

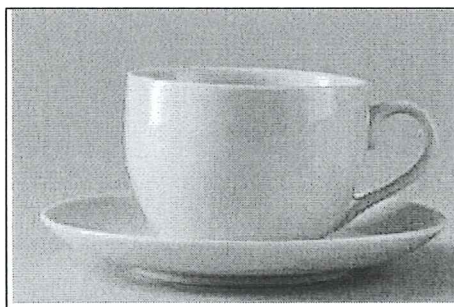
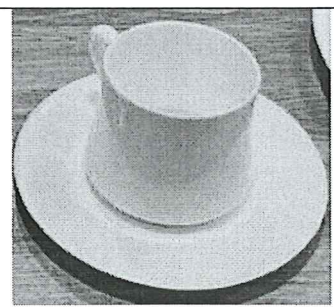
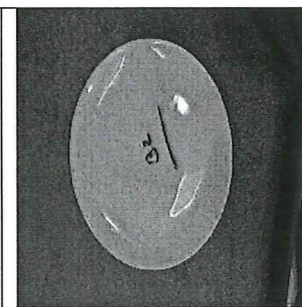
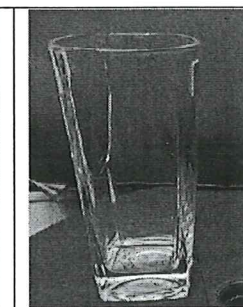
**Subject: Request for Quotation (RFQ) for Purchasing Crockeries for Branches of Prime Bank PLC.**

Prime Bank PLC. intends to Purchase Crockeries items for all branches. The selected vendor has to deliver the products to the Bank's selected location. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

**Product: Financial Price Format**

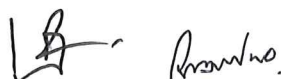
SL.	Item Names	Quantity	Unit Price (BDT) (Inclusive AIT & Exclusive VAT)	VAT Amount for Per Unit (BDT)	Total Price (BDT) (Inclusive AIT & Exclusive VAT)
01	Cup	1500			
02	Saucer	1500			
03	Half Plate	1500			
04	Water Glass	1500			
Grand Total Price (BDT) Inclusive AIT & Exclusive VAT					

**Product Sample Pictures:**

			
Sample Picture - Option 1 for Cup & Saucer	Sample Picture - Option 2 for Cup & Saucer	Sample Picture - for Half Plate	Sample Picture - for Water Glass

**Technical/Product Specifications:**

- Material should be Bon China/ Porcelain (food-grade, lead-free).
- Dimensions and Capacity: Please mention the dimensions & capacity in the proposal as below:
  - Cups: Specify the capacity in milliliters or ounces. Include approximate top diameter, bottom diameter, and height if critical.
  - Saucers: Specify the approximate diameter.
  - Half Plates: Specify the approximate diameter or dimensions.
  - Water Glasses: Specify the desired capacity in milliliters or ounces. Include approximate top diameter, bottom diameter, and height if critical.
- Design and Appearance: As like the picture.
- Please mention Durability & Quality Standard in the proposal.
- Please mention Packaging details (e.g., individually wrapped, in sets, bulk packed in cartons) in the proposal.
- Please mention Delivery details in the proposal.

**Terms & Conditions:**

1. The supplier shall deliver the crockeries items to the Bank's selected location (Prime Aspire) as and when required. No additional cost will be paid by the bank for transportation.
2. In case of supply of inferior quality/defective goods; any change required by Prime Bank must be entertained.
3. Supplier will submit all necessary company legal documents.
4. Payment will be made within 15 (fifteen) days only after successful delivery of the products based on Challan, delivery completion report. Partial /phase by phase payment may be allowed.
5. **Warranty:** Mentioned by bidder.
6. **Paper & Documents:** The supplier has to submit the following paper & documents:
  - a. Valid Registration/ownership document, VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate.
  - b. Distributorship or Sole Distributorship certificate.
  - c. Copies of work-orders and performance certificates of executing same work with different commercial Bank or Multi-National Companies.
7. **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.
8. **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: Md. Emranul Haque Sarker, Cell: 01730716775;**

**Technical Clarification Contact: Kazi Reshad Mahboob, Cell: 01967809811;**

- 9 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 June 19, 2025 by 03:00 PM.** No RFQ shall be entertained after the specified time and date. No RFQ document will be received by mail.
- 10 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.

  
**Head of Facility Management Division**

Tel: 09610990000-Ext. 11014

