how said supply will be replaced and what renewable energy



sources are feasible as a substitute, both from the technical, economic, and legal point of view. These decisions should be based on the facts, data, and rigorous analysis at the company level to determine the most beneficial pathway, including setting a baseline and target, calculating its cost and benefit, and procurement steps for each operator of said asset. Furthermore, building a rigid portfolio and preparing a robust communication plan and claims on these renewable energy procurement measures may be proven beneficial for said companies in treading certain market requirements while also attracting investor interest.

The Clean Energy Buyers Institute (CEBI) is collaborating with the Institute for Essential Services Reform (IESR) in adapting and delivering quality capacity building related to renewable energy procurement through the Renewable Energy Procurement Academy, or the academy for short, in Indonesia. The Academy activities include delivering in-person training to the strategic industry player representative to directly guide them in understanding the importance and steps in the renewable energy procurement.

2. SCOPE OF WORK AND DELIVERABLES

2.1 Detailed Project Description:

IESR (Institute for Essential Services Reform) requires a professional event organiser to support the in-person training: “*Clean Energy Procurement Academy*”. The event will be held in a on-site format (in-person) on:

- € Day/Date: Thursday-Friday, 30-31 October 2025
- € Time: 08.00 AM – 5.00 PM (GMT +7)
- € Location: TBC, Jakarta

Objectives:

- € To improve corporate understanding in Indonesia regarding renewable energy procurement, including an overview of market conditions and mechanisms in the renewable energy procurement process.
- € To equip representatives from Asian companies with the necessary knowledge and skills to effectively procure clean energy. This includes understanding various procurement mechanisms, assessing their applicability, and initiating successful clean energy procurement strategies within their organizations.

The two-day training event primarily targets two representatives from 20 to 25 companies, or an estimated 40 to 50 core participants per session. Additionally, recognizing the importance of brand engagement in sustainability initiatives, each workshop should be prepared to accommodate approximately 60 attendees, including potential brand representatives. Participants are expected to be professionals involved in Indonesian companies' procurement, sustainability, energy management, finance, and corporate strategy.

The following is a summary of the meeting agenda covered in the work:

Time	Activity	Speaker options (TBC)	Total Duration & Session Breakdown
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Day 1			
08.00 - 09.00	Re-registration & Networking		30'
09.00 - 09.15	Opening and Orientations	CEBI representative IESR representative	15'
09.15 - 10.00	1. Why Sustainability Matters and Its Implications on Energy Procurement	Deon Arinaldo Program Manager Energy System Transformation of IESR Speaker External A Position Speaker External B Position Speaker External C Position	45' 5' Icebreaker 15' Speaker presentation - setting context/landscape of sustainability policy in Indonesia 15' Speaker presentation - Driver of sustainability in Indonesia? 10' Q&A session
10.00 - 10.55	2.1 Greenhouse Gas Accounting	Speaker External D Position Speaker External E Position	55' 15' Speaker presentation 10' Q&A session 30' Quick GHG Accounting Demo
10.55 - 11.05	Coffee break		10'
11.05 - 12.15	2.2 Setting Targets	Speaker External F Position Speaker External G Position	70' 15' Speaker presentation 10' Q&A session 30' Mock-up setting target 15' Sharing sample target
12.150 - 13.30	Lunch break		75'
13.30 - 15.00	3.1. Overview of Indonesia's energy system	Speaker External H Position Speaker External I Position	90' 10' Pre-test 35' Speaker presentation 10' Q&A session 10' Renewable speed networking 15' Group sharing & lessons learned 10' Post test
15.00 - 15.15	Coffee break		15'

15.15 - 16.45	3.2 Clean Energy Procurement Case Study	Speaker External J Position	90' 5' RE Option Awareness polling 25' Presentation 10' Q&A 30' Clean energy procurement case study 15' Key Takeaway sharing
16.45 - 17.00	Closing & Parking boards		15'
Day 2			
08.30 - 09.00	Re-registration & networking		30'
09.00 - 09.10	Day 1 Learning Recap	Randomized participants	10'
09.15 - 10.30	3.3 Enabling Environment for Clean Energy Procurement	Speaker External K Position Speaker External L Position	75' 25' Presentation 15' Q&A 20' Round table discussion on policy gap or barrier in clean energy procurement 15' discussion result sharing
10.30 - 10.45	Coffee break		15'
10.45 - 11.00	Reflection and discussion on all the module 3 (RE procurement) sessions		15'
11.00 - 12.00	4.1 Building portfolio	Raditya Wiranegara Research Manager, IESR Speaker External M Position Speaker External N Position	60' 10' Quiz 30' Speaker presentation 20' Q&A & sharing Session
12.00 - 13.30	Lunch break		90'
13.30 - 14.45	5. Claims and other communications	Speaker External O Position Speaker External P Position	75' 20' Presentation 20' Case study breakout group 15' Reconvene and share of findings 10' Q&A session
14.45 - 15.00	Recap & closing	Deon Arinaldo	15'

		Program Manager Energy System Transformation of IESR	
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Note:

- The event will be held on-site, with 60 attendances invited
- The event will be recorded via Zoom.
- EO will provide English-Indonesia Language Interpreter to the event and notetaker
- IESR will provide the venue and consumption

2.2 Specific Services/Products Required:

The selected Event Organizer is expected to provide a turnkey solution. At a minimum, specific services must include:

- Audio-visual (AV) production
- Streaming Platform / Online Conferencing
- Branding, Marketing, and Promotion
- MICE (Meetings, Incentives, Conferences, and Exhibitions)
- Post-Event Production

No.	Category	Description
1	Audio-visual (AV) production	– Stage and set (3 m × 6 m) – Sofa for panelist and moderator (4 person) – Podium (1 unit) – Backdrop (3 m × 6 m) with a tiered backdrop/riser – TV Matador 43” for PPT and time remaining – Supporting equipment for documentation (cameras, tripod, cabling connection, lighting fresnell, audio, capture card, soundcard and other device with technical specifications provided in the proposal/quotation) – Crew, their roles, and supporting technology for the entire programme includes but not limited to project manager, runner, and logistics) – Operational management of event sessions – Confirmation of the delivery timeline through to project completion – Brief description of the event delivery method and the event organiser’s methodology
2	Streaming Platform / Online Conferencing	– Online platform (using zoom) – Laptop (2 units) for bilingual presentation and for event recording – Mitigation plan for potential disruptions (power outages, internet connectivity issues, etc.)

		– Back up internet with sufficient speed.
3	Branding, Marketing, and Promotion (incl. Digital assets)	– Backdrop and sanding banner
4	MICE (Meetings, Incentives, Conferences, and Exhibitions)	– Master of Ceremony (Bahasa Indonesia) – Notetaker – Documentation (Photographer and Videographer) – English-Indonesia Language Interpreter – Equipment for English-Indonesia Language Interpreter (box booth) and specific spot in the location for the interpreter – Translator device for 30 participants – Handy talkie (HT) for the communication with IESR and EO team for the event
5	Post-Event Production	– Data archiving: recording all event audio and visual data, attendance reports, etc. – Post-event documentation (photos and videos, both raw files and edited versions)

2.3 Deliverables and Milestones:

No.	Deliverable	Format	Deadline
1	Event concept and design development	Slides and image	24 October 2025
2	Event delivery		30-31 October 2025
3	Submission of the event report	PDF report + slides + image	4 November 2025
4	Submission of the post-event video, photo, and notetaking	Video + image + PDF notetaking	11 November 2025
5	Payment administration	Report and administration document	term payment deadline: 14 Nov 2025

2.4 Performance Standards and Service Level Agreements (SLAs) (if applicable):

Category	Metric/Standard
Timeliness	All deliverables submitted within agreed deadlines
Technical quality (on-site)	Full tech rehearsal completed; programme starts within ± 5 minutes of schedule; zero critical AV failures; minor issues resolved ≤ 2 minutes; 1080p recordings captured;
Creative & Brand Quality	All assets are error-free, and compliant with IESR brand/key messages; correct names/titles; clear, legible layouts suitable for policy and public audiences.
Reporting, Data &	Attendee lists and contact logs by 4 Nov 2025; event report by 4 Nov

Compliance	2025; edited assets (session recordings, curated photo set) by 11 Nov 2025; final post-event report by 14 Nov 2025
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2.5 Roles and Responsibilities:

Procuring Entity (IESR) Responsibilities:

- Appoint focal points; review and approve workplan, creative concepts, scripts, and run-of-show with feedback
- Provide content and brand assets (report, key messages, logos, speaker bios/photos).
- Coordinate stakeholder lists, VIP/protocol, and official invitations with partners (if any).
- Secure/confirm venue access, schedule, and house rules.

Successful Bidder Responsibilities

- Deliver a detailed workplan, manage vendors, risks, and a single point of contact.
- Produce creative and digital assets (opening/closing videos; 3-min explainer; LED screen visuals; bumper package; lower thirds; banner loop/stills; carousel) and finalise scripts and showcall.
- Provide/integrate AV and staging (backdrop, banner, and cameras) to spec; run full tech rehearsal; operate show day flawlessly and record 1080p.
- Deliver post-event package (raw + edited photo/video, attendance and analytics, minutes, report) and hand over all working files to IESR.

Section 3: Proposal Requirements and Submission Instructions

3.1 General Instructions:

Item	Requirement
Language	English (all sections, including annexes and supporting documents)
Font	Arial or Calibri, size 11
Line Spacing	1.15 spacing, single-sided
Margins	2.5 cm (1 inch) on all sides
Page Limit	Maximum 15 pages for the main proposal (excluding annexes and CVs)
File Format	PDF (for official submission); Excel for budget details
Number of Copies	1 electronic copy (via email or secure link); hard copy optional upon request
Submission Label	Email subject or file name should read: "Proposal – EO Training CEBI – [Organization Name]"

3.2 Proposal Content Outline:

Follow this outline for the proposal:

- Executive Summary: A high-level overview of bidder's proposed solution.
- Company Profile: Background, experience, additional information on legal structure, financial stability.
- Understanding of the Project: How bidder interprets the RFP's requirements.
- Proposed Solution: Detailed approach, methodology, and proposed technology/tools.



- Project Plan/Timeline: Detailed work breakdown structure, key phases, and milestones.
- Team and Resources: Key personnel, their qualifications, and assigned roles.
- Experience and References: Relevant past projects, client testimonials, and contact information for references.
- Pricing Proposal: Detailed breakdown of costs (see 3.3).
- Assumptions and Dependencies: Any assumptions made.
- Risk Management Plan: How bidder plans to mitigate potential risks.
- Appendices: Supporting documents (resumes, certifications, etc.).

3.3 Pricing Proposal Requirements:

Please submit a detailed and transparent budget. This should include:

- A breakdown of costs by work package or deliverable (e.g., Audio and Visual Production includes stage, backdrop, etc)
- Estimated personnel work (e.g., by role or seniority level).
- Travel and stakeholder engagement costs, if applicable.
- A proposed payment schedule tied to milestone delivery.

Estimated total contract value is **IDR 90.000.000-100.000.000** including tax (**fix contract value**).

3.4 Submission Method:

All proposals must be submitted electronically to the following email address:

- deon@iesr.or.id with cc to falah@iesr.or.id and auzora@iesr.or.id

Kindly ensure that all required documents are complete and submitted as a single email or download link (e.g., Google Drive, Onedrive, or Dropbox, with open access settings).

No hard copies are required unless specifically requested by IESR.

Submission deadline: October 7th 2025 11.59 PM Western Indonesia Time (GMT+07)

3.5 Late Submissions:

Late submissions will not be considered. Please confirm receipt by email after submission.

Section 4: Evaluation Criteria and Selection Process

4.1 Evaluation Committee:

All submitted proposals will be reviewed and evaluated by a selection committee appointed by IESR. The committee will assess proposals based on technical quality, relevance, team qualifications, methodology, and cost-effectiveness. Only shortlisted candidates may be contacted for further clarification or interviews.

4.2 Evaluation Criteria:

IESR employs multicriteria assessment to evaluate the proposal as follows:

- Administration completion (10%)



- Organization profiling (30%), including capacity, experience, and past performance with IESR (if any)
- Technical proposal (40%), including understanding of required services, methodology used, transparent work allocation, and additional value offered
- Reasonable proposed value with competency and offer (20%), including team members experience level and contract value offered

4.3 Evaluation Process:

Step	Stage	Description
1	Initial screening	Check for completeness, eligibility, and compliance with formatting and submission requirements.
2	Detailed technical review	Evaluate methodology, technical approach, team qualifications, past experience, and relevance.
3	Shortlisting	Identify top candidates based on technical and strategic fit.
4	Interviews	Invite shortlisted bidders to present proposals and answer questions (if applicable).
5	Final selection	Select the most suitable bidder based on cumulative evaluation scores and notify officially.

4.4 Award Decision:

The contract will be awarded to the most qualified bidder whose submission is deemed to be in the best interest of IESR. The selection will be based on the stated evaluation criteria, considering technical merit, relevance, team capacity, and overall value. The evaluation is NOT solely based on the lowest price offered.

Section 5: Terms and Conditions

5.1 Standard Contract Terms:

The selected contractor will enter into a formal agreement with IESR based on standard terms and conditions. The contract will cover the scope of work as outlined in the proposal and agreed upon deliverables. The contract period will run from the commencement date specified in the agreement and continue until project completion, unless terminated earlier by either party with prior written notice.

The contractor will receive payment according to a predefined schedule tied to milestone delivery, as detailed in the payment annex. All outputs and deliverables developed under the contract will be the property of the procuring entity, unless otherwise agreed in writing. Both parties are expected to maintain the confidentiality of sensitive information shared during the engagement.

The contract will be governed by the laws of the Republic of Indonesia, and any disputes will be resolved through amicable negotiation or appropriate legal channels.



5.2 Confidentiality and Proprietary Information:

All proprietary or confidential information submitted by bidders will be treated with strict confidentiality and used solely for the purposes of evaluating the proposal. Such information should be clearly marked as “Confidential” or “Proprietary” in the relevant sections of the proposal.

The procuring entity (IESR) will not disclose any marked proprietary content to third parties without the bidder’s prior written consent, except as required by law or internal audit. Unmarked information may be treated as non-confidential.

5.3 Right to Reject/Modify:

IESR reserves the right to reject any or all proposals, to waive any informalities or minor irregularities in the submission process, and to enter into negotiations with one or more selected bidders as deemed necessary.

5.4 Disclaimers:

This RFP does not commit IESR to award a contract or pay any costs incurred in the preparation or submission of proposals.

5.5 Governing Law:

This Request for Proposal (RFP) and any resulting contract shall be governed by and construed in accordance with the laws of the Republic of Indonesia. Any disputes arising in connection with this RFP or the subsequent contract shall be subject to the exclusive jurisdiction of the courts of the Republic of Indonesia. This RFP is strictly open only to entities that possess a valid work permit in Indonesia.

Section 6: Inquiries and Communications

6.1 Questions and Clarifications:

Prospective bidders may submit questions or requests for clarification regarding this Request for Proposal (RFP) to ensure a clear understanding of the scope, requirements, and expectations. All inquiries must be submitted in writing via email to deon@iesr.or.id with cc to falah@iesr.or.id and auzora@iesr.or.id with the subject line: “Question – EO training CEBI – [Your Organization Name]”.

To allow sufficient time for review and response, all questions must be received no later than **7 October 2025, 11.59 PM** Western Indonesia Time (GMT+0700).

Responses to all inquiries will be compiled and distributed to all parties who have expressed interest in the RFP, maintaining fairness and transparency in the process. Please note that verbal inquiries or questions submitted after the deadline will not be addressed.

6.2 Q&A Session/Conference (if applicable):

N/A.

6.3 Addenda/Amendments:



Any changes, updates, or clarifications to this Request for Proposal (RFP) will be issued as formal addenda. These addenda will be distributed via email to all bidders who have registered their interest or submitted questions and will form an official part of the RFP documentation.

It is the responsibility of all prospective bidders to ensure they have received and acknowledged any such addenda. Failure to do so may result in disqualification due to non-compliance with updated requirements.

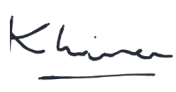
Section 7: Appendix

Forms and Certifications:

Bidders are required to sign all necessary documents listed in this link:

https://drive.google.com/drive/folders/19jbI6JP7GcyL-zpAWJFsddQXMG_5hmpp?usp=sharing

8. Acknowledgement

Reviewed by:	Approved by:
 31AFD421-80CA-4550-9306-F3B3576E6E22 Deon Arinaldo Program Manager Energy System Transformation	 77ACB4D9-78F2-4431-8689-2FB1FC2C57C3 Kharina Dhewayani Operational Manager