

Facility Management Division

Prime/HO/FMD/RFQ/2025/508

August 13, 2025

Subject: Request for Quotation (RFQ) for Supplying of Cleaning Material Items for Prime Bank PLC.

Dear Concern,

Prime Bank intends to select supplier for Cleaning Material Items for upcoming six months. In this regard interested bidders are requested to submit financial offer in their letterhead pad duly signed with sealed envelope. The envelope must be marked as "Quotation for **Cleaning Material Items**". Product particulars, unit type and specification of Cleaning Material Items are attached herewith as Annexure-A.

Terms & Conditions:


1	Product price will remain valid for six (06) months from the date of issuing first work order.
2	The suppliers must maintain sufficient stock of each item to meet the bank's need at any time.
3	The vendor will be responsible for supplying the items to different Divisions/Departments (located at Gulshan, Khilkhet, Middle Badda and Ctg. Hub area) at their own transportation cost & responsibilities as per brand, country of origin etc.
4	Payment will be made based on the delivery challan duly signed by receiving officer of the concerned division/ department.
5	The quoted prices shall include AIT, exclude VAT. Bank will deduct AIT as per government rules.
6	Bidder must submit photocopy of following documents along with the RFQ: <ul style="list-style-type: none"> a. Up-to-date Valid Trade License. b. Certificate of Incorporation in case of Limited Company. c. Valid TIN Certificate. d. VAT Registration Certificate. e. Bank Solvency Certificate. f. Experience Certificate/Work Order. g. Client list
7	In case of supply inferior quality goods, any change request by Prime Bank must be entertained instantly.
8	If the quality is not maintained or you delivered inferior/ damaged/ expired goods, you shall be liable for penalty Tk500 (Five Hundred only) for per inferior/ damaged/ expired items, which shall be deducted from your bill.
9	The Bank shall not be bound or under any obligation to accept the lowest quotation.
10	Quotations have to be submitted as per our enclosed list of items maintaining serial along with company seal and authorized signature in each page. Alternative product offer will not be accepted.
11	The intending Bidder must quote the rate with computer typing. No handwriting is allowed.
12	Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever.

The Proposal must be submitted in the tender box kept at Prime Tower (Central Dispatch, Ground Floor), Plot # 08 & 35, Nikunja – 2, Khilkhet C/A, Airport Road, Dhaka-1229 on **August 20, 2025 from 10.30 am to 03.00 pm** and the tender will be opened on the same day at 3.30 pm.

For details information, you may call Md. Emranul Haque Sarker, Cell # 01730716775

Regards,


Sayem Uddin Ahammed
 In Charge of Admin. Division


Tanveer Ahamed
 Head of Procurement-FMD

Annexure A:

SL	Item Name	Size	UOM	Unit Price (BDT) Including AIT & Excluding VAT
1	Harpic	500ml	Per Bottle	
2	Lizol	500ml	Per Bottle	
3	Tixol	500ml	Per Bottle	
4	Mr Brasso Glass Cleaner With Spray head	250ml	Per Bottle	
5	Mr Brasso Glass Cleaner Without Spray head	250ml	Per Bottle	
6	Naphthalene	60Pcs Pack	Per packet	
7	Naphthalene	30 Pcs Pack	Per packet	
8	Odonil Air Freshener	50gm Pack	Per packet	
10	Odonil Air Freshener	75gm Pack	Per packet	
11	Cloth Duster	Regular	PCS	
12	Mop Cotton Wet	1 Pcs	PCS	
13	Dry Mop	1 Pcs	PCS	
14	Flower Broom	Soft	PCS	
15	Coconut Broom Long Handle	1 Pcs	PCS	
16	Coconut Broom Short Handle	1 Pcs	PCS	
17	Hand Gloves (Toilet Cleaning Purpose)	1 Pair	Per Pair	
18	Dust Bin Poly	10 kg Size	Per Kg	
19	Dust Bin Poly	20 Kg Size	Per Kg	
20	Dust Pan- Long handle	1 Pcs	PCS	
21	Dust Pan Small	1 Pcs	PCS	