

S/N	DESCRIPTION
1.	Provision of office stationery and consumables.
2.	Provision of office supplies i.e (mineral water, sugar, tea bags) etc
3.	Provision of visibility materials i.e (Banner, T-shirts, Sign boards) etc
4.	Servicing office equipment i.e (Printers, Photocopier machine, Computers, Scanners and UPS).
5.	Servicing of office Generators and Air Conditioners
6.	Provision of Vehicle Maintenance and Repair.
7.	Provision of accommodation (Guest House) to Persons of Concern (Refugees).
8.	Provision of Drugs and Medical Products.
9.	Provision of personal care and hygienic supplies i.e (sanitary pads,bar soap,sanitizer, masks) etc
10.	Provision of Internet and Network Support.
11.	Provision of Airtime Vouchers and Electricity (Agent).
12.	Provision of Air ticketing services for both local and international.
13.	Provision of catering services.
14.	Provision of household items (cooking utensils, thermos, basin, cups etc).
15.	Provision of office maintenance and alteration.
16.	Provision of consultancy service for training staff on Fraud awareness and prevention,
17.	Provision of consultancy service for training staff on Monitoring and Control of project performance,
18.	Provision of consultancy service for training staff on Procurement and Supply management,
19.	Provision of consultancy service for training staff on management and improvement of service delivery.