
AN INTERIOR AND SPACE DESIGN FIRM TO PROVIDE SPACE LAYOUT AND FURNISHING SERVICE

Procurement Process :	RFP – Request for proposal
Office :	UNDP-NGA – NIGERIA
Deadline :	26-Feb-24 @ 11:00 PM (New York time)
Published on :	12-Feb-24 @ 12:00 AM (New York time)
Development Area :	OTHER
Reference Number :	UNDP-NGA-00533
Contact :	Oluwafunmilayo Ebiniyi – oluwafunmilayo.ebiniyi@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-00533**, following the instructions in the [user guide](#).

Introduction :**Background**

UNDP is seeking the services of an interior and space design firm to execute the plans and meeting the furnishing needs that align with the vision of the Centre. [Layout plans and designs will be made available during the pre-bidding site visits]

UNDP Innovation Centre is located at United Nations Information Centre [UNIC] Office No 17, Alfred Rewane Road [formerly Kingsway Road], S.W. Ikoyi, Lagos (Lat: 6.44735640727°; Long: 3.42749079521°) Nigeria. The office seeks to upgrade audio/video systems in the main conference room.

OBJECTIVE

The project aims to implement fit for purpose meeting room solutions to improve meeting room control and meeting experience in the main conference Hall and Meeting Rooms of UN Nigeria.

SCOPE OF WORK:

The scope of work is for the upgrade of the existing audio/video set up of the main auditorium and the meeting rooms. The Auditorium is a multifunction room and will be used for all staff meetings, training, and video conferencing etc. Other meetings rooms are on Wing A and B of the first floor. The existing audio system in the auditorium and meeting rooms was installed in 2018. The layout of the auditorium and meeting rooms (Wing A & B) is attached (Annex 2).

Reputable vendors are requested to review the existing system and present an inclusive audio/video solution to the current set up in the main auditorium and meeting rooms in UN Nigeria Office Abuja. The successful vendor will be required to implement the proposed solution as well as provide one year of support and maintenance service to the installed systems.

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.

Please note:

BID CONFERENCE Will be conducted.

There will be a bid conference for the prospective vendors at;

The UN Nigeria office, located at Plot 617/618

Diplomatic Drive, Central Area, Abuja, FCT Nigeria as scheduled below.

The bid conference will provide a platform for inspection of the current facilities at the meeting rooms and clarify any information of interest by vendors.

Date:

Time: 1pm

UNDP OFFICE ABUJA, NIGERIA
PROCUREMENT UNIT

Documents :

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