

**Facility Management Division**

Ref: Prime/HO/FMD/IT/2024/337

Date: June 04, 2024

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**Sub: Request for Quotation (RFQ) for purchasing of Desktop for Prime Bank PLC.**

Dear Concern,

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

Products: Desktop

Item Description	Unit Price inclusive VAT	Quantity	Total Price inclusive VAT	Available quality at your ready stock	Remarks
Desktop		±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 & TAX. Bank will deduct VAT & AIT as per govt. rules.**

**3. Warranty:** During the warranty 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.**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 Desktop**

Particulars	Required Specification
Brand	Dell/Lenovo/HP
Model	Business Series
Processor	12th Generation Intel Core i5
Clock Speed	3.0 GHz with Turbo Frequency or Higher
Processor Core	6 Core (12 Thread Preferable) or Higher
Processor Cache Memory	Please Mention
Graphics	Please Mention
Chipset	Enterprise Class Chipset
Casing	Small Form Factor (Preferred)
Storage	500GB M.2 NVME SSD (factory built) or Higher
RAM	1 X 8GB DDR4 (factory built) or Higher
Expansion Slots & Ports & Connectors (HDMI & VGA)	Please Mention
NIC	10/100/1000 Ethernet Remote Wakeup and PXE Support
Monitor Screen Size	18.5" or Higher Color LED (with HDMI and VGA Port)
Monitor Screen Resolution	FHD (1920 x 1080) Preferred
Keyboard	USB Keyboard (same as OEM brand)
Mouse	USB Optical Scroll Mouse (same as OEM brand)
Wi-Fi /Bluetooth	Not Required
Optical Drive	Not Required
Operating System	Windows 11 Pro (Licensed)
Warranty	03 Years full Warranty with Support & Spare Parts
Delivery Time	Ready Stock
Country of Origin	Please Mention
Country of Manufacturer	Please Mention

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.

7. Validity of the Rate: The quoted rate and other terms and conditions should cover for at least a period of 06(Six) months from the submission date of RFQ.



**8. 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.

**9. RFQ SUBMISSION ADDRESS:**

Facility Management Division, Prime Bank Limited,  
Prime Tower (10<sup>th</sup> Floor), Plot # 8 & 35, Nikunjo-2,  
Khilkhet, Airport Road, Dhaka-1219

**RFQ process Contact : Partha Sarathi Bairagi, Cell: 01730781194**

**Technical Clarification Contact: M. Saifur Rashid , 01777741882**

10. 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 10<sup>th</sup> June 2024 before 3:00 PM**. No RFQ shall be entertained after the specified time and date. No RFQ document will be received by mail.

11. 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  
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