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**Provision of Audio/Video Setup upgrade Services for UN House Conference Rooms**

Procurement Process :	RFP - Request for proposal
Office :	UNDP-NGA - NIGERIA
Deadline :	25-Jan-24 @ 10:11 AM (New York time)
Published on :	30-Dec-23 @ 12:00 AM (New York time)
Development Area :	OTHER
Reference Number :	UNDP-NGA-00490
Contact :	Emmanuel Ango - <a href="mailto:emmanuel.ango@undp.org">emmanuel.ango@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-00490**, following the instructions in the [user guide](#).

### Introduction :**Background**

UN Nigeria office is located at Plot 617/618 Diplomatic Drive, Central Area, Abuja, FCT Nigeria. The office seeks to upgrade audio/video systems in the main conference room.

To improve meeting efficiency and productivity, the office is looking for fit for purpose meeting room solutions for the main conference room, include but not limited to intelligent meeting room control solution, Audio/Video (A/V) solution and video conferencing solution.

### **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: Thursday 11th January 2024**

**Time: 1pm**

UNDP OFFICE ABUJA, NIGERIA  
PROCUREMENT UNIT

**Documents :**

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