

**Facility Management Division**

Ref: Prime/HO/FMD/IT/2024/378

Date: July 01, 2024

**Sub: Request for Quotation (RFQ) for purchasing 10 units Laptop****Dear Concern,**

Please be informed that Prime Bank PLC. 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 & Tax | 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 and 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 (factory built)                                                                                                                                                         |
| RAM                   | 1 X 8GB DDR4 (Factory Built)                                                                                                                                                                      |
| Display size          | 14" FHD (1920 x 1080)                                                                                                                                                                             |
| Available Graphics    | Please mention                                                                                                                                                                                    |
| Ports and Connectors  | 2x USB 3.2 Gen 1 Type-C (USB Power Delivery)<br>2x USB Type-A<br>1x RJ-45 Ethernet Port<br>1x HDMI 2.1 Port<br>1x Universal Audio Port<br>1x Barrel Power Adapter Port<br>Others (Please Mention) |
| Audio                 | Dual Stereo Speakers                                                                                                                                                                              |
| Webcam                | HD Webcam With Digital Microphone                                                                                                                                                                 |
| LAN/NIC               | 10/100/1000 GbE NIC                                                                                                                                                                               |
| Wireless Technologies | Wi-Fi 6E and Bluetooth® 5.3 or Higher                                                                                                                                                             |
| Adapter Type          | 65-watt AC Adapter, Straight USB-C connector, nPFC                                                                                                                                                |
| Battery (minimum)     | 3-cell 51 WHr Long Life, Fast Charge Battery (or Higher)                                                                                                                                          |
| Product Dimension     | Please Mention                                                                                                                                                                                    |
| Product Weight        | Please Mention                                                                                                                                                                                    |
| OS                    | Windows 11 Pro (Licensed) Prebuild from OEM                                                                                                                                                       |
| Warranty              | 03 (Three) Years Full Warranty with support and spare parts including Battery and Adapter                                                                                                         |
| Delivery Time         | Ready Stock (Preferable)                                                                                                                                                                          |

6. 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.

7. 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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**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:**

**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**

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 8<sup>th</sup> July 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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