

PBL/HO/FMD/2023/753

December 13, 2023

The Managing Director/Proprietor

Dhaka.

Subject : Request for Quotation (RFQ) to supply blazer favouring Bank's tellers of Prime Bank PLC.

Dear Concern,

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

Specifications:

User/ Tellers	Items	Description of Items	Qty.	Rate		Rate per unit	Total Taka
				Fabrics	Stitching & logo		
Male	Blazers	Blazers (Fabrics, Stitching & logo)	283				
Female			125				
Grand Total =			408 (it is variable).				

Figure in word:

- Scope of works:** → 02 flap pockets and 01 chest pocket on top of left side.
→ 02 button in front of jacket and 04 button in each cuff of sleeves.
→ There will be 02 cuts/furrows at the back.
→ 2.75 inch lapels.
→ Best quality of inner fabrics.
→ Best quality of shoulder pad.

Delivery Place : Prime Tower (10th Floor), Plot No. 35 & 08, Airport Road, Nikunja - 2, Khilkhet C/A, Dhaka-1229.

Mode of Payment:

- Payment will be made on submission of invoice/bill by the supplier after satisfactory delivery & subsequent certification.
- Payment will be made through Pay Order or supplier's bank account of any branch of Prime Bank Limited.
- Payment will be made after deduction of VAT & AIT as per Government Rules.



Facility Management Division

Required Documents:

Bidders should be submitted photocopy of following documents along with the RFQ:

- a. Up-to-date Valid Trade License.
- b. Certificate of Incorporation (if any).
- c. Valid TIN Certificate
- d. VAT Registration Certificate
- e. Bank Solvency Certificate
- f. Experience Certificate/Work Order.
- g. Client list.

Quotation submitting and opening date:

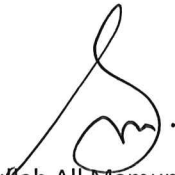
Sample of the item may be seen at **Administration Division, Prime Tower (10th Floor), Plot # 8 & 35, Nikunjo-2, Khilkhet C/A, Airport Road, Dhaka-1219** during office hours on or before **December 18, 2023**.

VAT, Income Tax etc. shall be applicable for deduction from the source as per Govt. Circular against the Bill of the supplier concerned, if awarded which may please be noted.

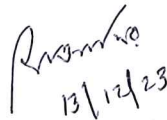
You are therefore, requested to submit your offers along with sample of cloth in a sealed envelope and marking on of the envelope "Financial Offer". Please drop your quotation in the tender box kept at the office of the undersigned from **10:00 am to 3.00 pm on December 19, 2023**. Tenders will be opened at **3.30 pm** on the same date and same place in presence of the Bidders who may like to attend.

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

NB: Please make sure that the questions are on your company Letterhead pad with seal.


Abdullah Al Mamun
SAVP & Head of GS
Administration Division

Thanking You,


Md. Muktedir Khan Chowdhury
SVP & Head of FMD