

Schedule of Requirements

STATEMENT OF NEED: UN Women will be hosting a training to strengthen the capacity of participants to monitor and report on the Spotlight Initiative implementation for improved programme effectiveness and efficiency. UN Women Nigeria country office is therefore seeking a vendor to provide a meeting venue and hospitality services at a 4-5 star Hotel in Lagos, Nigeria to host the training.

Technical Specifications for Goods:

Item No	Minimum Technical Requirements	Unit	Quantity	No of Days	Delivered to
	MEETING DATES:- 15 – 16 March 2021				Vendor site*
1	Meeting room (70 person capacity to allow for adequate social distancing with hand washing facility)	each	1	2	Vendor site*
2	AM Tea break	each	32	2	Vendor site*
3	PM Tea break	each	32	2	Vendor site*
4	Lunch	each	32	2	Vendor site*
5	Accommodation (2 nights) *Check in 14 Mar 2021 * Check out 17 Mar 2021	each	32	3	Vendor site*
	MEETING DATES:- 18 – 19 March 2021				Vendor site*
1	Meeting room (70 person capacity to allow for adequate social distancing with hand washing facility)	each	1	2	Vendor site*
2	AM Tea break	each	27	2	Vendor site*
3	PM Tea break	each	27	2	Vendor site*
4	Lunch	each	27	2	Vendor site*
5	Accommodation (2 nights) *Check in 17 Mar 2021 * Check out 20 Mar 2021	each	32	3	Vendor site*

Delivery Requirements

Delivery Requirements	
Delivery date and time	14 – 20 March 2021
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Vendor/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	NA
Distribution of shipping documents (if using freight forwarder)	NA
Special Packing Requirements	NA
Training on Operations and Maintenance	NA
Warranty Period	Click or tap here to enter text.

After-sales service and local service support requirements	NA
Preferred Mode of Transport	NA
Subcontracting	NOT PERMITTED