

Facility Management Division


RFQ: PBPLC. /FMD/2024/146

March 07, 2024

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

Please be informed that Prime Bank PLC intends to of **single, double seater Sofa & round tool for Prime Bank 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:

SL	PARTICULARS	QTY	UNIT	UNIT RATE, TK	AMOUNT, TK
1	BRANCH WAITING SOFA (DOUBLE SEATER) Supply & fitting of waiting sfa fully upholstered with Foreign fabric. Sofa is designed with MS Heat Coated 1"x1" hollow box leg. 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	10	PCS		
2	BRANCH WAITING SOFA (SINGLE SEATER) Supply & fitting of waiting sfa fully upholstered with Foreign fabric. Sofa is designed with MS Heat Coated 1"x1" hollow box leg. 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	11	PCS		
3	PRIORITY WAITING SOFA (DOUBLE SEATER) Dauble seater sofa made of Gorjon wood framing inside and best quality foam covered with imported PU/Weaver's leather,(CODE: BROWN-SIM-425-1-D) with MS Heat Coated 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.	1	PCS		
4	PRIORITY WAITING SOFA (SINGLE SEATER) Dauble seater sofa made of Gorjon wood framing inside and best quality foam covered with imported Weaver's leather,(CODE: BROWN-SIM-425-1-D) with MS Heat Coated 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.	3	PCS		
5	Round Tool 	6	PCS		
Total Amount, TK					



Facility Management Division**Eligibility and other conditions:**

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

1. Supply & Delivery location:

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.

2. Practical work experience of minimum 03 (three) 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 **13.03.2024** 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,



Kazi Sohel Masud
Unit Head of Procurement, FMD