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**Event Management Services for outdoor UNDP event**

Procurement Process :	RFP - Request for proposal
Office :	UNDP-NGA - NIGERIA
Deadline :	22-Nov-23 @ 11:59 PM (New York time)
Published on :	20-Nov-23 @ 12:00 AM (New York time)
Development Area :	OTHER
Reference Number :	UNDP-NGA-00457
Contact :	Procurement NG - <a href="mailto:procurement.ng@undp.org">procurement.ng@undp.org</a>

This specific tender is managed via the new supplier portal system of UNDP Quantum. If you are interested in submitting a bid for this tender, you must subscribe following the instructions in the [user guide](#). If you have not registered a profile with this system, you can do so by following the link for [Supplier Registration](#). If you already have a supplier profile, please login to the [Supplier Portal](#), then search for the negotiation using the reference number **UNDP-NGA-00457**, following the instructions in the [user guide](#).

**Introduction : EVENT MANAGEMENT SERVICES FOR OUTDOOR UNDP EVENT**

UNDP Nigeria is seeking the services of an event management firm based in Abuja with demonstrable experience in executing similar events of the nature stipulated in the TOR. The contracted firm will be responsible for the provision of pre, on-the-day and post-event management services for the event. Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

[UNDP OFFICE NIGERIA  
PROCUREMENT UNIT]

**Documents :**

[Negotiation Document\(s\)](#) (Before Accessing other negotiations Document(s), please click on [this link](#))