



Section A: Vendor Categories (Tick all that apply)

1. Office & Administrative Support

- ☐ Office supplies and stationery
- ☐ Office furniture and fittings
- ☐ Office equipment (printers, photocopiers, shredders)
- ☐ ICT hardware and accessories (laptops, projectors, routers)
- ☐ Internet & telecom services

2. Transport & Vehicle Services

- ☐ Vehicle leasing and rental
- ☐ Vehicle maintenance and repair
- ☐ Motorcycle supply and servicing

3. Education & Training Materials

- ☐ Teaching and learning materials (TLMs, pedagogical materials,)
- ☐ Classroom furniture (student desks, KG desk, boards, etc.)
- ☐ Play-based learning kits
- ☐ Printing of manuals, books, and certificates

4. Construction & Facility Maintenance

- ☐ Minor school renovations & repairs
- ☐ Painting and plumbing services
- ☐ Electrical works
- ☐ Water supply and sanitation (WASH) facilities
- ☐ Carpentry and fabrication
- ☐ Air conditioning services
- ☐ Gardening

5. Event & Logistics Support

- ☐ Catering services
- ☐ Hotel accommodation and conferencing
- ☐ Event management and rentals (tents, chairs, public address systems)
- ☐ Transportation & haulage



6. Health & Safety

- ☐ First aid kits and medical supplies
- ☐ PPEs (masks, gloves, sanitizers, etc.)
- ☐ Hygiene and sanitation materials
- ☐ Fire extinguishers and servicing

7. Media, Communication & Branding

- ☐ T-shirt and jersey production (branded)
- ☐ Printing and branding (flyers, banners, stickers)
- ☐ Photography and videography
- ☐ Graphic design & social media content
- ☐ Monthly call credit

8. Consultancy & Professional Services

- ☐ Training & facilitation services
- ☐ Baseline and endline survey consultants
- ☐ Legal, audit, or HR training consultancy
- ☐ Monitoring & evaluation

Section B: Preferred Location / Project Location to Be Considered

Please indicate the regions where your company is able and willing to operate or supply services/goods:

- ☐ Accra
- ☐ Kumasi
- ☐ Northern Region – Tamale
- ☐ Upper East Region – Bolgatanga
- ☐ Oti Region
- ☐ Volta Region
- ☐ Western North Region

Section C: CHECKLIST Documents Required (Attach copies) Tick if attached

- ☐ Filled copy of Category selection form
- ☐ Valid Business Registration Certificate
- ☐ GRA Certificate
- ☐ Company Profile
- ☐ References (with contact details)



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