

Procurement Department

Ref: Prime/PD/IT/2026/169

Date: March 02, 2026

Sub: Request for Quotation (RFQ) for purchasing Desktop for Prime Bank PLC.**Dear Concern,**

Please be informed that Prime Bank PLC. intends to purchase **± 10 units Desktop PC**. 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 PC

| Item Description | Unit Price (BDT) Including VAT and AIT | Quantity | Total Price (BDT) Including VAT & AIT | Delivery Time |
|------------------|--|----------|---------------------------------------|-----------------------|
| Desktop | | ± 10 | | ready stock preferred |

Terms & Conditions:**1. Delivery & 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 & 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 PC

| Specification for Desktop PC | | |
|------------------------------|--|-----------------|
| Particulars | Required Specification | Bidder Response |
| Brand | Asus/DELL/HP/Lenovo | |
| Model | Business Series (Please mention the model) | |
| Processor | 14th Generation Intel Core i5 (or Higher) | |
| Processor Core | 10 Cores, 16 Threads (or Higher) | |
| Available Graphics | Intel Graphics | |
| Chipset | Intel 700 Series (Preferable) | |
| Casing | Small Form Factor (Preferable) | |
| Dimensions (H X W X D) | Please Mention | |
| Storage | 512GB M.2 NVME SSD (Factory Built) | |
| RAM | 16GB DDR5 (Factory Built) | |
| Ports & Connectors | Please Mention | |
| LAN/NIC | Gigabit Ethernet 10/100/1000 Mbps | |
| Monitor Size/Panel Details | 18.5" or Higher IPS LCD (with HDMI/DisplayPort™ Cable) | |
| Keyboard & Mouse | USB Keyboard & Mouse (Mention Details) | |
| Operating System | Windows 11 Pro (Licensed) | |
| Warranty | 03 (Three) Years full Warranty with Support & Spare Parts | |
| Country of Origin | Please Mention | |
| OEM Partnership | Must provide proof of authorized OEM (Original Equipment Manufacturer) partnership | |
| Delivery Time | Ready Stock (Preferable) | |

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 3rd 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 Department
Prime Bank PLC, Head Office,
Prime Tower (Ground Floor, Central Dispatch),
Plot # 8 & 35, Nikunjo-2,
Khilkhet, Airport Road, Dhaka-1229

RFQ process Contact : Partha Sarathi Bairagi, Cell: 01730781194

Technical Clarification Contact: Mashrubul Foyzal Shuvo, Cell: 01730333059

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 08 March 2026 before 2:30 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.


02/03/26

Head of Procurement
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