



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

### Booking of a venue and catering for the Lesotho Energy Access Dialogue 2024

Commodity/Service Required	Booking of venue and catering for the Lesotho Energy Access Dialogue
Project	Lesotho Energy Access Dialogue (LEAD) 2024
Type of Procurement	One-off Procurement
Type of Contract	Contract for External Services
Date of Issue	13 June 2024
Date Questions from Vendor Due:	18 June 2024
Deadline to Submit Proposals:	25 June 2024
Approximate Date Purchase Order Issued to Successful Vendor	5-20 July 2024
Solicitation Number	ARE-LEAD-24-001
E-mail	<a href="mailto:ivanoldeneel@ruralelec.org">ivanoldeneel@ruralelec.org</a>

This document serves as a formal Request for Proposals and provides comprehensive terms of reference for booking a venue and catering for the "Lesotho Energy Access Dialogue 2024." The forum, organised by the Alliance for Rural Electrification (ARE) and the National University of Lesotho (NUL) Energy Research Centre (ERC), is scheduled to take place on 13-14 November 2024 in Maseru, Lesotho.

#### **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

ARE and ERC take the lead in addressing Lesotho's energy challenges by organising the Lesotho Renewable Energy Days. Scheduled tentatively for 13-14 November 2024, this event aims to showcase the potential of renewable energy, particularly decentralised renewable energy (DRE), in overcoming obstacles to universal electricity access in Lesotho. The event is supported by GET.invest Lesotho, and the EU Delegation to Lesotho.

The Forum seeks to leverage Lesotho's abundant renewable energy resources to address its low electrification rate and reliance on imported energy. By bringing together industry stakeholders, government representatives, and international investors, the event aims to facilitate discussions on legislative measures, financing opportunities, and business models to propel Lesotho's renewable energy market forward.

- Website: upcoming
- Date: 13-14 November 2024
- Location: Maseru, Lesotho (Venue to be confirmed)
- No. of Expected Participants: 120 To be determined
- Organised by: ARE and ERC
- Supported by: GET.invest and the EU Delegation to Lesotho

#### **Event Programme:**

<b>Date</b>	<b>Activity</b>
13-14 November 2024	Lesotho Energy Access Dialogue 2024 (1 Track Forum featuring panels, sessions, roundtable discussions)
13-14 November 2024	Exhibition

To support the organisation of LEAD 2024, **ARE seeks a venue and catering services in Maseru, Lesotho on 13-14 November 2024.**

#### **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 2-day event by default, unless specified otherwise.

<b>Deliverables</b>	<b>Unit</b>	<b>Days</b>	<b>Price in EUR</b>
<b>Rooms to be booked between 13–14 November 2024 in Maseru, Lesotho</b>			
1 <sup>st</sup> room with a capacity of 120 people in theatre-style (including covered chairs) & stage (if applicable for panellists)	1	2 (incl. set-up day on 12 Nov)	
AV set-up for 1 <sup>st</sup> room including sound system, light system, LED screen for presentation, 1 gooseneck microphone, 8 microphones, 2 comfort monitors (incl. timer), 1 pointer, 1 clicker	1	2	
2 <sup>nd</sup> room with a capacity of 20 tables in classroom style with 2 chairs on either side	1	2 (incl. set-up day on 12 Nov)	
3 <sup>rd</sup> room or Foyer / Open space with a capacity of 14 tables and 1 chair per table for an exhibition.	1	2 (incl. set-up day on 12 Nov)	
Catering for participants (including 2 coffee breaks/day and 1 lunch/day)	120	2	
<b>TOTAL</b>			
VAT, taxes and other fees (if applicable)			
<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.

<b>Signature and stamp</b>	
<b>Name, Surname</b>	
<b>Title</b>	
<b>Company</b>	
<b>Date</b>	



## **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 Lesotho.
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. Deadline**

The deadline to receive offers is 25 June 2024 to Ines van Oldeneel, Business & Market Development Officer, ARE at [i.vanoldneel@ruralelec.org](mailto:i.vanoldneel@ruralelec.org).

**8. 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**.

**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 by 15 September 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.

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.