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Subject: Request for Quotation for Engagement of International Courier Service Firms.

Dear all,

Please be informed that Prime Bank PLC. intends to fixing rate for Engagement of International courier service provider for head office and all branches. Unit rate may be fixed for next 06 months from the date of issuing notification of award/contract. The selected vendor has to deliver the products to the Bank's selected location as and when required at the approved rate. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

GENERAL GUIDELINES & Terms & Conditions:

1. The Company must have practical experience in this line of business (international) of any Bank/Financial Institutions for at least 5 (five) years.
2. The Company must have updated registration from Ministry of Posts & Telecommunication, valid VAT and TIN Certificate.
3. The bidders must submit full particulars for their offered services. The Proposal must be submitted in a single envelop will contain the full name and address of the participant company. Name, address and telephone number of contact person should be mentioned in the forwarding letter.
4. **Pre-bid meeting:** Interest bidder must attend pre-bid meeting which will be held at 11:45 a.m. on **12 May 2024** through Zoom platform/Physical at Prime Tower (10th Floor), Plot No. 35 & 08, Nikunja-2 C/A, Airport Road, Khilkhet, Dhaka-1229.
5. The RFQ 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".
6. Proposal should be submitted in a complete form duly signing each page, quoting rates in the specified space of the schedule both in figures and words and be dropped in closed and sealed envelope. The RFQ will be submitted **on or before 14 May 2024 by 3:30 p.m.** and clearly marked "**Engagement of International Courier Service**" on the top of the envelope.

 

→ The RFQ shall be submitted in the tender box kept at the following address:

**Prime Bank PLC., Head Office
Prime Tower (Ground Floor)
Plot No. 35 & 08,
Nikunja-2 C/A, Airport Road, Khilkhet, Dhaka-1229**

→ No quotation will be received by mail.

→ No RFQ shall be entertained after the specified time and date. RFQ Documents must be properly filled in, sealed and signed by authorized official with bidder's name, address, etc.

7. Vendor should mention how many years the Company is in the business of offered services. The Bank may inspect the Office(s) of the service providers, if required.
8. Validity : Service charge quoted by the bidder must remain valid for a period of 6 (six) Month. In this regard, a letter of undertaking should be submitted with the bid.
9. Undertaken : All selected international courier companies or their local agents shall have to furnish an undertaking ensuring safe and timely delivery of our documents and parcels to the addresses properly.
10. Documents pick up time : All Documents/Parcels must be picked up by your authorized deliverymen from Central Despatch, Card, ADC, MSME, Consumer Banking, TSD, Credit Administration, Wholesale Banking Division, other Divisions of Head Office and Branches twice daily in every working day as per following schedule:
1st Pickup time – 12:00 Noon
2nd Pickup time - 06:00 P.M.
11. Delivery time: 24 to 72 hours from pick up time.
12. Security Deposit: The selected vendor (s) will have to deposit an amount of **Tk.50,000** (Fifty thousand) only in the form of Pay Order/Bank Guaranty favoring of Prime Bank Ltd. which will be utilized to compensate any possible loss of Bank's property that may arise due to negligence and carelessness of the service team provided by the courier company.
13. Only offers submitted in this prescribed schedule with seal & signature of the company will be considered.
14. Payment: Payment will be made within 30(thirty) days after receiving invoice/ bill from the Service Provider as per the following terms & Conditions:
 - Payment will be made after receiving POD
 - Payment will be made after deduction of VAT & AIT as per Government Rules.

15. LIST OF PAPERS / DOCUMENTS TO BE SUBMITTED:

Photocopy of following documents should be submitted along with the offer:

- Up-to-date/ Valid Trade License.
- Certificate of Incorporation (if any)
- Memorandum & Articles of Association (in case of limited company)
- Registration from Ministry of Posts & Telecommunication
- Letter of authorization (for international courier service)
- Up-to-date TIN/BIN Certificate
- VAT Registration Certificate

- Bank Solvency Certificate
- Experience Certificate in support of 5 (five) years operation with banks/financial institutions.
- List of present clients.

16. After going through the terms & conditions, if you are interested to participate in the bidding process. Please submit your proposal in your company's letterhead pad as per above mentioned format duly signed by your company's authorized representative. No quotations shall be dropped before or after this time period.

17. Prime Bank PLC. reserves the right to accept or reject any quotation without any explanation.

N.B. For any clarification, Mr. Kamrul Hossain Bhuiyan, Executive Officer Cell: +8801730 781176 of Administration Division may be contacted over phone.

Regards.



Kazi Sohel Masud
AVP & Unit Head-Procurement
Facility Management Division



Shah Jishan Md. Ataul Kadir
VP & Head of Administration Division

Appendix - 1

Financial Proposal for International Courier Service:

(Figure in USD)

Sl.	Name of Country	Document				Parcel				Remarks
		0.5kg	1kg	2kg	3kg	1kg	2kg	5kg	10 kg	
01	India									
02	Hongkong,									
03	Singapore,									
04	Thailand									
05	Italy, Germany, France, Belgium,									
06	Denmark									
07	UK									
08	S. Korea, Taiwan									
09	USA, Canada									
10	Nepal									
11	Malaysia, Indonesia									
12	Philippine									
13	UAE									
14	Austria									
15	Australia, New Zealand									
16	Switzerland									
17	Sweden									
18	Oman									
19	China									
20	Mexico									
21	Poland									
22	Romania									
23	Russia									
24	Syria									



25	Saudi Arabia									
26	Japan									
27	Egypt									
28	Turkey									
29	Jordan									
30	Pakistan									
31	Bhutan									
32	Spain									

Note : No other charges shall be entertained beyond the above rate of charges.

SIGNATURE OF THE KEY PERSON WITH DATE

FULL NAME _____

NAME OF THE COMPANY _____

COMPANY SEAL _____

