

Schedule of Requirements

UN Women through its various projects in Papua New Guinea will be sending its project team to a number of provinces from September to December 2021 for various activities. They will require vehicle hire including driver for duration of their stay and this will include travel between a number of provinces in the Highlands Region.

The vendor is required to complete the vehicle checklist as part of UN Women requirements and submit (attached).

Below are the provinces where vehicle hire services is required:

No.	Provinces
1	East Sepik Province
2	West Sepik Province
3	Morobe Province
4	Madang Province
5	Eastern Highlands Province
6	Simbu Province
7	Jiwaka Province
8	Western Highlands Province
9	Southern Highlands Province
10	Enga Province
11	Hela Province
12	East New Britain Province
13	West New Britain Province
14	Western Province
15	Milne Bay Province
16	Port Moresby, NCD

Delivery Requirements

Delivery Requirements	
Delivery date and time	Vendor shall provide the vehicle hire services according to schedule provided
Delivery Terms (INCOTERMS 2020)	DAP – At Each Location/Province
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)	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.