



Invitation for Proposals for Hosting The 2024 SADC Sustainable Energy Week – Responses to bidders seeking further Clarification

Question	SACREEE Response
Is this an Expression of Interest or Call for Proposal?	This a call for a full proposal (Technical and Financial). Apologies for the miscommunication in the earlier publication.
4. a) With regards to exhibitions - are exhibition booths to be set up? If yes, how many, are they paid for and who is responsible for the setups?	Yes, Confirmation of the booth number is pending, and indeed, they are paid for.
4. b) Is the event website to be developed and by whom shall it be developed?	Yes, to be developed by SACREEE and supported by the events manager
4. c) Who is responsible for the development of promotional material and will cover the costs thereof?	The Events manager is responsible for the development of promotional items, and SACREEE will cover the costs.
5.1.2 Is the event manager going to cover media buying for event promotion and visibility to the local and regional media?	No, this will be the responsibility of SACREEE and the Ministry of Energy.
5.1.3 Are the interpreters going to be shared by the Task Team and contracted by the Event Manager?	Interpreters are to be shared with the events manager by the Task team and contracted by SACREEE and the Ministry of Energy supported and managed by the events manager.
5.1 Is the SACREEE going to directly pay for the venue?	Yes, SACREEE and the Ministry of Energy
5.1.3 Who will be responsible for payment regarding vehicle hire for VIPs as well as their accommodation?	SACREEE and the Ministry of Energy
payment of engagement of other service providers e.g. rapporteurs, etc?	SACREEE and the Ministry of Energy
Legal implications for contracts for service providers, who will bear the liability?	SACREEE, and the Ministry of Energy
12. C' Over and above, we would like to request clarity on "other costs" under the financial proposal.	We recommend bidders to provide an itemized budget for all expenditures. Bidders should clearly state if they foresee any other expenditures to be incurred
Could you kindly share any relevant details on the allocated budget for this project, if available?	The bidder must provide the financial bid based on the expected activities/deliverables highlighted in the Terms of Reference for the assignment