

Provision of Catering Service For Regular and High Level Meetings

Procurement Process :	RFQ - Request for quotation
Office :	UNDP-NGA - NIGERIA
Deadline :	12-Mar-24 @ 11:00 AM (New York time)
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Development Area :	OTHER
Reference Number :	UNDP-NGA-00542
Contact :	Procurement Unit - mahannoe.monyatsi@undp.org

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-00542**, following the instructions in the [user guide](#).

Introduction :The Catering service provider shall:

- Provide meeting area food service at UNDP NIGERIA premises.
- Based on the booker's requests; prepare and serve special lunch for conference participants, both UNDP staff and visitors who have clearance to access the building and freely opt to use the caterer services.
- Prepare and serve cocktails (non-alcoholic) and dinner for conference participants based on the booker's requests.
- Prepare and arrange lunch/ diner venue set-up as per booker's requirements.
- Arrange meeting room set-up as per booker's requirements.

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 guides available in the 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](#))