

Facility Management Division

Prime/HO/FMD/RFQ/2022/779

November 22, 2022

Subject : RFQ For Long Service Award Crest/Plaque

We would like to inform you that we are inviting RFQ for Certificates and Crest/Plaque for long service award of Prime Bank Limited.

You may participate in the RFQ procedure by submitting Financial Proposal in sealed envelope for the captioned work. If you are interested, you may visit to above mentioned places for verification/data collection.

Eligibility and other conditions:

1. Interested bidders may participate the RFQ as well as should have documentary evidence of the followings:
 - i) Should have minimum experience of 03 (Three) years' experience in the relevant field.
 - ii) Must have experience of executing work of Tk.10.00 Lac or above in a single tender.
 - iii) Should have valid Registration, ownership document, VAT & TIN certificate, up-to-date Trade License and Bank Solvency Certificate.
2. As per attached Bill of Quantity, the quotation of all items has to be submitted to us, which will be inclusive of material cost, wastage, cost for labor, carrying cost, income Tax & VAT etc.
3. The financial offer for the Captioned Work is to be submitted in the Tender Box kept at Facility Management Division, Prime Bank Limited, Head Office, Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 **by 03:00 pm on 28.11.2022 and may be opened at 03.30 pm on the same day.** To avoid social gathering, no bidders will be invited during the opening. However, participants list and financial status will be shared among the bidders through email.
4. Submission of RFQ after the specified time shall not be acceptable under any circumstances.

Please note that awarding of the job shall be subjected to the approval of the competent authority as per rules and procedure of our Bank without any binding on our part.

The Bank reserves the right to reject any or all of the proposals without assigning any reason whatsoever, or waive any irregularity in the proposal and the Bank will not be bound to accept either the lowest financial proposal or any other proposal.

For details information, you may call: 1. Mr. Patwary Tanvir Rahman Siddique, AVP – HRD, Cell: 01730791536
2. Kazi Sohel Masud, AVP & Unit Head, Procurement, Cell: 01730028367

Thanking you.



Syed Ibne Shariar
VP & Head of FMD,



Facility Management Division

BOQ for Long Service Award Crest

SL.	Description of Works	Size	Total (pcs)	Rate (Including VAT & AIT)	Total Amount (Including VAT & AIT)
01	Certificate for 5 Years Award Materials: 24 ounce board with 170 gm Art Paper pasting, press print, mat and spot lamination with die cutting, embossed block with foil print. Envelop- 170 gm art paper	5.25" x 10.5"	453 PCS		
02	Crest for 10 Years Award Materials: Acrylic (18+18= 36mm transparent) & Wood combination with multicolor UV print and velvet box.	3.25" x 8"	188 PCS		
03	Crest for 15 Years Award Materials: Acrylic (18+18= 36mm transparent) & Wood combination with multicolor UV print and velvet box.	3.5" x 9"	125 PCS		
04	Crest for 20 Years Award Materials: Acrylic (18+18= 36mm transparent) with multicolor UV print and velvet box.	4.5" x 9"	49 PCS		
05	Crest for 25 Years Award Materials: Acrylic (18+18= 36mm transparent) with multicolor UV print and wooden box.	4.5" x 9"	16 PCS		
Grand Total					
In word:					

