

## Facility Management Division

Ref: Prime/HO/FMD/IT/2024/790

Date: December 12, 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 &amp; 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

Please find the below mentioned Technical Specifications for **Desktop** Procurement.

**Technical Specification for Desktop**

| Particulars                    | Required Specification   |
|--------------------------------|--|
| Brand                          | Dell/Lenovo/HP   |
| Model                          | Business Series  |
| Processor                      | 13th Generation Intel Core i5  |
| Clock Speed                    | 3.0 GHz with Turbo Frequency (or Higher)   |
| Processor Core                 | 8 Core, 16 Thread (or Higher)  |
| Available Graphics             | Please Mention   |
| Chipset                        | Intel H670 or Higher   |
| Casing                         | Small Form Factor (SFF) Preferable   |
| Dimensions (H X W X D)         | Please Mention (in cm)   |
| Storage                        | 512GB M.2 NVME SSD (factory built)   |
| RAM                            | 1 X 16GB DDR4 (factory built)  |
| Expansion Slots/Bays           | Please Mention   |
| Ports & Connectors             | Front:<br>1x Headphone/Microphone Combo<br>2x USB 3.2 Type-A Port<br><i>Others (Please Mention)</i><br>Rear:<br>1x audio-in/out port<br>1x RJ-45 Port<br>1x HDMI Port<br>1x DisplayPort™<br>4x USB 3.2 Type-A Port<br><i>Others (Please Mention)</i> |
| LAN/NIC                        | Gigabit Ethernet 10/100/1000 Mbps  |
| Monitor                        | 19" or Higher IPS LCD (with HDMI/DisplayPort™ Cable)   |
| Keyboard & Mouse               | USB Keyboard & Mouse (Mention Details)   |
| Wi-Fi /Bluetooth/Optical Drive | Not Required   |
| Operating System               | Windows 11 Pro (Licensed)  |
| Warranty                       | 03 (Three) Years full Warranty with Support & Spare Parts  |
| Delivery Time                  | Ready Stock (Preferable)   |



### Technical Specification for Monitor

| Particulars             | Required Specification   |
|-------------------------|--|
| Brand                   | HP/Dell/Lenovo   |
| Model                   | Business Series  |
| Ports and Slots         | 1x HDMI Port<br>1x DisplayPort™<br>1x VGA Port<br>(Please Mention) |
| Resolutions             | Please Mention   |
| Display size (diagonal) | 19 Inch or Higher  |
| Panel technology        | IPS (Preferable)   |
| Brightness              | 200 nits or Higher   |
| Warranty                | 03 Years (Full Support & Spare Parts)                              |
| Delivery Time           | Ready Stock  |

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: Khandaker Naim Hossain, Cell:01671900150**

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



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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  
AVP & Unit Head, Procurement  
Tel: 09610990000, Ext-11014