

Schedule of Requirements

UN Women through its various projects will be travelling to a number of provinces from September to December 2021 to facilitate a number of program activities including training and consultations with its Partners and communities. The team will require Accommodation and Conference Management Services including:

- Conference venue hire
- Conference meals – Am and Pm Tea plus Lunch
- Over Head projector Hire
- Speaker hire
- For Accommodation – Vendor is to specify daily rates on their submission, however, amount is not to be included in the total amount/value submitted in the proposal as this will be reviewed by UN Women before finalizing with vendor as and when required by UN Women.

The vendor will be required to ensure that it takes into consideration Niupela Pasin ensuring that the conference room available for the dates requested has sufficient space. The vendor is also required to ensure that hand sanitisers are made available and or ensure that the bathroom/toilet facilities are available for use by both the participants and facilitators.

Below are the provinces where these services will be required:

| No. | Provinces |
|-----|--------------------------------------|
| 1 | Port Moresby, NCD |
| 2 | Lae, Morobe Province |
| 3 | Goroka, Eastern Highlands Province |
| 4 | Kokopo, East New Britain Province |
| 5 | Tari, Hela Province |
| 6 | Mt Hagen, Western Highlands Province |
| 7 | Kundiawa, Simbu Province |
| 8 | Daru, Western Province |
| 9 | Kimbe, West New Britain Province |
| 10 | Vanimu, Sandaun Province |
| 11 | Wewak, East Sepik Province |
| 12 | Wabag, Enga Province |

Delivery Requirements

| Delivery Requirements | |
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| Delivery date and time | Vendor shall provide the required services according to schedule provided per location where vendor is operating |
| Delivery Terms (INCOTERMS 2020) | NA |
| 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 |

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|--|---|
| Exact Address(es) of Delivery Location(s) | Refer above list of provinces |
| Distribution of shipping documents (if using freight forwarder) | NA |
| Special Packing Requirements | NA |
| Training on Operations and Maintenance | NA |
| Warranty Period | NA |
| After-sales service and local service support requirements | NA |
| Preferred Mode of Transport | NA |
| Subcontracting | The vendor is strongly encouraged not to sub-contract > 50% of the total work. If a vendor/s intend to do so, they must state the actual percentage (that will be outsourced) in their offer/quotation. |