



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

### Booking of exhibition service provider for the ARE Energy Access Investment Forum in Kenya

|   |  |
|---|--|
| Commodity/Service Required:                                 | Booking of exhibition service provider for the ARE Energy Access Investment Forum  |
| Project:  | ARE Energy Access Investment Forum   |
| Type of Procurement   | One-off Procurement  |
| Type of Contract  | Contract for External Services   |
| Date of Issue   | 15 December 2025   |
| Clarification Questions from Vendor Due                     | 22 December 2025   |
| Deadline to Submit Proposals                                | 8 January 2026   |
| Approximate Date Purchase Order Issued to Successful Vendor | 16 January 2026  |
| Solicitation Number   | ARE-EAIF-26-005  |
| E-mails for submission                                      | <a href="mailto:c.ferre@ruralelec.org">c.ferre@ruralelec.org</a><br><a href="mailto:d.mohapatra@ruralelec.org">d.mohapatra@ruralelec.org</a><br><a href="mailto:j.jaeger@ruralelec.org">j.jaeger@ruralelec.org</a> |

This document serves as a formal Request for Proposals and provides comprehensive terms of reference for booking of exhibition services 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 at the Safari Park Hotel in Nairobi (Kenya) with 19 and 20 April being the set up days.

#### **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

The Alliance for Rural Electrification (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: Safari Park Hotel, Nairobi, Kenya
- No. of Expected Participants: 500+
- Organised by: ARE
- Supported by: GET.invest
- Under the patronage of: Ministry of Energy and Petroleum of Kenya

#### Event Programme:

| Date                    | Activity  |
|-------------------------|---|
| 19 – 20 April 2026      | Exhibition set up                                     |
| Day 1:<br>21 April 2026 | ARE Energy Access Investment Forum (Exhibition Day 1) |
| Day 2:<br>22 April 2026 | ARE Energy Access Investment Forum (Exhibition Day 2) |
| Day 3:<br>23 April 2026 | ARE Energy Access Investment Forum (Exhibition Day 3) |

To support the organisation of EAIF 2026 exhibition, **ARE seeks an exhibition service provider for the three days of the event 21-23 April 2026 in Nairobi (Kenya). To smoothly set up the exhibition and to be able to handover the booths to the exhibitors by 20 April at 14:00 Hrs.** 19 and 20 April shall be the set-up days.

#### 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 the three days (21, 22, 23 April 2026) at the Safari Park Hotel, Nairobi, Kenya.

#1

| Deliverables   | Unit | Days                   | Price in<br>EUR or<br>USD |
|--|------|------------------------|---------------------------|
|  |      |                        |                           |
| <b>Exhibition booth building*</b> - Each smaller booth or single unit at the EAIF exhibition is designed to cover an area of 3m x 2m, totaling 6 sqm.<br><br><i>*After the unit price has been identified and based on our requirement, we will convey the required no. of 6sqm booths in two phases. Phase I will consist of 5 booths. and Phase II additional booths requirement will be notified during the week of 14th April 2026</i> | 1    | 21,22,23<br>April 2026 |                           |
| <b>Basic package for one/each (6 sqm) booth**</b><br><br>a) Fascia branding with company name/logo + booth number<br>b) Spotlights<br>c) Counter table with lockable cabinet + logo branding<br>d) Normal table<br>e) 2x highchairs<br>f) 2x normal chairs<br>g) power supply<br><br><i>**Based on the required no. of booths, we will avail the basic packages</i>  | 1    |                        |                           |
| <b>6sqm booth wall panel branding/stickering</b>   | 1    |                        |                           |
| <b>Exhibition booth building*</b> - Each standard booth or single unit at the EAIF exhibition is designed to cover an area of 3m x 3m, totaling 9 sqm.<br><br><i>*After the unit price has been identified and based on our requirement, we will convey the required no. of booths in two phases. Phase I will consist of 5 booths. and Phase II additional booths requirement will be notified during the week of 13 April 2026</i>       | 1    | 21,22,23<br>April 2026 |                           |



|   |   |                        |  |
|---|---|------------------------|--|
| <b>Basic package for one/each (9 sqm) booth**</b><br><br>a) Fascia branding with company name/logo + booth number<br>b) Spotlights<br>c) Counter table with lockable cabinet + logo branding<br>d) Normal table<br>e) 2x highchairs<br>f) 2x normal chairs<br>g) power supply<br><br><i>**Based on the required no. of booths, we will avail the basic packages</i>   | 1 | 21,22,23<br>April 2026 |  |
| <b>9sqm booth wall panel branding/stickering</b>  | 1 |                        |  |
| <b>Exhibition area decoration –</b> Common carpet flooring (organiser to choose the colour), ribbon cutting arrangement on Day 1 to open the exhibition, plants, lighting, signages in the venue directing the attendees to the exhibition (design will be provided by the organiser), etc***.<br><br><i>***Vendor can suggest additional decoration ideas. Vendor to provide a breakdown of the quote in the annex for this section outlining the price of each item listed.</i> | 1 | 21,22,23<br>April 2026 |  |
| <b>Additional tent in the garden for exhibition –</b> Multiple sizing possible. One option may be selected depending on the demand****.<br>a) 20m x 20m<br>b) 20m x 30m<br>c) 20m x 40m<br>d) 30m x 30m<br><br><i>****Vendor can suggest the quotes for multiple options. The tent includes the flooring, carpeting, lighting and electricity access to the tent during the exhibition days.</i>  | 1 | 21,22,23<br>April 2026 |  |
| <b>Exhibition display board –</b> Outlining the floorplan of the exhibition with the exhibition booth holders' logo (design and dimensions will be provided by the organiser)   | 2 | 21,22,23<br>April 2026 |  |
| <b>TOTAL</b>  |   |                        |  |
| <b>VAT, taxes and other fees (if applicable)</b>  |   |                        |  |
| <b>TOTAL (all VAT, taxes and fees included)</b>   |   |                        |  |



#2

In addition, the vendors are required to submit a menu card (with prices in EUR or USD) of additional items/services that the exhibitors can directly procure from the Vendor. Additional items may include TV (various sizes) with stand, furniture (all types), lighting and decorations, booth branding and customisation, computer appliance, printed branding materials, stands, shelves, ushers/personnel, and other items required for exhibition booths.

#3

Vendors are invited to fill in the following table to submit at least three references

| Name, Date, Year of the event* | Venue | No.of exhibition booths | Additional services provided | Name & contact info of the organisers |
|--------------------------------|-------|-------------------------|------------------------------|---------------------------------------|
|                                |       |                         |                              |                                       |
|                                |       |                         |                              |                                       |
|                                |       |                         |                              |                                       |

\*Vendors are invited to submit photos and video evidences of their past references listed above.

By signing this attachment, the vendor confirms he/she 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**

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## **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 service providers offering outstanding exhibition services, guaranteed and timely delivery of the items and services, ensuring safety measures, and a proven history of hosting successful exhibitions at large 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. All applying firms must also submit at least three references of successful organisation of such exhibition along with contact information of the organisers for verification.
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 a contract under this solicitation to the responsible vendor whose proposal best meets the Terms of Reference (ToR) and offers the best value to ARE, considering price and other factors. ARE reserves the



right to contact the organisers mentioned in the references. 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. Vendor’s initial offer should contain the Vendor’s best terms from a price and technical standpoint.

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 and videos 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.)

All 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 along with past references.
6. **Procurement of items/services:** ARE reserves the right to procure only the items/services it required for the successful implementation of the EAIF exhibition. All the items/services listed on this ToR may or may not be required. Final assessment will be done by the EAIF exhibition team ahead of confirmation.
7. **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.

## 8. Deadline

The deadline to receive **offers is 16 January 2026** to:

- Mr. Carlos Ferre, ([c.ferre@ruralelec.org](mailto:c.ferre@ruralelec.org)) Business & Market Development Associate, ARE
- Mr. Deepak Mohapatra, ([d.mohapatra@ruralelec.org](mailto:d.mohapatra@ruralelec.org)) Senior Officer – Business & Market Development, ARE
- Mr. Jens Jaeger, ([j.jaeger@ruralelec.org](mailto:j.jaeger@ruralelec.org)) Director – Policy & Business Development, ARE

## 9. 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.

## 10. 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.

## 11. Payment schedule and details

Considering the dynamic nature of the exhibition, payments to the selected Vendor will be made along the following schedule:

- **First instalment (10 booths = 5x 6sqm booths and 5x 9sqm booths)** upon contract signature by 16 January 2026 and submission of a valid and approved invoice by the Vendor to ARE.
- **Second instalment (50% of the remaining amount)** – evaluating the progress of the preparations as of week of 13<sup>th</sup> April 2026 against the submission of a valid and approved invoice by the Vendor to ARE.
- **Final instalment (remaining amount)** – upon the full delivery of all services for the event to the satisfaction of ARE, 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 Euros or US Dollars 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.

**Important Note:**

ARE reserves the right to withhold payments or demand refunds if the vendor is not able to live up to the commitments guaranteed in the contract awarded by ARE to the vendor. No other excuses apart from force majeure will be accepted. Failure to comply may attract legal consequences.