

### Category of Vendor Enlistment:

Category	Sub-Category	Description of Service
1. Advertising and Communication	Print Media	<ul style="list-style-type: none"> <li>▪ Newspaper advertisement</li> </ul>
	Electronic Media	<ul style="list-style-type: none"> <li>▪ TVC, Audio, and Video</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>▪ PR Agency</li> <li>▪ Ad Firm</li> <li>▪ On Air</li> <li>▪ Other communication related works</li> </ul>
	Others <i>(Please specify)</i>	
2. Promotional Items	Visibility Materials	<ul style="list-style-type: none"> <li>▪ T-Shirt</li> <li>▪ Cap</li> <li>▪ Pen</li> <li>▪ Notebook</li> <li>▪ Ceramics</li> <li>▪ Campaign materials</li> </ul>
3. Campaign and Event Management	Campaign	<ul style="list-style-type: none"> <li>▪ Campaign design, Approach, and communication with SOS CV BD concern</li> <li>▪ Social media campaign / social media buying, Facebook live, etc.</li> </ul>
	Event Management	<ul style="list-style-type: none"> <li>▪ Venue, Food, Accommodation, Logistics support, Invitation Card, Others <i>(please specify)</i></li> </ul>
4. Stationeries & Office Supplies	All types of office stationeries	<ul style="list-style-type: none"> <li>▪ A4 Copy Paper, Pen, Markers, Files Folder, Report Cover, Notebooks, Card Holder, Flip Chart, VIPP card, Poster paper, Training bags, Souvenir Items, Desk Calendar, Stapler, Punch Machine, Toners, Others <i>(please specify)</i></li> </ul>

5. ICT Equipment	IT Accessories	<ul style="list-style-type: none"> <li>▪ Server, Computer and laptop, Multifunction Printer, ICT Accessories</li> <li>▪ Telephone and PABX System</li> <li>▪ Network and security devices</li> <li>▪ Others (please specify)</li> </ul>
	Software Development	<ul style="list-style-type: none"> <li>▪ ERP Development</li> <li>▪ Website development</li> <li>▪ Others (please specify)</li> </ul>
	ICT Service / Maintenance	<ul style="list-style-type: none"> <li>▪ Internet Service Provider (ISP)</li> <li>▪ IT Equipment's Servicing</li> <li>▪ Others (please specify)</li> </ul>
	Smart Devices	<ul style="list-style-type: none"> <li>▪ Mobile</li> <li>▪ TAB and Accessories</li> <li>▪ Others (please specify)</li> </ul>
6. Office Equipment, Electric and Electronic	Electric and Electronic Equipment.	<ul style="list-style-type: none"> <li>▪ Air Condition</li> <li>▪ Generator</li> <li>▪ Photocopier</li> <li>▪ Camera</li> <li>▪ Multimedia and Projector</li> <li>▪ Security Device/Equipment</li> <li>▪ Others (please specify)</li> </ul>

7. Printing and publication	Printing	<ul style="list-style-type: none"> <li>▪ Leaflet printing</li> <li>▪ Hand note printing</li> <li>▪ Book Printing and Publications</li> <li>▪ Booklet Printing</li> <li>▪ Report printing and publications</li> <li>▪ Publication of souvenir</li> <li>▪ Others (please specify)</li> </ul>
	Designing and editing	<ul style="list-style-type: none"> <li>▪ Designing</li> <li>▪ Illustration</li> <li>▪ Plate making</li> <li>▪ Binding</li> <li>▪ Others (please specify)</li> </ul>
8. Audio Visual Production	Audio visual production	<ul style="list-style-type: none"> <li>▪ Documentary/feature (process documentation, awareness raising/change stories)</li> <li>▪ Animation</li> <li>▪ Others (please specify)</li> </ul>
9. Travel Agent & Visa Services	Local Agency	<ul style="list-style-type: none"> <li>▪ Air ticket booking (Within country)</li> <li>▪ Train, Bus, etc. booking service</li> <li>▪ Visa services</li> <li>▪ Ticket/travel-related documents delivery services.</li> <li>▪ Others (please specify)</li> </ul>
	International Agency	<ul style="list-style-type: none"> <li>▪ Air ticket booking center</li> <li>▪ Visa processing center</li> <li>▪ Hotel and Accommodation service</li> </ul>

10. Furniture, Fixtures & Home Appliances	Brand Furniture and Fixtures	<ul style="list-style-type: none"> <li>▪ Supply of all types of office furniture (brand) like Table, workstation items, chairs, cabinet file cabinet, etc.</li> </ul>
	Non-Brand Furniture and Fixtures	<ul style="list-style-type: none"> <li>▪ Supply of all types of office furniture (local) like Table, workstation items, chairs, cabinet file cabinet, etc.</li> </ul>
11. General Supplier	General Suppliers	<ul style="list-style-type: none"> <li>▪ Any items not covered under mentioned categories</li> </ul>
12. Construction & Renovation Works	Renovation	<ul style="list-style-type: none"> <li>▪ Structural work and extensions</li> <li>▪ Decorating</li> <li>▪ Renovation of Building</li> <li>▪ Designing, Interior Exterior etc</li> <li>▪ Others (if any)</li> </ul>
	Construction Works	<ul style="list-style-type: none"> <li>▪ Civil Construction Works</li> <li>▪ Construction of Building</li> <li>▪ Designing, Interior, Exterior etc</li> </ul>
13. Catering Service	Catering Service	<ul style="list-style-type: none"> <li>▪ Food service for office</li> <li>▪ Food supply for event venue</li> </ul>
14. Consultancy Service	Agency Individual	<ul style="list-style-type: none"> <li>▪ Strategy consultant</li> <li>▪ Management / Operation consultant</li> <li>▪ Financial / HR/IT/ Legal Consultant</li> </ul>
15. Freight Forwarding/C&F Agent	Freight Forwarding C&F Agent	<ul style="list-style-type: none"> <li>▪ Shipping or receiving parcel</li> </ul>