

**Facility Management Division**

Ref: Prime/HO/FMD/IT/2024/-16

Date: January 23, 2024

**Sub: Request for Quotation (RFQ) for purchasing of Laptop**

Dear Concern,

Please be informed that Prime Bank Limited intends to purchase **10 units Laptop**. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

**Products: Laptop**

Item Description	Unit Price (BDT)	VAT	Unit Price inclusive VAT	Quantity	Available quality at your ready stock	Remarks
Laptop				±10	Please Mention	

**Terms & Conditions:****1. Delivery & Installation:**

- The supplier will deliver & install the products to the Bank's selected location (Nikunja, Dhaka) as and when required. No additional cost will be paid by the bank for transportation.
- 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:

- 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.
- Remaining 10% of the unit price will be paid after 06 (Six) months from the date of products delivery.
- 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. Technical specification: Technical specification is given below at Table 'A'. Bidder's response will be filled up by participant companies.

**Table 'A': Specs for Laptop**

Particulars	Required Specification
Brand	Lenovo/HP/Dell
Model	Business Series
Processor	13th Generation Intel Core i5
Chipset	Intel Chipset compatible with processor
Storage	512GB PCIe® NVMe™ M.2 SSD TLC (factory built)
RAM	1 X 8GB DDR4 (factory built)
Display size	14" FHD (1920 x 1080)
Available Graphics	Please mention
Ports and Connectors	1x USB 3.2 Gen 1 Type-C with PowerShare 1x USB 3.2 Gen 1 Type-C 1x RJ-45 Ethernet Port 1x HDMI 2.1 Port 1x Universal Audio Port 1x Barrel Power Adapter Port 1x MicroSD 3.0 Card Slot 1x Wedge-Shaped Lock Slot
Audio	Dual Stereo Speakers
Webcam	HD Webcam With Digital Microphone
LAN/NIC	10/100/1000 GbE NIC
Wireless Technologies	Wi-Fi 6 or Higher
Bluetooth	Integrated Bluetooth® 5.3
Adapter Type	65 W USB Type-C® Adapter
Battery (minimum)	3-cell Lithium Ion Battery, Backup Time Minimum: 3 Hours
Product Dimension	Please Mention
Product Weight	Please Mention
OS	Windows 11 Pro (Licensed)
Warranty	03 (Three) Years Full Warranty with support and spare parts including Battery and Adapter
Delivery Time	Ready Stock (Preferable)

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

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



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**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:**

**Head of Facility Management Division**

Prime Bank, Head Office,  
Prime Tower (Ground Floor, Central Dispatch),  
Plot # 8 & 35, Nikunjo-2,  
Khilkhet, Airport Road, Dhaka-1229

**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 29<sup>th</sup> January 2024 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  
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