



Young Power in Social Action (YPSA) An Organization for Sustainable Development

(Annexure-2)

Sl./ Code No	Categories of Supplies/Services	Description of the product or service
1	ICT equipment and accessories (Hardware Equipment, Software, & Related Services)	Laptop/desktop, Printer, Scanner, Monitor, Toner Cartridge, Photocopier, Mobile, PABX System, Router, Camera, CCTV Camera, Server, website development, digital publications, Network System related equipment and all other IT accessories.
2	Furniture & Fixture	All types of wooden, metal, plastic, and particle board made furniture
3	Office Equipment, Electric and Electronic	Backup Power Support/UPS, IPS, Battery, all types of Electrical Lights, Electrical goods, TV, Refrigerator, Air Condition, Wire/cables, Solar Panel, etc.
4	Printing, Publication Designing and audio-visual, etc.	Leaflet, Poster, Booklet, Diary/ notebook, Photobook, Report, publication, Video/audio content documentation etc.
5	Venue, food & accommodation, for meeting/training/workshop/ conference etc.	Venue with adequate logistics support facilities for organizing meetings/workshops/ training Accommodation with good housekeeping & hygiene maintenance, Quality food supplies
6	General Supplies/Service Provider	<i>Different items relevant to development/emergency projects on a regular/ad-hoc basis</i> - Construction works, Construction Materials, Housing & shelter materials, different types of hardware Materials, etc. - Any other services
7	Stationary, consumables, foods & catering Services, office maintenance services	All types of office stationery, supplies, consumable goods, maintenance services, etc. i.e; Office supplies - Tea, coffee, Sugar, milk, tissue, air freshener, aerosol spray, soap, handwash, etc. Packaged Food Items - Dry Cake, Juice, Biscuits etc. Catering Service - Cooked food items, including snacks, fruits, etc. to be supplied in packaged form as per selected menu for events.
8	Consultancy Service	Audit Firm/ Financial Advisory/Legal/ Tax consultant Strategy Consultant/Management Consultant Operations Consultant/Freelance consultant IT Consultant
9	Vehicle Rental Service/Transportation	Rent a Car, Bus, Minibus, Different type of truck
10	Vehicle/automobile service workshop, spare parts	Vehicle and motorcycle repair maintenance, routine servicing, spare parts, etc.
11	Safety and Security Items & Services	Fire Extinguisher, Smoke/Fire alarm & detector and all other related safety equipment, etc.
12	Emergency Response Items, Food and nonfood items (NFI)	Different items relevant to development/emergency projects as emergency response items i.e. food support, Hygiene Kit, dignity kit, etc.
13	Others:	-Solar & Energy - Advertising agency - Tours & Travel Agency - Event Management - Medicine and medical equipment - Any other services