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## **LONG TERM AGREEMENT TO ENGAGE THE SERVICES OF TRAVELLING AGENCIES IN NIGERIA**

Procurement Process :	RFP – Request for proposal
Office :	UNDP-NGA – NIGERIA
Deadline :	07-Jan-24 @ 11:00 PM (New York time)
Published on :	15-Dec-23 @ 12:00 AM (New York time)
Development Area :	OTHER
Reference Number :	UNDP-NGA-00495
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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-00495**, following the instructions in the [user guide](#).

## Introduction : **B A C K G R O U N D**

In compliance with the Secretary General's UN Reform Programme, UNDP Nigeria is conducting a bidding process to engage the services of Travelling agencies in Nigeria. UNDP intends to as part of steps to harmonize common services among the UN Agencies in Nigeria Country Office to share the completed contract/s with the under-listed UN Agencies:

- The Food and Agricultural Organization (FAO);
- The United Nations Educational, Scientific and Cultural Organization (UNESCO);
- The United Nations Children's Fund (UNICEF);
- The United Nations Industrial Development Organization (UNIDO)
- The World Health Organization (WHO)
- The United Nations Population Fund (UNFPA)
- The United Nations Office on Drugs and Crime (UNODC)
- Joint United Nations Programme on HIV/AIDS (UNAIDS)
- The United Nations Human Settlements Programme (UN-HABITAT)
- United Nations Entity for Gender Equality and the Empowerment of Women (UNWOMEN)
- The International Labour Organization (ILO)
- United Nations Volunteers (UNV)
- International Organization for Migration (IOM)

In order to achieve cost efficiency from economies of scale while ensuring the quality of service, UNDP intends to enter into a Long-Term Service Agreements (LTSA) with Two qualified Travel Agencies for the provision of Travel Management Services for an initial period of one year with the option to extend for two additional years, subject to a satisfactory performance evaluation.

Travel, as referred to in the TOR, shall apply to all movements or journey travel (Official and Unofficial) of UN staff from one place to another for official business purposes, both international and domestic. These official purposes include, but need not be limited, to the following:

- Official missions, meetings and various events.
- Interviews of applications / Candidates for employment.
- Appointment and repatriation of staff and family members.
- Home leaves, emergency travels and educational leaves; and
- Visit to project sites, by either UN staff, Government and counterparts, or other entities involved in the execution of various UN-funded undertakings.
- Personal travel of employees of UN Agencies.
- Pleasure trips (Official/Personal)

The travel statistics show that the cumulative annual travel expenditure in the last 3 years by UN Agencies in Nigeria is approx. **USD 4,590,119**. UNDP does not guarantee the same volume of business under the proposed contract.

**Documents :**

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