

Schedule of Requirements

STATEMENT OF NEED: Federal Ministry of Women Affairs has commenced the 3rd NAP development process, using a multi-sectoral approach. To consolidate the process, a 3-day Capacity Building Workshop on UNSCR 1325, NAP Development, Monitoring and Reporting in Nigeria will be conducted for staff of the Federal Ministry of Women Affairs, Federal Ministry of Humanitarian Affairs and Ministry of Budget and National Planning.

In view of this, UN Women is seeking a vendor to provide a meeting venue, accommodations and meals for this workshop. Details of our requirements are as follows:

Technical Specifications for Goods:

Item No	Minimum Technical Requirements	Unit	Quantity	No of Days
1	Meeting room - 45 person capacity - Minimum 3 star standard - Cabaret seating arrangement - Public Address system - Projector screen and projector - Social distancing strictly observed - Flip chart	each	1	3
2	Accommodation - Check in: 3 Oct 2022 - Check out: 7 Oct 2022	each	45	4 nights
3	AM Tea break Consider variety like pastry, chicken/beef, fruit	each	45	5
4	PM Tea break Consider variety like pastry, chicken/beef, fruit	each	45	5
5	Buffet Lunch + water	each	45	5

Delivery Requirements

Delivery Requirements	
Delivery date and time	Vendor shall deliver the goods as per Schedule of requirements from 3-7 October 2022 with guests arriving on 3 October 2022.
Delivery Terms (INCOTERMS 2020)	Delivered at Vendor facility
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 of Delivery Location(s)	Vendor facility
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	Subcontracting is not permitted