



## **Terms of Reference (ToR)**

### Booking of a venue and catering in Kenya for the ARE Energy Access Investment Forum 2026

Commodity/Service Required:	Booking of venue & catering in Kenya for the ARE Energy Access Investment Forum 2026
Project:	ARE Energy Access Investment Forum
Type of Procurement	One-off Procurement
Type of Contract	Contract for External Services
Date of Issue	6 May 2025
Date Questions from Vendor Due:	14 May 2025
Deadline to Submit Proposals:	21 May 2025
Approximate Date Contract Issued to Successful Vendor	4 June 2025
Solicitation Number	ARE-EAIF-26-001
E-mail	<a href="mailto:jjjaeger@ruralelec.org">jjjaeger@ruralelec.org</a>

This document serves as a formal Request for Proposals and provides comprehensive terms of reference for booking of venue and catering for the ARE Energy Access Investment Forum. The forum, organised by the Alliance for Rural Electrification (ARE), is planned to take place on **21-23 April 2026** in **Nairobi, Kenya**.

#### **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 a sustainable decentralised renewable energy (DRE) industry for the 21<sup>st</sup> 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.

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 CO<sub>2</sub> emissions by 2030

More information: [www.ruralelec.org](http://www.ruralelec.org)



## Attachment A

### Context and Scope of Work

The ARE Energy Access Investment Forum (EAIF) is the top annual investment event, fostering partnerships for the purpose of energy access, renewable electrification and the green energy transition.

With a track-record since 2016, ARE aims to mobilise 500 people in-person and over 1,000 people virtually for a total of more than 1,500 participants.

- Website: <https://www.eaif.energy>
- Date: 21-23 April 2026
- Location: TBC.
- No. of Expected Participants: 1,500 (500 on-site + 1,000 virtual)
- Organised by: ARE

#### Event Programme:

Date	Activity
20 April 2026	Exhibition and event setup day, Investment Academy
21 April 2026	ARE Energy Access Investment Forum (forum and exhibition)
22 April 2026	ARE Energy Access Investment Forum (forum and exhibition)
23 April 2026	ARE Energy Access Investment Forum (workshops and exhibition)

To support the organisation of EAIF 2026, **ARE seeks a venue with catering on 21-23 April 2026.**

#### 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 (21-23 April) by default, unless specified otherwise. The setup days mentioned below should be included in the pricing.

Deliverables	Unit	Days	Price in USD
<b>Spaces to be booked</b>			
<b>Exhibition room or foyer/open space</b> with a capacity to accommodate more than 40 stands (9 sqm) + inbuilt meeting rooms	1	<b>3 days:</b> 21-23 April 2026 (incl. setup day on 20 Apr)	
<b>Main conference room (track 1)</b> with a capacity of 500+ people in theatre style (including covered chairs) & stage (8 seaters + 3 coffee tables for panellists)	1	<b>2 days:</b> 21-22 April 2026 (incl. setup day on 20 Apr)	
<b>AV &amp; logistics for main conference room (track 1):</b> AV set-up including Wi-Fi (100 Mbps), sound system, light system, 2 LED screens, 1 gooseneck microphone, 8 microphones, 2 comfort monitors, incl. timer, 1 pointer, 1 clicker	1	<b>2 days:</b> 21-22 April 2026 (incl. setup day on 20 Apr)	
<b>2<sup>nd</sup> conference room (track 2)</b> with a capacity of 150+ people in theatre style (including covered chairs) & stage (8 seaters + 3 coffee tables for panellists)	1	<b>2 days:</b> 21-22 April 2026 (incl. setup day on 20 Apr)	
<b>AV &amp; logistics – 2<sup>nd</sup> conference room (track 2):</b> AV set-up for 2 <sup>nd</sup> room including Wi-Fi (100 Mbps), sound system, light system, 1 LED screen, 1 gooseneck microphone, 8 microphones, 2 comfort monitors (incl. timer), 1 pointer, 1 clicker	1	<b>2 days:</b> 21-22 April 2026 (incl. setup day on 20 Apr)	
<b>Matchmaking room (track 3)</b> with capacity of 40 tables in classroom style with 2 covered chairs on either side	1	<b>3 days:</b> 21-23 April 2026 (incl. setup day on 20 Apr)	
<b>Press conference/Investment Academy room</b> with capacity 30+ people in theatre style (incl. sound & light system, table & chairs for the press conference)	1	<b>2 days:</b> 20 and 21 April 2026	
<b>Workshop rooms</b> with a capacity of ~ 70 in theatre style (incl. sound & projector, table & chairs)	3	<b>1 day:</b> 23 April 2026 (incl. setup day on 20 Apr)	
<b>Catering</b> for participants (including 2 coffee breaks/day, 1 lunch/day) and water (dispenser or water bottles) incl. space for catering offered	500	<b>2 days:</b> 21-22 April 2026	
<b>Evening reception</b> for participants (finger food & drinks including beer, wine and softs) incl. space	300	<b>1 day:</b> 21 April 2026	
<b>Catering</b> for participants (including 2 coffee breaks/day, 1 lunch/day) and water (dispenser or water bottles) incl. space for catering offered	300	<b>1 day:</b> 23 April 2026	
<b>Running coffee, tea, refreshments</b> in exhibition space	150	<b>3 days:</b> 21-23 April 2026	
<b>Basic organiser room</b> for up to 10 people	1	<b>3 days:</b> 21-23 April 2026	
<b>SUB-TOTAL</b>			
<b>VAT, taxes and other fees (if applicable)</b>			
<b>TOTAL (all VAT, taxes and fees included)</b>			



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.

**Name, surname**

**Title**

**Company**

**Signature**

**Date**

**Stamp**




## **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 hotels and venues offering outstanding WiFi connectivity, guaranteed safety measures, convenient accessibility, ample space capacity, and a proven history of hosting successful 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 host country.
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 candidates must present a technical proposal of the deliverables, specifying the details of each item mentioned in the ToR and supporting it with photos if required.

The candidates must also present a detailed financial proposal according to the following points:

1. Individual prices of each item
2. Total price without and with tax or other charges expressed in Euros or US Dollars.
3. Payment methods according to point 10.
4. It is required to attach a Bank Information Statement (BIS) document (person's identity and bank details.)

Both proposals will be evaluated by an internal selection committee who will ensure the principle of economic efficiency and cost-effectiveness.

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. **Deadline**

The deadline to submit offers is **21 May 2025**. Please send offers to Jens Jaeger, Director of Policy & Business Development, ARE at [jjaeger@ruralelec.org](mailto:jjaeger@ruralelec.org).



**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:

- **30% of contract value upon contract signature by 30 June 2025 (tbd)** and submission of a valid and approved invoice by the Vendor to ARE.
- **30% of contract value by 31 December 2025** subject to ARE's confirmation of satisfactory progress in venue preparations and submission of a valid and approved invoice by the Vendor to ARE.
- **40% of contract value by end of April 2026** 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. Every invoice must have a unique invoice number and must include the date of service delivery.

Invoices must be sent in U.S. dollars or 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 is requested in the financial proposal as stated in point 5, 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 Bank exchange rate costs are entirely at the expense of the Vendor.  
ARE only considers official National Bank exchange rates and not intermediary banks.

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