

Schedule of Requirements

STATEMENT OF NEED: UN Women is implementing a project on Women's Economic Empowerment. As a part of the project implementation, UN Women seeks to host the project launch in Abuja on 18 August 2022. In line with this, we are seeking a suitable venue at a 4-5 star facility in Abuja which provides adequate space and security for UN Women guest.

Technical Specifications for Goods:

Item No	Minimum Technical Requirements	Unit	Quantity	No of Days
1	Meeting Hall - 100-person capacity (cabaret seating style) - social distancing observed - minimum 4-5 star standard - PA system - Projector & stand	EACH	1	1
2	Buffet Lunch	EACH	100	1
3	Water + Soft drinks	EACH	100	1

Delivery Requirements

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Delivery date and time	Vendor shall deliver the services on 18 August 2022
Delivery Terms (INCOTERMS 2020)	At vendor facility, minimum 4-5 star standard
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	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.