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## **PART 2: STATEMENT OF REQUIREMENTS**

### **LIST OF SUPPLIES, SERVICES AND WORKS TO BE PROVIDED**

#### **SUPPLIES**

- 1) Office stationery
- 2) Tyres, Tubes and Batteries for Motor Vehicles and Motor Cycles
- 3) Assorted Electrical Tools , Equipment and accessories
- 4) Office Furniture and Equipment
- 5) Computers , Accessories and soft ware
- 6) Toners and cartridges.
- 7) Air conditioners and accessories
- 8) Curtains and Carpets
- 9) Generators
- 10) General Supplies
- 11) Motor Vehicles and Motor Cycles
- 12) Photocopiers and Printers
- 13) Electronics

#### **B) SERVICES**

1. Repairs and maintenance of Motor Vehicles and Motor Cycles
2. Clearing and Forwarding Services
3. Maintenance of Computers and Accessories
4. Catering services
5. Courier Services
6. Repair and Maintenance of Office Furniture and Equipment
7. Servicing of Motor Vehicles and Motor Cycles
8. Repair and maintenance of electrical items
9. Transport and distribution services
10. Janitorial Services

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11. Fumigation Services
  12. Photocopying and Secretarial services
  13. Air ticketing, Tours and Travel
  14. Printing and Engraving services and Branding
  15. Hotel services
  16. Consultancy Services; Human Resource, Information Technology, etc
  17. Security Services
  18. Media Services
  19. Photography and Video coverage
  20. Human Resource Recruitments
  21. Insurance Services
  22. Medical Insurance and Group Insurance
  23. Legal Services

#### **C) WORKS**

- 1) Minor Civil Works
- 2) Plumbing
- 3) Electrical works
- 4) Mechanical Works, Welding and Metal Fabrication
- 5) Civil/Construction Works