



Facility Management Division

Prime(H0)/FMD/RFQ/SDL/2024/420

July 16, 2024

Subject: Request for quotation for fixing the rate of supplying Trolley Cabinet for different Branches of Prime Bank PLC.

Dear Concerned,

Please be informed that Prime Bank PLC. wants to fix the rate with vendors for supplying rate for Trolley Cabinet to storage Card and Cheque in Branches. In this regard we are seeking your application with details documents for engagement. The rate that has been fixed for next 06 months from the date of issuing 1st work order. The selected vendors have to serve the Bank as and when required with the approved rate. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying with the following Terms & Conditions:

Sl	Location	Description	Unit Rate (including VAT & AIT)
01	Different Branches of Bank, country wide	Size : Height 36" Width 30" Depth 20"	

Specifications:

Outside Body: Outside made by 20 gauge ms sheet

Inside Body: Inner drawer unit made by 22 gauge ms Sheet

Lock: Individual Locks will being fitted with every drawer.

Painting Work: Heat Paint

Other Accessories : Best quality wheel 4 pcs

Note: Submit your offer with: a. Including VAT & AIT
b. Delivery, loading, setting and shifting charge.

Bidder must submit photocopy of following documents along with the RFQ

- Up-to-date Valid Trade License.
- Certificate of Incorporation in case of Limited Company.
- Valid TIN Certificate.
- VAT Registration Certificate.
- Bank Solvency Certificate.
- Experience Certificate/Work Order.

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After going through the terms & conditions, if you are interested to participate in the bidding process, please submit your proposal in your company's letter head pad as per above mentioned format duly signed by your company's authorized representative. 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 quotation shall be dropped in the Tender Box kept at Facility Management Division, Head Office, Prime Bank PLC., Prime Tower (Ground Floor, Central Dispatch) Plot No.35 & 08, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229 on **July 25 , 2024 by 03.00 p.m.** and clearly marked **"Trolley Cabinet"** on the top of the envelope. No quotations shall be dropped before or after this time period.

The Bank reserves the right to accept or reject any or all the offers in full or part with or without assigning any reason whatsoever and Bank shall not be under any obligation to accept the lowest quotation.

Thanking You,

Kazi Sohel Masud
AVP & Unit Head,
Procurement-FMD