



Facility Management Division

RFQ: PBPLC./FMD/2024/107

February 19, 2024











Subject: Request for Quotation (RFQ) for purchasing of single, double seater Sofa & round tool for Prime Bank Banani & Khulshi Branch.

Please be informed that Prime Bank PLC intends to of single, double seater Sofa & round tool for Prime Bank Banani (Dhaka) & Khulshi (Chattogram) Branch. The selected vendor has to deliver the products to the Bank's selected location. For this purpose, you are requested to submit financial offer in your letterhead pad complying the following Terms & Conditions:

Financial Proposal:

1. Khulshi Branch					
Type	Color	Fabrics	Qty.	Unit Price	Total Price
Double Seater Sofa	Blue	Casarica Fabrics #33	5		
Single Seater Sofa	Blue	Casarica Fabric #33	5		
Double Seater Sofa	Green	Casarica Fabric #10	3		
Single Seater Sofa	Green	Casarica Fabric #10	3		
Double Seater Sofa	Gray	Casarica Fabric #5	2		
Single Seater Sofa	Gray	Casarica Fabric #5	3		
Total No. of Double Seater Sofa			10		
Total No. of Single Seater Sofa			11		
Khulshi Branch (Priority Banking)					
Type	Color	Fabric Type	Qty.	Unit Price	Total Price
Priority Banking Waiting Double Seater	Red	Casarica Fabrics	1		
Priority Banking Waiting/HOB Single Seater	Red	Casarica Fabrics	3		
Priority Banking Lobby		Weaver's leather	4		
Round Tool			6		
2. Banani Branch					
Type	Color	Fabric Type	Qty.	Unit Price	Total Price
Double Seater Sofa	Blue	Casarica Fabric #33	3		
Single Seater Sofa	Blue	Casarica Fabric #33	4		
Double Seater Sofa	Green	Casarica Fabric #10	1		
Single Seater Sofa	Green	Casarica Fabric #10	2		
Double Seater Sofa	Grey	Casarica Fabric #5	1		
Single Seater Sofa	Grey	Casarica Fabric #5	4		
Total No. of Double Seater Sofa			5		
Total No. of Single Seater Sofa			10		
Banani Priority Banking					
Type	Color	Fabric Type	Qty.	Unit Price	Total Price
Priority Banking Waiting/In charge room Double Seater	Red	Casarica Fabrics	2		
Priority Banking Waiting Single Seater	Red	Casarica Fabrics	1		
Priority Banking Lobby		Weaver's leather	4		
Round Tool			3		

Product Specifications:

SL	PARTICULARS	Sample Picture	Remarks	Handle Picture
1	WAITING SOFA (DOUBLE SEATER) Supply & fitting of waiting sofa fully upholstered with Foreign fabric. Sofa is designed with imported MS Legs. Sofa is made of seat and back with Rubber foam, structure made with Gorzan ply and gorzan wood, wooden frame, covered with foam and joined together by the means of nut and bolt in all respect. The sofa should be similar to indicative design & dimension. Design and Dimension will be as per Bank's approved sample accepted. Fabric Band: CASARICA, CAT NO:999, COLOR NO: #5, #10, #33		Consider double seater with same materials (Handle should be plained finish as like right side sofa).	
2	WAITING SOFA (SINGLE SEATER) Supply & fitting of waiting sofa fully upholstered with Foreign fabric. Sofa is designed with imported MS Legs. Sofa is made of seat and back with Rubber foam, structure made with Gorzan ply and gorzan wood, wooden frame, covered with foam and joined together by the means of nut and bolt in all respect. The sofa should be similar to indicative design & dimension. Design and Dimension will be as per Bank's approved sample accepted. Fabric Band: CASARICA, CAT NO:999, COLOR NO: #5, #10, #33		Approved (Handle should be plained finish as like right side sofa)	
3	PRIORITY WAITING SOFA (DOUBLE SEATER) Double seater sofa made of Gorjon wood framing inside and best quality foam covered with imported PU/rexin with SS 1"x1" hollow box leg. The stitching will be the best finish. The sofa should be similar to indicative design & dimension. Design and Dimension will be as per Bank's approved sample accepted.		Consider double seater with same materials (Handle should be plained finish as like right side sofa)	
4	PRIORITY WAITING SOFA (SINGLE SEATER) Double seater sofa made of Gorjon wood framing inside and best quality foam covered with imported PU/rexin with SS 1"x1" hollow box leg. The stitching will be the best finish. The sofa should be similar to indicative design & dimension. Design and Dimension will be as per Bank's approved sample accepted.		Approved (Handle should be plained finish)	
5	PRIORITY BANKING LOBBY SOFA (SINGLE SEATER) Single seater sofa made of Gorjon wood framing inside and best quality foam covered with imported PU/ Weaver's leather with wooden leg. The stitching will be the best finish. The sofa should be similar to indicative design & dimension. Design and Dimension will be as per Bank's approved sample accepted.			
6	WAITING AREA ROUND TOOL AS PER APPROVED MODEL.			

Eligibility and other conditions:

Interested bidders may participate in the RFQ as well as documentary evidence of the followings:

1. Supply & Delivery location:

- A. **Banani Branch:** House # 62, Block # E, Kemal Ataturk Avenue, Banani, Dhaka-1213
- B. **Khulshi Branch:** Arcadia Shopping Complex (1st Floor) Holding# 77/78, Road # 4 Zakir Hossain Road Khulshi, Chattogram.

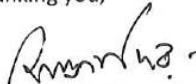
No additional cost will be paid by the bank for transportation.



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2. Practical work experience of minimum 05 (Five) years in relevant field. Copy of oldest Trade License need to be provided as proof.
3. Provide valid Trade License/Incorporation Certificate/Ownership Document, BIN, TIN Certificate & Bank Solvency Certificate.
4. Any vendor with previous negative experience with Prime Bank PLC. will be directly disqualified. Their financial offer will not be acceptable and will not be opened.
5. Any Fake, Tempering of Data, Manipulation or any kind of unusual approach or failure to submit the proposal/offer within the stipulated time frame will be treated as "Disqualification" to attend to the bidding.
6. The RFQ must be submitted in sealed envelope mentioning the name of work on top of the envelope to the office of the undersigned as per aforesaid date on **29.02.2024** within **3:00 pm** and the RFQ (Technical Proposal) will be opened at 3:30 pm on the same day.
7. The Proposal must be submitted in 2 (two) envelope system i.e. one "Technical Proposal" and another "Financial Proposal" mentioning Technical/Financial proposal on the top of each envelope. These two proposals will be submitted together in a sealed envelope. All the envelopes will contain the full name and address of the participant company. The name, address and telephone number of the contact person should be mentioned in the forwarding letter both of the "Technical Offer" and the "Financial Offer".
8. Payment: Payment will be made within 20 (Twenty) days from bill receipt. **The quoted amount must be included VAT & Tax. Bank will deduct VAT & AIT as per govt. rules.**
9. Banks Right: Banks (PBPLC.) reserves the right to accept/ cancel/ reject any or all offers without assigning any reason. Banks (PBPLC.) is not obliged to purchase the lowest offer or any offer at all. Banks (PBPLC.) reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Banks (PBPLC.) reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations
10. Please drop your tender – Prime Bank, Prime Tower (Ground Floor), Plot 8 & 35 Airport Road, Nikunja-2, Dhaka -1229
11. Point of Contact: Eng. Md. Delwar Hoosain Saidy (Cell: 01701204025)
12. 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 work amongst the participants

Thanking you,


Md Muktadir Khan Chowdhury
Head of FMD
