

Facility Management Division

Ref: HO/FMD/Proc./RFQ/2023/172

March 1, 2023

The Managing Director/Proprietor

Subject: - Request for Quotation (RFQ) to supply Summer Liveries to Bank's Drivers and Technical & Non-technical (Electrician, Liftman & Plumber etc.) Staffs-2023.

Dear Sir,

We are pleased to invite sealed quotations from reputed suppliers for the subject matter complying specifications and terms & conditions as mentioned below:

**Specifications:**

Sl	User	No. of Person	Description of Item	Qty.	Rate per unit	Total Taka
a	b	c	d	e	f	g (e x f)
1.	Driver	93	Full Sleeves Shirt (Cloth, Stitching & logo)	279		
			Pant (Cloth & Stitching)	186		
2.	Technical & Non-technical Staff	22	Full Sleeves Shirt (Cloth, Stitching & logo)	66		
			Pant (Cloth & Stitching)	44		

Figure in word : Total Taka -----only.

Sample of the item may be seen at Administration Division, Head Office, Facilities Tower (6<sup>th</sup> Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 during office hours on or before **March 09, 2023**.

**Mode of Payment:**

- Payment will be made on submission of invoice/bill by the supplier after satisfactory delivery & subsequent certification.
- VAT & AIT etc. will be deducted at source as per Government rules.

**Required Documents:**

Bidders should submit photocopy of following documents along with the RFQ:

- Up-to-date Valid Trade License.
- Certificate of Incorporation
- Valid TIN Certificate
- VAT Registration Certificate
- Bank Solvency Certificate
- Experience Certificate/Work Order.
- Client list.



Contd..P/2

Facility Management Division

(Page # 02)

**Quotation submitting and opening date:**

The Quotation must be submitted at the tender box kept at Prime Bank Limited, Facility Management Division, Head Office, Facilities Tower (6<sup>th</sup> Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 **from 10:00 am to 02:00 pm on March 09, 2023** and will be opened on the same day and same place. No bidder will be entertained in the time of opening of the tender.

The Bank reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever. Further, Bank shall not be under any obligation to accept the lowest quotation.

For details information, you may contact to Mr. Kamrul Hossain Bhuiyan, Cell: +8801730-781176

Regards,



Kazi Sohel Masud  
AVP & Unit Head,  
Procurement - FMD