ANNEX 1: SCHEDULE OF REQUIREMENTS

<u>Specifications for Services:</u> Conferencing Facility for Staff Retreat

Program Dates: 20th to 22nd January 2027

Item No.	Minimum technical requirements	Unit of Measure	Qty
1	Full day conference workshop venue/hall hire (from **20th to 22nd January 2027**) - Podium for first and last day (**20 January 2027** and **22 January 2027**) - 3 Codeless handheld microphones - Floor space (accommodating 45 participants) - Projector, screen & sound system (covering the full training space) - Wi fi - High speed internet connection - Free flow water/coffee/tea	Days	03
2	Seating arrangement - Workshop style - Movable chairs (qty 40) – for participants tables - Movable chairs (qty 03) – for organisers tables	Chairs	45
3	Participants table - 6 tables (Round) - Tables should not be smaller than 1.5 square meters each.	Tables	6
4	Organizers table - 2 Rectangular tables	Tables	3
5	Digital Equipment - Laptop, projector & screen (1 complete set), pointer (optional)	Set	1
6	Internet Connection - Wi-Fi access/Internet connection package with internet speed starting at 20mbps. - Should be accessible by at least 40 people		1
7	Audio Equipment - Cordless handheld boom microphones (qty 3)	Pcs	3
8	Electrical Equipment - Extension cords for each table (as appropriate)	Pcs	9
9	Flipchart stand	Pcs	3
10	Provide a space for catering to be arranged		1