



Request for Quotations (RFQ): Event-Related Services for the 2026 SADC Sustainable Energy Week

Submission Deadline Date	06 February 2025
Location	Zimbabwe (Victoria Falls)

Introduction

The SADC Centre for Renewable Energy and Energy Efficiency (SACREEE) is inviting proposals from reputable Service Providers with presence in Zimbabwe preferably in Victoria Falls to support the provision of event related services for the 2026 SADC Sustainable Energy Week to be held from 24 -27 February 2026 in Harare, Zimbabwe. The SADC Sustainable Energy Week is jointly hosted by the Government of Zimbabwe through its Ministry of Energy and Power Development (MoEPD) and SACREEE.

Services and Specifications

1. Event Production Specifications

- Service Dates: 23–26 February 2026
- Venue: Elephant Hills Hotel, Victoria Falls, Zimbabwe
- Services Required:
 - Stage setup
 - Lighting
 - Sound system
 - Digital podium
 - Event videographer for livestreaming and event video production

Breakout Room Requirements:

- 23 & 24 February 2026: Parallel breakout rooms
- 25 & 26 February 2026: Main plenary room

2. Videography and photography specifications:

- Service dates: 23 - 27 February 2025
- Venue: Elephant Hills Hotel, Victoria Falls, Zimbabwe
- Event photography and videography services
- Delivery of high-quality images per day (chronological order of the days event - both landscape and portrait)
- Provision of daily highlight videos suitable for social media (4k) uploading.

3. Rapporteur Specifications

- Service dates: 23 - 27 February 2025
- Venue: Elephant Hills Hotel, Victoria Falls, Zimbabwe
- Note breakout rooms:
 - 23 & 24 February 2026: Parallel breakout room (full day)
 - 25 & 26 February 2026: Main plenary room (full day) 27 February 2026: Technical Site visit. Daily summaries and takeaways of sessions (to be provided at the end of each

day).

- A final report within one week after the event, comprising of:
- Executive summary.
- Detailed account of discussions.
- Key outcomes and recommendations.
- Any additional materials (e.g., presentations, participant feedback).
- A summary and takeaways of key points at the end of each session.

4. Guest management specifications:

- Service dates: 23 - 27 February 2025
- Venue: Elephant Hills Hotel, Victoria Falls, Zimbabwe
- Printing Badge Printing: A6 Tags, 600 tags, Full colour printing; 12cm x 9.8cm; Single sided
- Onsite Printing & Name Customization
- Reports (daily check-ins & tag collection)
- Hosting Services Registration Technical Support

5. Exhibition stalls specifications:

- 3m x 3m Pinnacle Tent
- Flooring and Carpeting
- 13-amp Power Point
- Rectangular Table (1.80m x 0.75m)
- 3 Stella Chairs (white)
- Facia Board with Organisation's name

6. Trophies and Certificates

- Award Trophies x 5
- Full-colour designed certificates printed on matt hard paper - 5

7. Banner Printing Specifications:

- Telescopic Flags 3 Meters. Quantity x 10
- Cluster Banner 4 Pole. 0.75 Meters x 5 meters. Quantity x 10
- Pull Up Banner 2 meters x 1 meter. Quantity x 10
- Pop up Banner 2 meters x 1 meter Quantity x 10
- Slime-line backdrop Banner 3 meters x 2.25 meters Quantity x 4
- Counter Table (Pop-Up) Quantity x 4
- Wall Banner 3 Meters x 2.25 meters Quantity x 4

8. Conference Packs (Supply and Branding) specifications:

- Branded Outdoor Hat x 600
- Branded Pen & Notepad Set (A5, 64 sheets) x 600
- Branded Long Sleeve Corporate Shirt (Embroidery) x 50
- Branded T-Shirt (Unisex Super Club 135 T-Shirt) x 50

9. Agenda Printing specifications:

- Item: A4 Book
- Quantity: 600

- Size: A4 (210 x 297mm)
- Artwork: 1 x Book Title
- Format: Portrait
- Size: 297 x 210 mm
- Cover Printing: 4 Pager, Front: CMYK, Back: CMYK, Coated Gloss 150gsm
- Text Printing: 20 Pager, Front: CMYK, Back: CMYK, Coated Gloss 90gsm
- Cover Finishing: Gloss Laminating One Side
- General Finishing: Saddle Stitching

Address quotation to:

Executive Director SACREEE
Unit 1, Ausspann Plaza 11
Dr. Agostinho Neto St
Ausspannplatz
Windhoek
NAMIBIA

Quotations Submission Requirements:

To be considered for this opportunity, please include the following documents with your quotation:

- Certificate of Incorporation
- Share Certificate or Company Extract
- Tax Clearance Certificate
- Three References with contact details related to similar works undertaken within the past 2 years
- Quote validity period
- Quotations should be in United States Dollars (USD) with outlined payment Terms and Conditions and service providers are required to provide separate quotations for each service.

Deadline for Submission: 06 February 2026 Submission Email/Address:

sadcsew@sacreee.org.