



# Prime Bank

Facility Management Division

Ref: HO (FMD)/421/2024

July 16, 2024

The Managing Director/Proprietor

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**Subject : Request for Quotation for supplying Summer Liveries (Pants and shirts) for Bank's Support Staff (Permanent & Casual).**

Dear Concern,

Bank management is pleased to invite sealed quotations from reputed suppliers for the following items complying specifications and terms & conditions as mentioned below:

**Specifications:**

**Table # A**

| User                                                                      | Number of Persons | Shirt              |                     | Pant   |                     |
|---------------------------------------------------------------------------|-------------------|--------------------|---------------------|--------|---------------------|
|                                                                           |                   | Colour             | Quantity Per Person | Colour | Quantity Per Person |
| Support Staff (Driver - Permanent & Casual)                               | 90                | Crème Decent       | 3 pcs. per person   | Black  | 2 pcs. per person   |
| Support Staff (Electrician, Plumber, Gen. Opt. etc. - Permanent & Casual) | 23                | Light Gray & White | 3 pcs. per person   | Black  | 2 pcs. per person   |

**Table # B : Financial Proposal**

| Description of Items                         | Qty. | Rate  |                  | Unit Rate per unit | Total Taka |
|----------------------------------------------|------|-------|------------------|--------------------|------------|
|                                              |      | Cloth | Stitching & logo |                    |            |
| Pants (Cloth & Stitching)                    | 226  |       |                  |                    |            |
| Full Sleeve Shirts (Cloth, Stitching & logo) | 339  |       |                  |                    |            |
| Grand Total                                  |      |       |                  |                    |            |

Figure in word:

**Payment:**

- Payment will be made on submission of invoice/bill by the supplier after satisfactory delivery & subsequent certification.
- Payment will be made through supplier's bank account of any branch of Prime Bank Limited.
- Payment will be made after deduction of VAT & AIT as per Government Rules.

Contd..P/2



**Required Documents:**

Bidders should be submitted photocopy of following documents along with the RFQ:

- a. Up-to-date Valid Trade License.
- b. Certificate of Incorporation
- c. Valid TIN Certificate
- d. VAT Registration Certificate
- e. Bank Solvency Certificate
- f. Experience Certificate/Work Order.
- g. Client list.

**Sample :**

Sample of the item may be seen at **Administration Division, Prime Tower (10<sup>th</sup> Floor), Plot # 8 & 35, Nikunjo-2, Khilkhet, Airport Road, Dhaka-1229** during office hours on or **before 24 July 2024**.

VAT, Income Tax etc. shall be applicable for deduction from the source as per Govt. Circular against the Bill of the supplier concerned, if awarded which may please be noted.

**RFQ submission:**

All RFQ including supplementary data and information shall be in English. The RFQ is to 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". The RFQ shall be marked with **"Proposal for Summer Liveries (Pants and shirts)"**.

→ The RFQ shall be submitted in the tender box on **25 July 2024 by 3:00 PM** 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.

The RFQ shall be dropped in the tender box kept at the address mentioned above and open in the same day same place at 3:30 PM. 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.

Successful bidder, to whom work order will be issued, must execute the work within the time stipulated in the work order. Failure to execute the work as per conditions of work order may be fall under penalty.

Prime Bank Management reserves the right to accept, modify or reject any or all the offers without assigning any reason whatsoever.

The Bank shall not be bound or under any obligation to accept the lowest quotation.

Manipulation or any kind of unusual approach may lead to disqualification of the proposal.

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