**PRIME MINISTER’S OFFICE**

**(NATIONAL DEVELOPMENT UNIT)**

Tel: 405 0700 Fax: 210 5246 Email: ndu@govmu.org

1. Suppliers/Contractors/Consultants are invited to register with the National Development Unit for the following goods, works and services:-

GOODSS

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| **1.** | **Beverages and snacks**  Soft drink, mineral water, tea, coffee, packed fruit juice, milk (in packet), sugar (packet of 2kg), biscuits, etc… | **8.** | **Gardening equipment**  Garden rake, bush cutter, hose, watering can etc… |
| **9.** | **Cutlery & Kitchen equipment**  Cups, saucers, teaspoons, tablespoons, tumblers, knife, teapot, sugar pot, serving tray, tumblers, plates, electric kettle, microwave, refrigerator etc… |
| **2.** | Banners and flags |
| **3.** | Books, magazines and periodicals |
| **4.** | **IT Equipment & Software**  Personal Computer, Notebook, Medium and Heavy Duty Photocopy Machine, Binding Machine, Printers, Projectors, Toners, Ink Cartridges, Photoconductors, LAN/USB Cables, CDs, DVDs, Pendrive, External Hard Disk, AutoCAD etc… | **10.** | **Printing & Stationery**  Diaries, office stationery, photocopy paper A3/A4 (ream/sheet), printing of cards, box file, pen holder, magazine holder, file separator, pack file, tray (plastic/metal), desk blotter, planner, pocket file, flip file, continuous label, A4 sticker label sheet, A4 plastic cover, envelopes (semi bag, fullscap, window, note, pocket), bloc note calendar etc… |
| **5.** | **Protective Equipment/Uniforms**  Dust mask, goggle, rubber boot, rubber glove, safety helmet, raincoat (one piece, two-piece), umbrella, reflective vest etc… | **11.** | **Building materials**  Cement pockets, iron bars, timber, pine poles, planks, plywood, shuttering board, concrete supply and laying paints, steel section, galvanised pipes, padlock, ceramic tiles and sanitary wares etc… |
| **6.** | Hardware shop ‘Quincaillerie’ items | **12.** | Signboards and sign plates |
| **7.** | Ceramic tiles and sanitary wares | **13.** | Plastic equipment (bins, chairs, etc…) |

GOODSS

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| **14.** | **Office furniture**  Office chair, visitors chair, filing cabinet, table, footrest, mobile drawer, mobile compactor, etc… | **17.** | **Others**  Rattan basket, broom, dry cell (AA), (AAA), PABX phones, air conditioners, pedometer, measuring tapes, camera, water dispensers, fire extinguishers |
| **15.** | **Electrical Equipment**  Starter, street lantern, ballast, electrical wires, RCB, fluorescent tube and fittings etc… |
| **18.** | **Any other good(s) not listed (please specify)** |
| **16.** | **Cleaning**  Scouring powder, lavatory powder, crest liquid, pinky, car kit materials, lavatory brush, plumeau, facial tissue paper, toilet paper, kitchen serviette, broom hair, mop, mop wringer, dust pan, rubber water wiper, flannel, kitchen towel, etc… |
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SERVICES

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| **1.** | **Catering Services**  Snacks, lunch, reception, etc… | **10.** | **Sanitary Services**  Sanitary/hygiene bins etc… | |
| **2.** | **Cleaning Services**  Companies providing cleaning services, cleaning of water tanks | **11.** | **Security Services**  Intruder fire alarm system | |
| **12.** | Servicing of fire extinguisher | |
| **3.** | **Consultancy Services**   1. Mechanical and electrical engineering 2. Construction/building/drains | **13.** | Water Proofing | |
| **14.** | **Any other good(s) not listed (please specify)** | |
| **4.** | **Hiring Services**   1. Tent, podium 2. Transport, (lorries and other vehicles) 3. Tarpaulin 4. Chairs, tables |  | |  |
|  | |
| **5.** | **Electrical Services**  For buildings |
| **6.** | Lopping of branches/felling of trees and trimming |  | | |
| **7.** | **Maintenance Services**   1. Air conditioners 2. Computer hardware |
| **8.** | Pest Control Services |
| **9.** | PABX Services |

WORKS/MINOR WORKS

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| **1.** | **Electrical Services**  Building and vehicles |
| **2.** | **Job and/or Registered Contractor:**   1. Electrical installation 2. Civil/masonry works 3. Plumbing works 4. Welding works 5. Waterproofing works 6. Painting works |
|
| **3.** | Serigraphy work |
| **4.** | Upholstery works |
| **5.** | Supply and fixing of aluminium/metal openings and any other metal works |
| **6.** | Repairs to electrical system |
| **7.** | **Any other work(s)/minor work(s) not listed above**  **(Please specify)** |

1. The following documents should be submitted along with the Registration Form:
2. A copy of Business Registration Card
3. A copy of Certificate of Registration from the Small and Medium Enterprise Development Authority (if applicable)
4. A copy of Certificate of Registration with the Construction Industry Development Board (CIDB)