

## REQUEST FOR QUOTATION (RFQ) – Event Management Services

All Events Management Firms	DATE:20/04/2016
	IRENA REFERENCE: RFQ/2016/016

Dear Sir / Madam:

We kindly request you to submit your quotation for Events Management Services for the 5<sup>th</sup> Anniversary of IRENA in HQ Atrium- Masdar City, details of which are in Annex 1 of this RFQ.

Please be guided by the form attached hereto as Annex 2, in preparing your quotation.

Quotations to be submitted on or before [*1<sup>st</sup> May, 2016-09.00 hrs.-Abu Dhabi Time*] via  
[Procurement@IRENA.Org](mailto:Procurement@IRENA.Org)

**International Renewable Energy Agency (IRENA)**

Procurement Office, 2<sup>nd</sup> floor  
Masdar City  
P.O. Box 236 Abu Dhabi,  
United Arab Emirates

**CONTACT PERSON:**

[Luay Shalkhoub]  
[Lshalkhoub@irena.org](mailto:Lshalkhoub@irena.org)

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by IRENA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed, stamped and in the .pdf format.

Luay N. Shalkhoub,  
Chief, Procurement Officer - IRENA

Delivery Term	<input type="checkbox"/> Delivery of services to IRENA in HQ Atrium- Masdar City on 23 <sup>rd</sup> May, 2016
Delivery Address / Location	<b>IRENA Headquarters_HQ Atrium</b> Masdar City P.O. Box 236 Abu Dhabi, United Arab Emirates
Method of RFQ Submission:	<b><u>RFQ for Services:</u></b> Two/files – One/file marked as the Technical Offer, and the other marked as the Financial offer – submitted as separate, clearly marked with bidders' name, address and the RFQ reference number.
Delivery Date of services	23 <sup>rd</sup> May, 2016
Currency of Quotation	<input type="checkbox"/> AED
Tax on Price Quotation	<input type="checkbox"/> None: IRENA is exempt of VAT and other applicable indirect taxes
Payment Terms	<input type="checkbox"/> 100% within 30 days upon IRENA's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<input type="checkbox"/> Delivery of Services as per Purchase Order or Contract deliverables.

Other after-sale services / support required	<input type="checkbox"/> Not required – duration
Deadline for the Submission of Quotation	1 <sup>st</sup> May, 2016 – 09.00hrs. Abu Dhabi local time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input type="checkbox"/> English
Additional documents to submit	<input type="checkbox"/> Quality Certificates (ISO, etc.), if applicable, <input type="checkbox"/> Certificate of Registration, <input type="checkbox"/> Company Profile Others <i>[pls. specify]</i> , <input type="checkbox"/> CV's of personal to be engaged – in the case of RFQ for Services.
Warranties	All equipment provided shall have warranty covering both parts and services.
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days
Partial Bids / Partial Awards / Split Awards	<input type="checkbox"/> Not permitted. Only for full quantities required items
Evaluation Criteria <i>[check as many as applicable]</i>	<input type="checkbox"/> Technical responsiveness/Compliance to requirements, <input type="checkbox"/> Price meeting the budget, <input type="checkbox"/> Earliest Delivery / Shortest Lead Time, <input type="checkbox"/> Comprehensiveness of after-sales services / warranty, <input type="checkbox"/> <b>For Services:</b> Bids are scored on a combined score - Technical Offer is 70% (according to the technical evaluation criteria in the TOR) and the Financial is 30%. The cut off technical score is 70%. <input type="checkbox"/> Others <i>[pls. specify]</i>

Annexes to this RFQ	<input type="checkbox"/> Specifications of the Goods Required (Annex 1) or Terms of References (TOR) <input type="checkbox"/> Form for Submission of Quotation (Annex 2)  <input type="checkbox"/> General Terms and Conditions for Professional Services (Annex 3).  Non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this bidding process.
Contact Person at IRENA for Inquiries	<p><i>Chief, Procurement Officer, Luay N. Shalkhoub, IRENA <a href="mailto:Lshalkhoub@irena.org">Lshalkhoub@irena.org</a></i></p>

- a. Goods / Services proposed shall be reviewed based on completeness and compliance of the quotation with the minimum specifications or as described in the Terms of Reference / Scope of Work (TOR/SOW) above and or any other annexes providing details of IRENA's requirements.
- b. The quotation that complies with all of the specifications (TOR evaluation criteria) and requirements and offers the lowest price shall be selected. Any offer that does not meet the requirements shall be rejected.
- c. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by IRENA. The unit price shall prevail and the total price shall be corrected. If the vendor does not accept the final price based on IRENA's re-computation and correction of errors, its quotation will be rejected.
- d. Any Purchase Order that will be issued shall be subject to the General Terms and Conditions herein attached hereto.
- e. IRENA is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with your preparation and submission of a quotation, regardless of the conduct or outcome of the selection process.
- f. IRENA reserves the right to accept or reject any Proposal, to render any or all Proposals as non-responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer, or any obligation to inform the affected Proposer(s) of the grounds for IRENA's action. IRENA shall neither be obliged to award the contract to the lowest price offer.
- g. Prior to the expiration of proposal validity, the contract may be awarded to the Proposer whose proposal is determined to be in the best interests of the Agency, based upon the evaluation method indicated in the Data Sheet and with due consideration given to the general principles governing IRENA procurement activities.

- h. At the time of award of Contract or Purchase Order (PO), IRENA reserves the right to vary the quantity of services and/or goods, by up to a maximum.
- i. IRENA implements a zero tolerance on fraud and corrupt practices, and is committed to preventing, identifying and addressing all such acts and practices against IRENA, as well as third parties involved in IRENA activities.

Sincerely yours,

*IRENA*  
*Chief, Procurement Officer*  
*Luay Shalkhoub*

## **Annex 1**

### **Terms of Reference/Scope of Services (TOR)**

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**Events Management Company Services for  
International Renewable Energy Agency (IRENA)  
IRENA 5<sup>th</sup> Anniversary reception  
Masdar City, IRENA HQ**

**Date/time of Event:** 23 May, 2016 6:30pm-10:30pm  
(IRENA requires the location to be ready on the 21 May, 2016, for complete dry run of the reception along with student's performance).

**Location of work/venue:** IRENA HQ /Masdar City- Atrium/IRENA

#### **Introduction**

IRENA is an inter-governmental organization, mandated by Governments worldwide to promote the widespread and increased adoption and sustainable use of all forms of renewable energy. In order to do so, IRENA will facilitate access to all relevant renewable energy information. It facilitates and analyses the sharing of best practices and lessons learned regarding policy frameworks, capacity-building activities, available financial mechanisms and relevant technologies for renewable energy.

#### **Background**

We will be celebrating the 5th Anniversary reception at IRENA Headquarters on 23rd May 2016. The reception will coincide with the 11<sup>th</sup> meeting of the IRENA Council. The evening is to showcase the impact of IRENA over the last five years on a global platform through a sophisticated and composed ambience and reception. The reception will be attended by High Profile individuals, Dignitaries, Council members, Permanent Representatives, Embassies, Media and Staff. We are expecting to receive around 300 guest to attend the reception.

#### **Assignment**

Under the supervision of Adviser, Outreach and Communications, the Events Management Company will work to plan and deliver the full services required for the 5<sup>th</sup> anniversary reception of IRENA.

#### **Event Planning & Delivery**

Work closely with IRENA to plan and deliver all phases of event (exact times TBD):

**Reception:** MC, Video, DG, Guest Speaker and Young musicians

### **Order of the Event:**

6:30 – 7:00	Guests arrive
7:00 – 7:07	MC to welcome Guest, give highlight for the evening and play the 5 <sup>th</sup> Anniversary video
7:07 – 7:08	MC to invite DG on stage for speech
7:08 – 7:18	DG speech and then invite Guest Speaker on Stage
7:19 – 7:29	Guest Speaker (TBD)
7:30 - 7:31	MC to introduce Pollen Musical
7:32 - 7:52	Pollen Musical Performance
7:53 - 7:54	MC to thank all and invite guests for dinner
7:54 - 9:30	Dinner reception

### **Deliverables**

1. Stage (to include space for lectern with Neck Mic, Piano space, Screen with full HD for video presentation (16:9/1920 by 1080), 2 high performance speakers, internal lights, 3 wireless mics, external Lights to light the building, generator (if needed) & blue carpet from entrance to stage and 150 theatre style seating with coffee tables for the first row with 3 flowering arrangements. 15 high bar tables at the back for those standing and to be used for dinner later.
2. Branding of the Atrium: Directional signage from the main Street to IERNA and from parking to HQ. 5<sup>th</sup> Anniversary branding in the atrium and on the backdrop of the stage.
3. One additional panel (2 x 3 approx.) to be created and added to the existing timeline, creative will provided.
4. Piano, rental and delivery to location for musical performance to be ready for use on 21 May, 2016 (specs to be provided).
5. Entertainment: to be provided by IRENA. (Pollen Musical – students from different schools).
6. Catering: to be provided by IRENA

### **Miscellaneous matters**

- Advance site visit to IRENA HQ is necessary and can be arranged by IRENA; (The need is to understand the venue, all entrance and exits, and the space at hand to deliver the reception).

### Evaluation Criteria

Category	Weight	Description
Creative ideas	35%	<ul style="list-style-type: none"> <li>• Creative interior design options (provide suggested overall plan of the entire setup).</li> <li>• Creative concept for stage and backdrop (provide suggested idea for the concept).</li> <li>• Showcase IRENA's existing timeline, needs to be part of the plan of the event. (No need to develop a new timeline it is already available at location).</li> </ul> <p>Provide the details of the above in your technical proposal indicating clearly the creative option.</p>
AV requirements	30%	<ul style="list-style-type: none"> <li>• Creative lighting / internal and external</li> <li>• Microphones for program/presentation</li> <li>• Branded Lectern with mic &amp; connection for multimedia</li> <li>• Video screen integrated into backdrop.</li> </ul> <p>Provide a list of the proposed equipment including specs and details and proposal for the backdrop screen.</p>
Services	10 %	<ul style="list-style-type: none"> <li>• Furniture</li> </ul> <p>Provide a list and details of the furniture options to be supplied.</p>
References	25%	<ul style="list-style-type: none"> <li>• Sufficient events management experience for similar occasions not less than 5 years of market experience.</li> </ul> <p>Provide details of previous work undertaken of similar nature over the last 3-5 years, including management team proposed for the event.</p>

The passing score for the criteria is 70%



**Annex 2**
**SUPPLIER'S QUOTATION**

We, the undersigned, offer to supply the items listed below in conformity with the RFQ specification, terms and conditions:

No.	Description/Specification of Goods	Quantity	Unit Price	AED Total Price per Item
1	Stage (to include space for lectern with Neck Mic, Piano space, Screen with full HD for video presentation (16:9/1920 by 1080), 2 high performance speakers, internal lights, 3 wireless mics, external Lights to light the building, generator (if needed) & blue carpet from entrance to stage and 150 theatre style seating with coffee tables for the first row with 3 flowering arrangements. 15 high bar tables at the back for those standing and to be used for dinner later.	Lump sum	Provide details of prices	
2	Branding of the Atrium: Directional signage from the main Street to IERNA and from parking to HQ. 5 <sup>th</sup> Anniversary branding in the atrium and on the backdrop of the stage.	Lump sum	Provide details of prices	
3	One additional panel (2 x 3 approx.) to be created and added to the existing timeline, creative will provided.	Lump sum	Provide details of prices	
4	Event Company: Event management services, liability and insurance, project manager and coordinator, including setup and dismantling, transportation and manpower) for full delivery of the services. Over all coordination of services with IRENA and other subcontractors.	Lump sum	Provide details of prices	
<b>Total Prices of Services in AED</b>				

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*

**Annex 3**

**General Terms and Conditions for Professional Services**

Attached herewith

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