

Procurement Division

Prime/HO/Procurement/2026/Gen/ 525

August 12, 2026

Subject: Request for Technical Proposal (RTP) for Vendor Empanelment (vendor pool) of Minor Repair Works to Prime Bank PLC.

With reference to the above subject, Prime Bank PLC. intends to empanel proven, experienced, and reliable of Minor Repair Works Service Providers on an as-and-when-required basis. The selected vendors will form an approved vendor pool to serve various bank facilities nationwide, including branches, ATM booths, agent banking outlets, corporate offices etc.

Interested vendors are invited to submit their technical proposals for empanelment for an onboard contract period of two (02) years.

Below are the proposed eligibility criteria, evaluation matrix, and key terms & conditions for Minor Repair Works Service Provider Vendor Pool for Prime Bank PLC.

1. Eligibility Criteria (Mandatory): Interested vendors must provide documentary proof for the following:

- **Regulatory & Statutory Compliance:** Valid Trade License, TIN, BIN/VAT Registration, and Latest Income Tax Return Certificate.
- **Relevant Experience:** Minimum 3 years of proven experience in in fit out work to commercial banks, financial institutions, or reputed corporate entities. (Please submit your client list with WO & reference person number)
- Please submit Company staff list & Organogram.
- Please share project supervisor information with resume.
- **Financial Health:** Sound financial capability supported by audited financial statements.

2. Technical Evaluation Matrix (Total: 100 Marks): The baseline criteria below may be further refined by the Technical Evaluation Committee in line with the Bank's Procurement Policy. The qualifying pass mark will be determined by the Bank Authority.

SL No	Criteria	Marks
A. Technical Evaluation (100 Marks)		
01	Legal & Regulatory Compliance (Trade License, TIN, BIN, RJSC, Tax Return, Labour Compliance)	15
02	Relevant Experience (Years of Experience, Banking/Financial Institution Experience)	10
03	Financial Strength (Audited Financial Statements, Annual Turnover, Financial Stability)	10
04	Client Portfolio & References	10
05	Experience & Banking Track Record	10
06	Operational Capability (Regional strength Experience on Urban/Rural Branch implementation)	10
07	Workmanship	10
08	After Sales Service	5
09	Manpower Capacity	10
10	Product quality	5
11	Out of Dhaka (All District of Bangladesh) support capacity	5
Total Technical Score		100

Note: The technical evaluation pass mark will be determined by the Bank Authority.



3. Terms & Conditions

- **Maintenance:** Have to render maintenance works including repair of any faulty work, at your own cost, up to 06 (Six) months from the hand over date of the premises.
- **Warranty:** Light warranty 01 years from Date of installation & 06 months' warranty coverage will be applicable for others material as per BOQ
- **Professional Conduct:** Strict maintenance of professional discipline, confidentiality, guard hygiene, and service continuity.
- **Bank's Discretion:** Prime Bank PLC. reserves the right to inspect facilities, suspend, or remove vendors from the pool due to non-compliance or poor performance.

4. Mandatory Disqualification Criteria: A tenderer shall be immediately disqualified if any of the following conditions apply:

- Failure to submit the latest Tax Return Certificate, TIN, or BIN/VAT Registration.
- Listed as a blacklisted vendor by any Government agency, Bangladesh Bank, or any Financial Institution.
- Submission of false, forged, fabricated, or misleading documents/information.
- Proven record of material breach of contract or unsatisfactory performance within the last three (3) years.

5. Submission Details

- **Deadline:** August 20, 2026, by 3:00 PM
- **Submission Venue:**
Prime View Dispatch (Semi-Basement)
Plot-SE(F)7, Bir Uttam Mir Shawkat Sharak
Gulshan, Dhaka-1212

Point of Contact: Mr. Md. Fahad Karim Khan Cell: 01716104041

6. Reservation of Rights (Bank's Right): Prime Bank PLC. reserves the right to accept, cancel, or reject any or all proposals without assigning any reason whatsoever. The Bank is not bound to accept the lowest or any offer. Prime Bank PLC. reserves the right to share the Bidder's response to this Request for Technical Proposal with its advisors and business units, to negotiate with one or more bidders, and/or to accept any bid without prior negotiations



12.08.26
Head of Procurement
Prime Bank PLC



Annexure - A

[TO BE PRINTED IN BIDDER'S LETTERHEAD PAD] SUPPLIER'S RELATIONSHIP DECLARATION FORM

Date:

Prime Bank PLC.

Prime View
Plot No. SE (F) 7, Bir Uttom Mir Showkat Sharak,
Gulshan Avenue, Gulshan - 1
Dhaka-1212, Bangladesh

Attention:

RFQ Title :

RFQ Ref. No. :

1. Please state if (Vendor Company name) has any relationship with Prime Bank PLC. employees. The list must, as a minimum, include the following persons in your company:

- Major shareholder(s) or owner(s) of the company.
- Member(s) of the management team.
- Other person(s) involved in answering this RFQ.
- Other key person(s).

☐ YES

☐ NO (In such case skip section 2)

2. Relationships that must be described should, as a Minimum, cover the following:

- Family and relatives.
- Friends.
- Business partners outside the company.
- PBP employees who have ownership in your company.

Name of Supplier's Employee(s)	Position in Supplier's Company	Name of PBP Employee	Position in PBP	Type of Relationship

The undersigned is authorized to certify on behalf of the entity that all stated information in the above form are true and correct and no important and relevant information has been suppressed. The undersigned acknowledges that the Company at any time may verify the validity the above information.

Signature : _____

Name of the Signatory :

Title of the Signatory :

Name of the Company :

Date :

E-mail Address :

Phone No. :

Note: Any company that fails to comply with this requirement, or on purpose withhold any information, may at any time and without further notice be excluded from the ongoing PO/ Contract process and will also risk not having future business with Prime Bank PLC.