

PRIME/HO/FMD/RFQ/2026/058

January 21, 2025

**Subject : RFQ For supplying New Year Photo Frame for Prime Bank PLC.**

We would like to inform you that we are inviting RFQ for supplying New Year Photo Frame of Prime Bank PLC.

You may participate in the RFQ procedure by submitting Technical and Financial Proposal in sealed envelope for the captioned work. If you are interested, you may visit to above mentioned places for verification/data collection.

**Specifications and BOQ for New Year Photo Frame:**

Item Name	Quantity	Unit Rate (Including AIT, excluding VAT)	Total Amount (Including AIT, excluding VAT)
Photo Frame : 2mm PK acrylic frame box with back side digital UV print as per attached sample Size : 9.50" X 7.50" X 2.5" Packing : 50pcs./Box suitable for courier.	3,300 pcs		

**Eligibility and other conditions:**

1. Interested bidders may participate the RFQ as well as should have documentary evidence of the followings:
  - a. The intending Bidders have to apply in their letter head pad. They should fulfill the following minimum qualifications and requirements for their participation in the said tender.
  - b. Interested bidders must have at least 5 (Five) years relevant experience in this line of business and must have efficient technical team to execute the work within the stipulated time.
  - c. Interested bidders must have own office and factory.
  - d. Has/Have executed work order of minimum Tk10.00 (ten) lac in a single work order.
  - e. Following papers/documents must be sent with the proposal:
    - i. Valid Trade License.
    - ii. Bank solvency certificate/documents with Bank Statement of last six months
    - iii. VAT Registration certificate, Up-to-date TIN certificate and Up-to-date copy of TAX payment receipt.
    - iv. Client list with goodwill certificate (If available) and Experience certificate/Work Order (If available)
    - v. Company Profile.
2. As per above mentioned Bill of Quantity, the quotation of all items has to be submitted to us, which will be inclusive of material cost, wastage, cost for labor, carrying cost, Income Tax & excluding VAT etc.



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3. The technical and financial offer for the Captioned Work is to be submitted 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 **by 03:00 pm on January 27, 2026 and may be opened at 03.30 pm on the same day.** The Tender must 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". No bidders will be invited during the opening.

4. Submission of RFQ after the specified time shall not be acceptable under any circumstances.

5. Participated bidder have to submit 01 (one) sample for each item by own cost which may not be refundable.

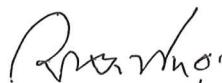
Please note that awarding of the job shall be subjected to the approval of the competent authority as per rules and procedure of our Bank without any binding on our part.

The Bank reserves the right to reject any or all of the proposals without assigning any reason whatsoever, or waive any irregularity in the proposal and the Bank will not be bound to accept either the lowest financial proposal or any other proposal.

**For details information, you may call:**

1. Md. Razu Ahmed, Officer, Procurement, Cell: +8801714-744931
2. Md. Noman Sarker, Officer, Procurement, Cell: 01313476850.

Thanking you.



Md. Muktadir Khan Chowdhury  
Head of FMD

