

## 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

Delivery Requirements	
<b>Delivery date and time</b>	Vendor shall deliver the services on 18 August 2022
<b>Delivery Terms (INCOTERMS 2020)</b>	At vendor facility, minimum 4-5 star standard
<b>Customs clearance (must be linked to INCOTERM)</b>	<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
<b>Exact Address(es) of Delivery Location(s)</b>	NA
<b>Distribution of shipping documents (if using freight forwarder)</b>	NA
<b>Special Packing Requirements</b>	NA
<b>Training on Operations and Maintenance</b>	NA
<b>Warranty Period</b>	NA
<b>After-sales service and local service support requirements</b>	NA
<b>Preferred Mode of Transport</b>	NA
<b>Subcontracting</b>	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.