



GLOBAL BIOFUELS ALLIANCE (GBA)

INVITATION TO BID: TURNKEY INTERIOR DESIGN, CIVIL WORKS & FURNISHING

1. Project Overview

The Global Biofuels Alliance (GBA) invites proposals from professional and experienced contractors for the comprehensive interior design, civil works, and turnkey furnishing of its new Secretariat facility located at the former Ford Foundation building within the UN Compound at Lodhi Estate. The facility will be shared with the International Big Cat Alliance (IBCA) and requires immediate preparation for the onboarding of an inaugural cohort of 17 staff members.

2. Detailed Scope of Work

The selected contractor will be responsible for complete design, interiors, furniture, furnishing, décor, and associated works to make the spaces functional. Note: Floor plans must be developed from scratch as no existing layouts are available.

Overall Responsibilities:

- Design development, 3D views, working drawings, material/finish approvals, site supervision, and handover.
- Supply and installation of all furniture and seating.
- False ceiling, wall-to-wall carpeting, frosted film on glass partitions, and remote-controlled motorised blinds.
- Installation of ceiling lights and hanging linear lights.
- Low storage solutions, wall décor, art, planters, accessories, minor repairs, and contingency works.

Area-Specific Requirements (Total 656 sqm):

- **Ground Floor (448 sqm):**
 - Reception and waiting area (Shared with IBCA): Reception counter, GBA logo on wall, sofas with centre tables, lighting, planters, and décor.
 - 4 Offices: D.G. cabin, D.G. secretary's cabin, and two P3 cabins (each equipped with an executive/staff L-shaped table, executive chair, visitor chairs, and sofa seating with a centre table).
 - Workstation Area: Minimum 17 staff workstations featuring privacy screens, pedestals, wire management, and ergonomic task chairs.
 - Common Facilities: 1 Kitchen, 1 Lunch room (dining counter, two round high tables, high chairs).

- Conference Room: 30-seater capacity with a conference table featuring integrated power/data modules and conference chairs.
- Washrooms: D.G. washroom and 2 common washrooms (1 male, 1 female).
- **First Floor (208 sqm):**
 - 1 Meeting Room: Meeting table with integrated power/data modules and meeting chairs.
 - 4 Offices: Director cabins, each containing an executive L-shaped table, executive chair, visitor chairs, sofa, centre table, and an attached toilet.

3. Exclusions

Electrical and IT-related works are completely excluded from this scope.

4. Bid Submission & Timeline

Advertisement Date: October 12, 2026

Application Deadline: October 27, 2026 (15 Days from advertisement)

Submission Method: All proposals must be submitted electronically via email:

dir_operations@biofuelsalliance.com For further information or details, you may contact dir_ac@biofuelsalliance.com

Global Biofuels Alliance (GBA) Secretariat
UN Compound, Lodhi Estate