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| **Sl.** | **Service Category** | **Sub Category Sl.** | **Sub Category** | **Description of Service** | **Any Additional Requirement** |
| 1 | Advertising and Communication | 1a | Print Media | Newspaper advertisement, Round Table arrangement, supplement publish, Press release etc. |  |
| 1b | Electronic Media | TVC, Audio and Video making, Talk show, Press, Round Table arrangement Release etc. |  |
| 1c | FM radio station | Radio show, Radio Drama, campaign, advertisement etc. |  |
| 1d | Media Agency | PR & communication related works |  |
| 1e | Others *(Please specify)* |  |  |
| 2 | Campaign and Event Management | 2a | Campaign | All types of Campaign design i.e. Social Media Campaign, Road Show, digital form of campaign etc. |  |
| 2b | Event Management | Organize event and provide all logistic support as required. |  |
| 2c | Drama | Street Drama, Awareness Campaign, POT design etc. |  |
| 3 | Photography & Audio Visual | 3a | Audio visual production | Pre-production, shooting and post-production of documentary/feature stories and provide facilities i.e. script writer, subtitle writing, translation, transcription, Voice-over, Camera, lighting equipment, studio and editing panel etc. |  |
| 3b | Animation | 2D/3D Animation |  |
| 3c | Photography Agency |  |  |
| 3d | Freelance Photographer  (Individual) | Still photography/ Video photography |  |
| 3e | Freelance Video Editor (Individual) | Script writing, Subtitle writing, translation, Video editing support, other relevant support as required. |  |
| 4 | Promotional Items | 4a | Visibility Materials | T-Shirt, Banner, Signboard, Cap, Pen, Mug, Notebook, Campaign Materials, gift items, Office/training bags, Souvenir Items, Vest, Crest etc. |  |
| 4b | Handmade Item | Handmade promotional items |  |
| 4c | Jute Products | Jute made promotional items i.e. bags |  |
| 4d | Others | Others (*please specify)* |  |
| 5 | Printing and publication | 5a | Design & Printing Agency | Design, Illustration, proof read, translation, Printing of Leaflet, Poster, Booklet, Diary/ notebook, Photobook, Report, publication etc. |  |
| 5b | Freelancer Designer (Individual) | Design, Illustration of communication materials |  |
| 6 | Stationeries & Office Supplies | 6a | All types of office stationeries | All types of office stationeries |  |
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| 7 | Office Equipment, Electric and Electronic | 7a | Electric & Electronics Appliances | TV, Refrigerator, Air Condition, Washing Machine, Dryer, Vaccume Cleaner, Microwave oven and all other home & kitchen appliances |  |
| 7b | Office Equipment | Photocopier & Toner, Telephone and PABX System, Barcode Printer |  |
| 7c | Power Equipment Supplies | Generator, Backup Power Support, UPS, IPS, Battery, all types Electrical Lights, Electrical goods, Wire, Solar Panel etc. |  |
| 7d | Service & Maintenance | All types of office Equipment & appliances service & Maintenance |  |
| 7e | Others (please specify) |  |  |
| 8 | General Suppliers/ Service Providers | 8a | General Suppliers | Different items relevant to development/emergency projects on regular/ad-hoc basis |  |
| 8b | Other Services | Security Services, Cleaning & Fumigation Services, others. |  |
| 8c | Courier Service | National & International Courier service |  |
|  |  | 8d | Mobile Service | Mobile banking and Recharge service. |  |

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| 9 | Furniture & Fixtures | 9a | Furniture and Fixtures | Supply of all type of office furniture like Table, work station items, chair, file cabinet, Multipurpose shelf, sofa etc made of wood/steel | |  |
| 10 | Transportation  /Vehicle Rent Company | 10a | Rent-A-Car | Rent-A-Car (Micro Bus, Jeep, Car etc) to Dhaka city/out side Dhaka City | |  |
| 11 | Automobile Service centre /Workshops | 11a | Workshop & Repair Service Centre | Vehicle/Motor bike Repair and relevant maintenance including routine servicing  i.e. denting painting, Engine Over hauling, AC repair Work etc. all related servicing & maintenance work | |  |
| 11b | Spare Parts | Automobile/bike spare parts | |  |
| 11c | Others | Battery, Tyre, Lubricant (Engine Oil, Gear Oil, Brake oil, Coolant etc.) for  Automobile car / Motor bike, others | |  |
| 12 | Venue for conference/ training/workshop etc. | 12 | Venue & accommodation, food for (conference/ training/workshop, etc.) | Venue with necessary logistics support facilities and good hygiene maintenance for organizing meeting/ workshop/ training. | |  |
| Accommodation with good house keeping & hygiene maintenance | |
| Food | |
| 13 | Catering Service | 13a | Catering Service | Food Supply at BLAST office/specific venue | |  |
| 14 | Emergency Response Items | 14a | Emergency/Hygiene Materials | Different items relevant to development/emergency projects as emergency response items i.e. Hygiene Kit, dignity kit etc. | |  |
| 15 | Renovation & Construction Works | 15a | Renovation | Interior, Exterior, Renovation of Building/Office and all other related renovation work. | |  |
| 15b | Construction Works | Civil Construction Works | |  |
| 16 | ICT Equipment & Service | 16a | ICT Equipment & Accessories | Server, Computer, laptop, Monitor, Scanner, Printer, Toner Cartridge, Router, ICT accessories, Camera, power equipments, Network System related equipment and all other IT accessories. | |  |
| 16b | Communication Equipments | Mobile, Tab, Recorder, Phone Set, GPS, VTS | |  |
| 16c | Software /website Development | Mobile application, website development, Online portal development, other software etc. | |  |
| 16d | ICT Service / Maintenance | IT Equipment’s Maintenance, Website Development & Maintenance, Mobile App Development, Cloude Storage, bulk sms service, website hosting etc. | |  |
| 16e | Packaged/Licensed Software Provider |  | |  |
|  |  | 16d | Internet | Internet Service Provider | |  |
| 17 | Safety & Security Service | 17a | Security Device & Service | CCTV Camera, Access Control System and Accessories, Security system, POS system etc | |  |
| 17b | Security Equipment | Fire Extinguisher, Smoke/Fire alarm & detector and all other related safety equipments. | |  |
| 18 | Travel Agent | 18a | Air, bus, Train Ticketing | All domestic and international ticketing. | |  |
| 19 | Audit | 19a | Audit | | FD-4, FD-6, Donor Audit, Management Audit, Performance audit, Financial review, NGOAB, Donor consolidate audit, Cost Audit, Consultancy etc. |  |
| 20 | Legal Service | 20a | Legal Service | | Tax/VAT advocacy & assessment. |  |
| 21 | Translator | 21a | Agency/Individual | | Expert on translating any of the topic: Health & Nutrition, Women and Girls' Empowerment, Humanitarian & Resilience, Extreme Poverty, Disaster and Climate Change, organizational policy, Agriculture & Livelihood, Governance etc. | Knowledge/expertise in Subtitle making, Report design/illustration can be added advantage. |
| 22 | Interpreter | 22a | Interpreter | | Highly proficient in both English and Bangla. |  |
| 23 | Training Institute | 23a | Training Institute/ Individual Trainer/Facilitator | | Soft Skill, IT, labor Law, Vat/Tax, NGO procurement/Supply Chain management, Human Resource Management, Administration, Financial accounting, Project Management, Report Writing etc. |  |
| 24 | Consultancy Service (Strategy Consultant, Management Consultant, Operations Consultant, Financial Advisory Consultant, Human Resource, IT Consultant) | 24a | Women and Girls' Empowerment, Humanitarian & Resilience, Extreme Rural Poverty Program, Governance, SRHR, worker rights, Human rights & Gender etc. | | * Resilience * Gender and Youth * Women Empowerment * RMG sector * Organization Development/Institutional Strengthening * Policy Research & Development * Research & Analysis * Training and Facilitation * Leadership and Governance * Partnership & Stakeholder Engagement * Knowledge Management and Learning * Program Monitoring and Evaluation * Social Safety Net System * Case Story Writing * Baseline/Midterm/End line review * Survey and report * Disaster Risk Management * Concept Note/ Proposal Writing * Emergency response and recovery * Joint-Need-Assessment * BCC/IEC material development * Training Module Development * Safe Migration * Advocacy * Lesson learnt workshop facilitation * Product design, brand development * Self-Reliance skill building module development * Sexual and reproductive health * SRHR * Need Assessment * Feasibility Assessment * Data Collection * Analysis, Knowledge, Attitudes and Practices (KAP) Study and report * Report Writing. |  |
| 25 | Book supply | 25a | All kinds of book supply | | * All kinds of book supply (national & international) |  |