

**Procurement Department**

PRIME/HO/Proc./RFQ/2026/114

February 15, 2026

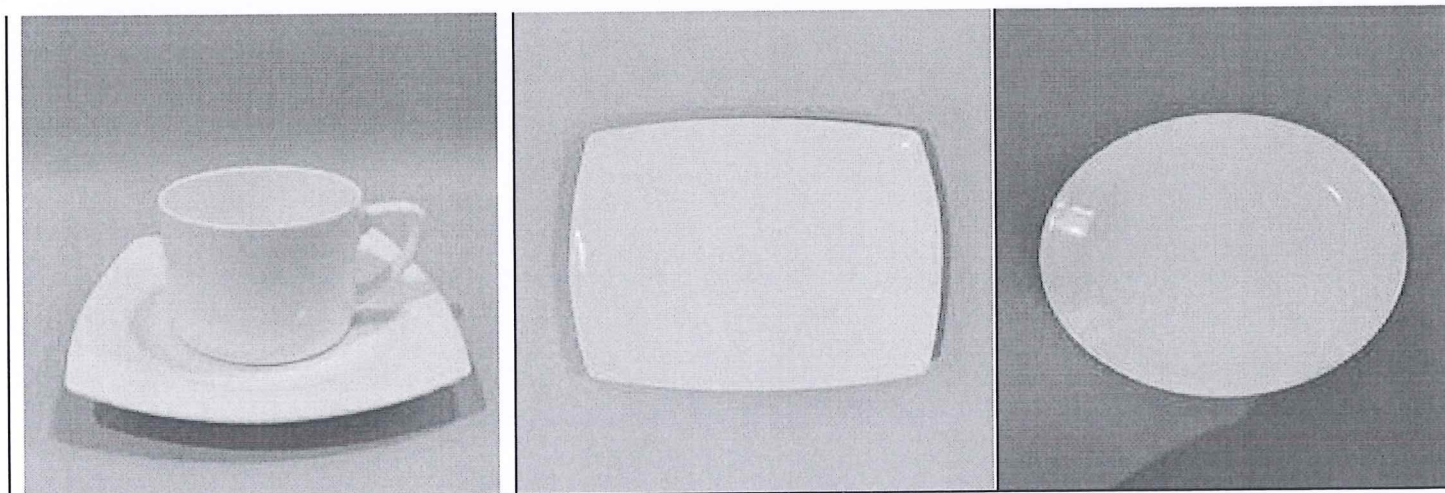
**Subject: Request for Quotation (RFQ) for Purchasing Crockeries for Branches and Sub-Branches of Prime Bank PLC.**

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 company letterhead pad complying the following Terms & Conditions:

**Table – A: Financial Price Format - Tea Cup & Saucer, Desert Plate, water Glass for Metro Area :**

SL.	Item Names	Quantity	Unit Price (BDT) (Inclusive AIT & VAT)	Total Price (BDT) (Inclusive AIT & VAT)
01	Cup	930		
02	Saucer	930		
03	Dessert Plate/Half Plate	930		
04	Water Glass (Clear)	930		
Grand Total Price (BDT) Inclusive AIT & VAT				

**Product Sample Pictures - Tea Cup and Saucer, Desert Plate for Metro Area :**



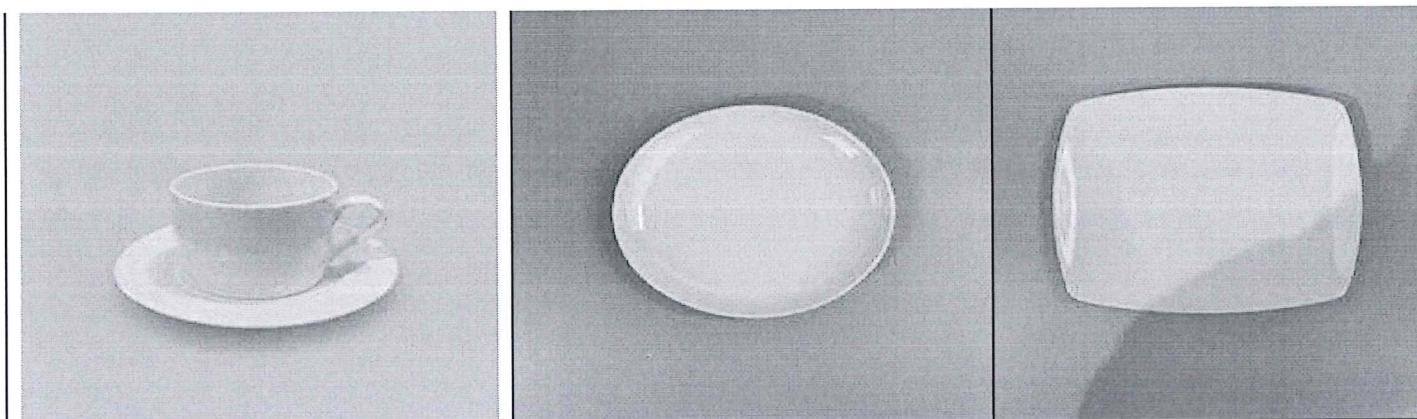
**Table – B : Financial Price Format - Tea Cup & Saucer, Desert Plate, Water Glass for Rural & Urban Area:**

SL.	Item Names	Quantity	Unit Price (BDT) (Inclusive AIT & VAT)	Total Price (BDT) (Inclusive AIT & VAT)
01	Cup	1,570		
02	Saucer	1,570		
03	Dessert Plate/Half Plate	1,570		
04	Water Glass (Clear)	1,570		
Grand Total Price (BDT) Inclusive AIT & VAT				

*Handwritten signatures/initials*

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### Product Sample Pictures - Tea Cup and Saucer, Desert Plate for Rural & Urban Area :



### 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.
  - Dessert Plate/Half Plates : Specify the approximate diameter or dimensions.
  - Water Glasses (Clear) : 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, Gulshan Avenue – 1, Dhaka – 1212) 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

*Handwritten signatures*



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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 Procurement**


Prime Bank PLC., Head Office,  
Prime Tower (Ground Floor, Central Dispatch),  
Plot # 08 & 35, Nikunja-2,  
Airport Road, Khilkhet C/A, Dhaka-1229

**RFQ Process Contact: Md. Razu Ahmed, Cell : 01714744931;**

**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 February 19, 2026 by 03:00 PM**. Please provide sample of each item when submit the proposal. 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 Procurement  
Tel: 09610990000-Ext. 11014  
15.02.26

