

Ref: Prime/HO/FMD/IT/2023/03
Date: February 26, 2023
Sub: Request for Quotation (RFQ) for Red Hat Enterprise Linux for Virtual Datacenters with Smart Management

 Dear Sir,

We are inviting you to submit technical & financial offer along with other information in your letterhead pad for the following items:

Items	Qty
Redhat Smart Management for Unlimited Guest, Standard (2 Socket) for 1 year	03

RFQ Terms & Conditions and Instructions to the Bidders

2	Name of the Work/Services	Redhat Smart Management for Unlimited Guest, Standard for 1 year
3	Place of Work	IT Division, Prime Bank Head Office
4	RFQ submission place	Facility Management Division I Prime Bank Limited Facilities Tower (6 th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 Cell: +880 1730-781194
5	RFQ submission Date and Time	02 March, 2023; Time: 3pm
6	Contact Person for Technical issues	Tasnim Ahmad Muzahid, Designation-FAVP, Email: tasnim.ahmad@primebank.com.bd, Phone no.: 01916829805
7	Written offer	Complete proposal/offer must be in written clearly in Company Letterhead Pad, duly signed and sealed with date by the authorized representative of the Company. Quoted Price must be in figure and words. There should not be any cutting / erasing / overwriting in the bid documents
8	Delivery Timeline	07 days after issuing of PO
9	Inclusive Price/cost	Quoted price must be included, delivery and installation cost, VAT, Taxes & all other duties, fees/charges as applicable. VAT & Taxes will be deducted from the bill as per Govt. rules.
10	Payment Terms	Payment will be made in local currency through Account Transfer/Pay Order.
11	Rights of Prime Bank	Prime Bank reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. Prime Bank is not obliged to purchase the lowest offer or any offer at all. Prime Bank reserves the right to share the Bidder's response to this RFQ with its advisors and concern Business Units. Prime Bank reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any reason.



12	Manipulation and Action	Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.
13	Incomplete Bid	The bid will be automatically cancelled if the requisite terms & conditions are not fulfilled.
14	Seal Bid	All the envelopes shall be properly sealed and signed. Bids without seal and sign will not be considered. The Prime Bank Limited reserves the right to reject or accept any or all the bids without showing any reasons.
15	Documents	Valid Registration/ownership document, up-to-date VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate. Distributorship or Sole Distributorship certificate.
16	Bid Price	Bid prices must be quoted in BDT. The payment will also be made in BDT.

INFORMATION DATA SHEET OF BIDDER:

Name of the Company	:	
Usual Mailing Address	:	
Year of Establishment/Incorporation	:	
Number of years in operation	:	
Name with phone numbers of Key person (Chairman/Managing Director/other)	:	
Name, Designation with phone number of contact person	:	
VAT Registration No.	:	
TIN	:	
Name & location of Regional Offices with phone numbers	:	
Company Profile: Give a brief description of your company preferably in 100 words	:	
List of clients having work-order as same	:	
Name of Client (s)		Address with contact number

ELIGIBILITY REQUIREMENT FOR THE BIDDER

The bidder will respond to the required eligibility criteria in the tabular format according to Table 2.1. Particular eligibility criteria can be fulfilled by presenting the related documents demonstrating the eligibility. The reference (page number and section number) of the presented document must be mentioned in the response column.

Table 2.1: Response Format of the Bidder to Eligibility Criteria

Item	Eligibility Criterion	Required Response of the bidder (Should submit required documents with the bid in support of the response)	Compliant	Non-compliant	Remarks
1.	The bidder should be a legal entity and a registered company that has not been prohibited by Bangladeshi or international court(s) to enter into contracts. Should have at least 2 years of experience in the relevant business.	Certificate of incorporation and years of business as required Also, a declaration that none of the bidders has been prohibited by domestic or international court(s) to enter into contracts should be furnished.			
2.	The bidder should have its own/representative office and strong presence in Dhaka with well-equipped service/support/ system up-gradation cell manned with adequate qualified technical personnel for the maintenance and the support of the proposed products/ systems.	Proof of address of the registered office of all the participating bidders should be submitted. Floating or home addresses shall not be considered as established offices. Resume of qualified technical personnel should be submitted.			
3.	The bidder must be assessed under Income Tax Department	Proof of submitting tax return, Income Tax Certificate and VAT certificate in the latest fiscal year.			
4.	The bidder must hold manufacturer authorization on this bid for the items those are not produced by the bidder itself but offered in the bid	The bidder must submit such authorization letter from the original manufacturer.			
5.	All types of paper / documents should be serially numbered, and a clear indexing should be incorporated and bear a signature in	A document with page numbers and a proper index			

Item	Eligibility Criterion	Required Response of the bidder (Should submit required documents with the bid in support of the response)	Compliant	Non-compliant	Remarks
	each of those documents.				
6.	2 years of IT related business experience.	Work order or Client Certificate for similar solution.			

(Enclose necessary documentary proof)

Note: This should be in the letter head pad of the bidder and duly signed as per this format.

I/we solely declare that the statements made above are correct. I/We agree that any misstatement made by us, if detected later on, shall render our application unacceptable to the Bank.

(Signature)

(Name & designation of Authorized Signatory)

(Name & Address of the Bidder with Seal)

PAYMENT & SECURITY

- Payment will be made upon submission of invoice along with Musok 6.3 after successful renewal of subscription.



FINANCIAL PROPOSAL

S.N	Particular (Standard Subscription for 1 year)	Quantity	Unit Cost (Including VAT & Tax)	Total Cost (Including VAT & Tax)
1	Redhat Smart Management for Unlimited Guest, Standard (2 Socket) for 1 year	3		

In Words: _____

RFQ PREPARATION: The participant company must submit the offer in two separate envelopes. Each envelope should contain one hard copy & one soft copy (In a Flash Drive) of the Technical & Financial offers respectively. The two envelopes must be covered in a 3rd large envelope. All the envelopes will contain the full name and address of the participant company. The envelopes should be sealed & signed properly.

RFQ SUBMISSION ADDRESS:

Facility Management Division I Prime Bank Limited
Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda,
Pragati Sarani, Dhaka-1212

RFQ process Contact : Partha Sarathi Bairagi, Cell: 01730781194

Technical Clarification Contact: Tasnim Ahmad Muzahid, Designation-FAVP, Cell: 01916829805

After going through the terms & conditions, please submit proposal as per format mentioned above in your company's letterhead pad duly signed by authorized representative of your company. RFQ documents shall be dropped in the Tender box on **02 March 2023 before 3:00 PM**. No RFQ shall be entertained after the specified time and date. No RFQ document will be received by mail.

The Authority reserves the right to modify the terms and conditions as mentioned above, accept or reject any or all of the proposals or may divide the works amongst the participants without assigning any reason whatsoever.

Thanking You.



Kazi Sohel Masud
AVP & Unit Head, Procurement



Syed Ibne Shariar
Head of FMD