

**Facility Management Division**
**Ref: Prime/HO/FMD/IT/2022/473**
**Date: June 19, 2022**

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**Sub: Request for Quotation (RFQ) for purchasing of Computer Hardware (SSD, RAM, Keyboard, Mouse).**

Dear Concern,

Please be informed that Prime Bank Limited intends to purchase **Computer Hardware (SSD, RAM, Keyboard, Mouse)**. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

Computer Hardware Products:

Hardware items Description	Brand & Model	Capacity	Qty	Unit Price in BDT (inclusive VAT)	Total Price in BDT (inclusive VAT)	Remarks
Solid State Drive (SSD)	Please mention	240 GB	100 pcs			Any change in VAT by the govt. would be borne by the bank
RAM 1300/1600 BUS		4 GB	135 pcs			
USB Keyboard		Wired	50 pcs			
USB Mouse		Wired	50 pcs			

Terms & Conditions:

1. Delivery & Installation:
  - a. The supplier will deliver & install the products to the Bank's selected location (Paltan, Dhaka) as and when required. No additional cost will be paid by the bank for transportation.
  - b. In case of supplying inferior quality/defective goods; any change imposed by Prime Bank must be entertained.
2. Payment: Payment will be made within 30 (Thirty) days from bill receipt and payment will be made as per the following manner:
  - a. In case of bill amount/ work order amount at a time over Tk. 2,00,000.00, 90% of the unit price will be paid after satisfactory installation of the equipment.
  - b. Remaining 10% of the unit price will be paid after 06 (Six) months from the date of products delivery.
  - c. **The quoted amount must be included VAT but excluded from any kind of TAX. Bank will deduct VAT & AIT as per govt. rules.**
3. Warranty: During the period, the vendor shall repair any kind of defects including replacement of any parts at his own cost or replace the equipment, if necessary.
4. Support Level: The Supplier shall provide immediate response either by phone, e-mail or in person to any of the Purchaser's queries related to support and service.

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5. Validity of the Rate: The quoted rate and other terms and conditions should cover for at least a period of 06(Six) months from the submission date of RFQ.

6. Paper & Documents: The supplier has to submit the following paper & documents:

- a. Valid Registration/ownership document, VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate.
- b. Distributorship or Sole Distributorship certificate.
- c. Copies of work-orders and performance certificates of executing same work with different commercial Bank or Multi-National Companies.

**7. RFQ PREPARATION:** The participant company must submit the offer in two envelope system. One envelope will contain the technical offer and the other envelope will contain the financial offer. The two envelopes must be covered in a 3<sup>rd</sup> large envelope. All the envelopes will contain the full name and address of the participant company. The envelopes should be sealed & signed properly.

**8. RFQ SUBMISSION ADDRESS:**

Facility Management Division | 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: M. Saifur Rashid, Cell: 01777741882**

9. 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 26<sup>th</sup> June 2022 before 3:00 PM**. No RFQ shall be entertained after the specified time and date. No RFQ document will be received by mail.

10. 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