



Terms of Reference (ToR)

Services for organising a corporate conference

Commodity/Service Required:	Services for organising a three day corporate conference
Project:	ARE Energy Access Investment Forum 2024
Type of Procurement	One-off Procurement
Type of Contract	Contract for External Services
Date of Issue	20 February 2024
Date Questions from Vendor Due:	1 March 2024
Deadline to Submit Proposals:	8 March 2024
Approximate Date Purchase Order Issued to Successful Vendor	22 March 2024
Solicitation Number	ARE-EAIF-24-001

This document serves as a formal Request for Proposals and provides comprehensive terms of reference for the event logistics, branding, and additional associated services for the upcoming "ARE Energy Access Investment Forum." The forum, organised by the Alliance for Rural Electrification (ARE), is scheduled to take place on 21-23 May 2024 in Lagos, Nigeria.

Attachments to this document:

1. Attachment A: Context and Scope of Work
2. Attachment B: Instructions to Vendors
3. ARE's Code of Conduct for Vendors is available on ARE Website: <https://www.ruralelec.org/wp-content/uploads/2024/02/2023-9-12-ARE-Code-of-Conduct-for-Vendors-Final.pdf>. Vendor's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Vendor's agreement to the ARE's Code of Conduct for Vendors. All vendors are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.



Background information

ARE is an international business association that promotes a sustainable decentralised renewable energy industry for the 21st century. ARE activates markets for affordable energy services and creates local jobs and inclusive economies in Africa, Asia-Pacific and Latin America. ARE also enables improved energy access through business development support for its Members along the whole value chain for decentralised renewable energy technologies. With its members, ARE enables sustainable, reliable and affordable electricity services (SDG-7), the creation of green jobs (SDG8) and climate action (SDG-13) across Sub-Saharan Africa, Asia Pacific and Latin America & the Caribbean.

As part of its UN Energy Compact, ARE strives to enable the private sector to:

- deliver sustainable electricity services to at least 500 million additional people in Sub-Saharan Africa, Asia-Pacific and Latin America & the Caribbean
- catalyse the creation of at least 5 million green jobs
- avoid at least 1 billion tonnes of CO2 emissions by 2030

More information: www.ruralelec.org



Attachment A

Context and Scope of Work

ARE Energy Access Investment Forum (EAIF) is the top annual investment event for the renewable electrification sector, fostering business and investor partnerships for the purpose of sustainable electricity access, decarbonisation, economic growth and fighting against climate change. The 2024 edition of the global flagship investment event aims to bring together up to 1,500 in-person and virtual delegates, including private and public investors, industry and invited government officials.

- Website: <https://www.eaif.energy>
- Date: 21-23 May 2024
- Location: Eko Hotels & Suites, Lagos, Nigeria
- No. of Expected Participants: 750 (350 on-site + 400 virtual)
- Organised by: ARE
- Co-hosted by: European Union
- Supported by: GET.invest

Event Programme:

Date	Activity
21-22 May 2024	ARE Energy Access Investment Forum (2 Track Forum featuring panels, sessions, roundtable discussions, networking sessions)
21 May 2024	Evening reception for networking
23 May 2024	Nigerian Renewable Energy Day (Sessions on 2 different tracks about Nigerian Renewable Energy Market)
21-23 May 2024	Exhibition

To support the organisation of EAIF 2024, **ARE seeks the services of an independent organisation to carry out the following tasks:**

- Direct coordination with the venue for the event.
- Implementing the check-in and registration of participants at the entrance to the venue, with protocol (the registration of participants is done through the Bizzabo platform which is managed by ARE, responsible for providing the data of those registered for printing and management by the company).
- Development and placement of event branding products.



- Coordination of press conference logistics including arrangement of journalists and local media coverage for press conference.
- Compilation and dissemination of a post-event media report.
- Entertainment arrangements including DJ services and local dance group.

Working Approach:

The selected firm will report to designated ARE staff throughout the assignment. All deliverables will be reviewed by ARE before the final acceptance. All communication will be conducted in English.

Deliverables: All deliverables are intended for the duration of a 3-day event by default, unless specified otherwise.

Deliverables	Unit	Price in EUR
Coordinator	1	
Track 1		
Coffee tables	4	
Lectern	1	
Track 2		
Coffee tables	4	
Lectern	1	
Branding (Graphic designs will be produced and shared by ARE)		
Background stage banner (Track 1)	1	
Background stage banner (Track 2)	1	
Stage skirting + carpet (Track 1)	1	
Stage skirting + carpet (Track 2)	1	
Background banner (photo booth)	1	
Pulpit	2	
Matchmaking counter with branding	1	
Roll-ups	4	
A4 folder 300mg	400	
A4 programme, 8 pages, recto-verso, booklet format, recycled paper 150mg	400	
A4 flyer, 2 pages, recto-verso, recycled paper 150mg	400	
A4 table signs 300mg (folded)	12	
Badge & lanyards	500	
Cotton bags	400	
A5 notebooks	400	
Pens	400	
Printer ready to print	1	
Bulk of A4 Paper	1	



Communications		
Photographers	2	
Press conference	1	
Media relations, plan and report	1	
Matchmaking		
Highchairs	2	
Sofas/couches	8	
Small tables	8	
TV screen	1	
Other services		
Ushers (half of them bilingual in French & English)	10	
Security	10	
Flag and flagpole	2	
Crowd control barriers	10	
Filing boxes for badges	1	
Signage (matchmaking and general)	10	
		TOTAL
		VAT, taxes and other fees (if applicable)
		TOTAL (all VAT, taxes and fees included)

By signing this attachment, the vendor confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature

Title

Date



Attachment B

Instructions to Vendors

1. The Buyer (ARE) intends to purchase commodities and/or services identified in Attachment A. The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offer or unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” vendor based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one vendor. If an Ordering Agreement is established as a result of this ToR, vendor understands that quantities indicated in the specifications (Attachment A) are an estimate only and ARE does not guarantee the purchase quantity of any item listed.
2. This procurement will be made by the Alliance for Rural Electrification (ARE) located at Rue d’Arlon 63-67, 1040 Brussels, Belgium.
3. **Technical criteria:** The firms with a proven track record in successfully planning, coordinating, and executing large-scale business events are eligible to submit their proposals for this ToR. All applying firms must be duly registered and in compliance with the legal and regulatory requirements of the Federal Republic of Nigeria.
4. **Proposal Requirements:** All Vendors will submit a quote/proposal which contains offers for all items and options included in this ToR. All information presented in the Vendors quote/proposal will be considered during ARE’s evaluation. Failure to submit the information required in this ToR may result in Vendor’s offer being deemed non-responsive. Vendors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach ARE’s office designated in the ToR by the time and date specified in the ToR. Any offer, modification, revision, or withdrawal of an offer received at the ARE office designated in the ToR after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the ARE Staff.
5. **Evaluation & Award Process:** ARE will award an agreement contract resulting from this solicitation to the responsible Vendor whose offer conforms to the ToR will be most advantageous to ARE, price and other factors considered. The award will be made to the Vendor representing the best value to the project and to ARE. For the purpose of this ToR, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee. ARE intends to evaluate offers and award an Agreement without discussions with



Vendors. Therefore, the Vendor's initial offer should contain the Vendor's best terms from a price and technical standpoint. However, ARE reserves the right to conduct discussions if later determined by ARE to be necessary.

The evaluation factors will be comprised of the following criteria:

- a) **PRICE:** Lowest evaluated ceiling price (inclusive of option quantities).
 - b) **DELIVERY:** Vendor provides the most advantageous delivery schedule.
 - c) **TECHNICAL:** Items/Services shall satisfy or exceed the specifications described in ToR Attachment A.
 - d) **PAST PERFORMANCE:** Vendor can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
6. **Validity of Offer:** This ToR in no way obligates ARE to make an award, nor does it commit ARE to pay any costs incurred by the Vendor in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 days after submission.

7. Fees

The selected Vendor will be contracted by ARE and paid a **service fee**. The fees quoted in the proposal are **not subject to change**.

8. Payment schedule and details

Payments to the selected Vendor will be made along the following schedule:

- **~25% of contract value upon contract signature** and submission of a valid and approved invoice by the Vendor to ARE.
- **~25% of contract value by 31 April 2024** and submission of a valid and approved invoice by the Vendor to ARE.
- **~50% of contract value** upon the full delivery of all services for the event, as well as submission of a valid and approved invoice by the Vendor to ARE.

The selected Vendor will be contracted by ARE and paid a service fee inclusive of VAT and any other government taxes, fees, duties, levies or similar.

Payment for services will be made via a valid invoice (VAT number included if applicable) that complies with the deliverables indicated in the payment schedule.

All payment process will be via bank transfer. No cash payment will be made under any circumstance.



Invoices must be sent in Euros and the vendor must have a valid account in U.S. dollars or Euros.

Invoices should clearly indicate which service lines/deliverables are covered by each invoice (i.e. they should not be an overall % of the total amount). The invoice must be in the name of the vendor that signs the agreement.

The Bank Information Statement (BIS) of the bank account of the recipient will be requested, the information of which must also be included on the invoice. The bank account should be in the name of the vendor. Invoices should be addressed to:

Alliance for Rural Electrification AISBL
Rue d'Arlon 63-67
1040 Brussels
Belgium
VAT: BE 0883.277.545

Bank fees and exchange rate costs are entirely at the expense of the Vendor.

Payments will be payable within 60 days upon receipt and acceptance of deliverables and invoice (electronic version) indicating the contract number and instalment requested.