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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 :	26-Sep-23 @ 11:00 PM (New York time)
Published on :	13-Sep-23 @ 12:00 AM (New York time)
Development Area :	OTHER
Reference Number :	UNDP-NGA-00308
Contact :	Procurement – <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-00308**, following the instructions in the [user guide](#).

**Introduction :SCOPE OF TENDER**

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 Agreement (LTSA) with three or more 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 terms of reference shall apply to all movements or travel (Official and Unofficial) of UN staff from one place to another for official business purposes, both international and domestic.

Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. 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 the 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](#))