

Request for Proposal

Interior Design & Fit Out services DNDi – New Office Project

Dated: 30 June 2026

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1. PURPOSE

This Request for Proposal (RFP) aims to select an interior architecture and design firm to develop and implement the workplace layout for a new office space in Geneva.

We are seeking a qualified partner capable of delivering a comprehensive, high-quality, and cost-controlled design-to-delivery approach, aligned with our project vision and timelines.

2. RFP INSTRUCTIONS

2.1 General information

- a. DNDi invites you as a Service Provider to submit a proposal in regards of this RFP for Interior Design & Fit-Out Services for our new office project.
- b. The issuance of this current Request for Proposal in no way commits DNDi to make an award. DNDi is under no obligation to justify the reasons of its service provider's choice following the competitive bidding. DNDi could choose not to justify its business decision to the participants of the RFP.
- c. DNDi reserves the right to:
 - Reject any proposal without any obligation or liability to the potential service provider.
 - Withdraw this RFP at any time before or after the submission of bids without any advance notice, explanation or reasons.
 - Modify the evaluation procedure described in this RFP.
 - Accept other proposal than the lowest one.
 - Award a contract on the basis of initial proposals received without discussions for best and final offers.
 - Award all services to only one supplier or allocate them to different suppliers according to what DNDi will consider necessary.
- d. Late submission proposals are subject to rejection.
- e. DNDi reserves the right to request additional data, information, discussions, or presentations to support their proposal. All bidders must be available to discuss about details of their proposal during the RFP process.
- f. All offers should be submitted in an electronic format.
- g. A proposed time plan set out below indicates the process DNDi intends to follow. If there are changes to this timeline, DNDi will notify you in writing

2.2 Timelines

Process steps	Responsible party	Timelines
Launch RFP	DNDi	June 30 th 2026
Questions sent to DNDi	Provider	July 7 th 2026
DNDi responses to questions	DNDi	July 10 th 2026
Submission of proposals	Provider	July 31 st 2026
Bidders preselection notification	DNDi	August 21 st 2026
Bid defense meetings	DNDi & Provider	August 31 st 2026
Due Diligence (if needed)	DNDi	September 07 th 2026
Project award notification	DNDi	September 15 th 2026

2.3 RFP processes and contact information

All bidders may request further clarifications in regards of this current RFP, by addressing its questions in writing to the dedicated key contacts identified below. These questions should be submitted to DNDi at the date mentioned in the section 2.2 Timelines of the RFP. In order to keep a fair bidding process, questions related to this RFP will only be answered in a document shared with all the bidders.

To submit your questions, please use the form attached as Annex 1.

Topics	Contact person	Title	Contact information
Contractual & Business aspects	Christophine MOREAU	Head of Procurement	15 Chemin Camille-Vidart, 1202 Geneva, Switzerland Phone:+41 22 906 92 61 Email: cmoreau@dndi.org
Technical Aspects	Bruno TEIXEIRA	Senior Facility Manager	15 Chemin Camille-Vidart, 1202 Geneva, Switzerland Phone:+41 79 915 21 91 Email: bteixeira@dndi.org

2.4 Format and content of the proposal

Responses to this RFP must be in English and should contain the following information:

Proposals must include:

- Company presentation
- Understanding of the project and approach
- Proposed methodology and timelines
- Fee structure and cost breakdown

- Project team description
- Portfolio and Client references

2.5 Conflict of Interest

The Company shall disclose any actual or potential conflicts of interest in the Intent to Participate letter

3. DNDi OVERVIEW

Neglected tropical diseases continue to cause significant morbidity and mortality in the developing world. Yet, of the 1,556 new drugs approved between 1975 and 2004, only 21 (1.3%) were specifically developed for tropical diseases and tuberculosis, even though these diseases account for 11.4% of the global disease burden.

Founded in 2003 to address the needs of patients with the most neglected diseases, DNDi is a collaborative, patient's needs driven, not for profit drug R&D organization.

Acting in the public interest, DNDi bridges existing R&D gaps in essential drugs for these diseases by initiating and coordinating drug R&D projects in collaboration with the international research community, the public sector, the pharmaceutical industry, and other relevant partners.

DNDi's primary focus has been the development of drugs for the most neglected diseases, such as Human African Trypanosomiasis (HAT, or sleeping sickness), visceral leishmaniasis (kala-azar), and Chagas disease, while considering engagement in R&D projects for other neglected diseases to address unmet needs that others are unable or unwilling to address.

The primary objective of DNDi is to deliver 25 new treatments by 2028 for leishmaniasis, sleeping sickness, Chagas disease, malaria, paediatric HIV, filarial diseases, mycetoma and hepatitis C, and to establish a strong R&D portfolio that addresses patient needs. Expanding upon R&D networks built on South-South and North-South collaborations, DNDi aims to bring medical innovation to neglected patients by developing field-adapted treatments.

In doing this, DNDi has two further objectives:

- Use and strengthen existing capacities in disease-endemic countries via project implementation
- Raise awareness about the need to develop new drugs for neglected diseases and advocate for increased public responsibility.

Since the start of the COVID-19 pandemic DNDi has engaged in a rapid response, coordinating a major clinical trial initiative in Africa (ANTICOV) as well as engaging in major repurposing and novel anti-viral discovery approaches.

For more information, please visit DNDi website: <http://www.DNDi.org/>

4. SCOPE OF WORK

The selected firm will provide end-to-end services, including but not limited to:

Important requirement: The selected firm must take a proactive leadership role and actively participate in all project-related working group meetings, ensuring coordination between all stakeholders.

4.1 Project Definition & Brief

- Development of the client requirements (cahier des charges)
- Workplace strategy definition
- User needs assessment
- Leadership and participation in all working group meetings during this phase

4.2 Design Phase

- Concept design proposals
- Space planning and layout development
- 3D visualizations and renderings
- Material boards and design guidelines
- Lighting concept integration
- Active facilitation and leadership of design workshops and working group meetings

4.3 Technical Development

- Detailed drawings and execution plans
- Coordination with engineering disciplines (CVSE, etc.)
- Preparation and submission of all construction permits documentation
- Coordination meetings leadership with all technical stakeholders

4.4 Cost & Planning

- Budget estimation and cost control
- Development of a detailed project schedule
- Reporting and alignment through regular working group meetings

4.5 Tender & Procurement

- Preparation of tender documentation
- Management of contractor bidding process
- Comparative analysis of offers
- Participation and leadership in procurement decision meetings

4.6 Construction Phase

- Site supervision and coordination
- Quality control and compliance monitoring
- Cost tracking and reporting
- Management of suppliers and contractors
- Leading coordination and progress meetings with all parties involved

4.7 Delivery & Move Management

- Final inspections and handover
- Snagging and rectification management
- Move coordination and transition support
- Leadership of final project meetings and handover sessions

5. CRITERIA FOR SELECTING SERVICE PROVIDERS

The decision to award any contract as a result of this RFP process will be based on Service Providers' responses and any subsequent negotiations or discussions. The decision-making process will consider the ability of each service provider to fulfil DNDi's requirements as outlined within this RFP and the cost of the offer.

Proposals will be assessed against the main following criteria but not limited to:

Proposals will be evaluated based on:

- Quality of design approach
- Relevant experience
- Methodology and organization
- Cost competitiveness
- Team expertise

Capacity to deliver

- Project team structure
- Roles and responsibilities
- Relevant experience in similar office projects
- Key CVs of proposed team members

Experiences and references

- Experience in office/workplace design
- Experience in projects of similar scale
- References with client contacts

6. PROPOSAL REQUIREMENTS, DELIVERABLES & TIMELINES

6.1 Proposals requirements

Please refer to section 2.4 regarding detailed proposals requirements. Please make sure that the reader can easily make the link between activity scope, timelines and cost.

6.2 Deliverables

The selected firm must demonstrate:

- A structured end-to-end project methodology
- Strong coordination between design, cost, and execution
- Ability to deliver custom-made solutions
- Strict cost control and transparency
- High-quality execution standards

Expected deliverables include:

- Concept design package
- Detailed design documentation
- 3D renderings
- Cost estimates (at different stages)
- Project timeline
- Tender documentation
- Site reports and progress updates

6.3 Project timelines

- Beginning: 15th September 2026
- Termination: August 2027

6.4 Additional information

- A verbal agreement is already in place with the building owner.
- The lease agreement is currently under finalization.
- The total surface area – 1592m²
- The number of working stations is at least 110 units
- More detailed information will be shared progressively during the process.

7. ANNEXES

Annex 1: Q&A Form

Annex 2: Surface Plan