



Terms of Reference (ToR)

Branding and catering services for the ARE Industry Action Dialogue & Reception

Commodity/Service Required:	Branding and catering services for the ARE Industry Action Dialogue & Reception
Project:	ARE Industry Action Dialogue & Reception
Type of Procurement	One-off Procurement
Type of Contract	Contract for External Services
Date of Issue	5 August 2024
Date Questions from Vendor Due:	12 August 2024
Deadline to Submit Proposals:	18 August 2024
Approximate Date Purchase Order Issued to Successful Vendor	30 August 2024
Solicitation Number	ARE-RE-24-001
E-mail	o.ozkan@ruralelec.org

This document serves as a formal Request for Proposals and provides comprehensive terms of reference for the event branding, catering and additional associated services for the upcoming ARE Industry Action Dialogue & Reception ("The Reception"). The reception, organised by the Alliance for Rural Electrification (ARE), is scheduled to take place on 19 September 2024 in Brussels, Belgium.

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/2024/06/ARE-Code-of-Conduct-for-Vendors.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 the sustainable decentralised renewable energy (DRE) 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.

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

The Reception is an energising networking event where clean energy stakeholders come together to celebrate their shared commitment to powering up communities and driving sustainable change. The reception aims to provide a unique opportunity to engage in inspiring conversations with industry leaders, experts, and visionaries (European Commission, Development Finance Institutions, SMEs).

- Website: <https://events.bizzabo.com/622501/home>
- Date: 19 September 2024 (12.15 – 22.00)
- Location: Brussels, Belgium (ARE Office)
- No. of Expected Participants: 100 (to be determined)
- Dress code: smart casual
- Organised by: Alliance for Rural Electrification (ARE)
- Supported by: GET.invest

Event Programme:

Day 1 (19 September 2024)	
12.15 – 14.00	ARE Member Lunch , <i>REH courtyard</i> ■ Welcome by ARE President & ARE CEO ■ Lunch & networking among ARE members
14.00 – 15.45	ARE Industry Action Dialogue 2024 , <i>REH meeting rooms</i> ■ ARE Financier Circle, chaired by 2 Circle spokespersons, facilitated by ARE Secretariat members – details in Annex 1 ■ ARE Developer Circle, chaired by 2 Circle spokespersons, facilitated by ARE Secretariat members – details in Annex 2 ■ ARE Technology & Manufacturer Circle, chaired by 2 Circle spokespersons, facilitated by ARE Secretariat members – details in Annex 3
16.00 – 17.45	ARE Industry Action Dialogue 2024 (continued) , <i>REH meeting rooms</i> ■ ARE Developer Circle & ARE Financier Circle chaired by 2 Developer Circle spokespersons, facilitated by ARE Secretariat members – details in Annex 2



	ARE Technology & Manufacturer Circle & ESA, chaired by 2 Circle spokespersons, facilitated by ARE Secretariat members – details in Annex 3
18.00 – 18.10	ARE Member Group Photo , REH courtyard
18.10 – 22.00	Electrify the Night Reception , REH courtyard

To support the organisation of the Reception, ARE is seeking an independent vendor to handle the following tasks:

- Coordinate directly with ARE for event planning and execution,
- Develop and place event branding materials in the venue
- Entertainment, and
- Prepare and serve catering for the member lunch (afternoon) and “Electrify the Night” reception (evening)

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 and/or French.

Deliverables: All deliverables are intended for the duration of the whole event by default, unless specified otherwise.

Deliverables	Unit	Price in EUR
Corporate venue branding with lighting, decoration, centerpieces, etc.	1	
Tent in the courtyard (11 x 6 m)	1	
Badges	100	
Buffet lunch (including service and high tables)	100	
Walking business dinner & drinks (including service and high tables)	100	
Photo booth & accessories	1	
Entertainment & games	1	
Fun hashtags	5	
DJ & sound system	1	
Photographer	1	
TOTAL		
VAT, taxes and other fees (if applicable)		



TOTAL (all VAT, taxes and fees included)	
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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 and stamp		
Name, surname		
Title		
Company		
Date		



Attachment B

Instructions to Vendors

1. The Buyer (ARE) intends to purchase commodities and/or services identified in Attachment A. The terms 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, the 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 Kingdom of Belgium.
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 , 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 30 days after submission.

7. **Deadline**

The deadline to receive offers is 18 August 2024.

8. **Fees**

The selected Vendor will be contracted by ARE. The prices quoted in the proposal are not subject to change. The Vendor sets the fixed price for the services, and ARE will pay accordingly.

9. **Support staff meals**

The awarded company shall be solely responsible for providing meals and refreshments for all support staff engaged in the project. All costs associated with the provision of food for support staff shall be borne by the awarded company and should be factored into their project budget and bid.

10. **Payment schedule and details**

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

- **50% of contract value upon contract signature** 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.

The invoice must detail the services that have been delivered, the quantity and the amount.

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 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. 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.