

Procurement Division

Prime/HO/Procurement/RFP/2026/528

August 17, 2026

Subject : Request for Technical Proposal (RFP) for Empanelment of Executive Search and Headhunting Firms to Support Recruitment for Prime Bank PLC.

1. Background

Prime Bank PLC invites proposals from reputed and experienced Executive Search / Headhunting Firms for empanelment to support the Bank in sourcing and hiring suitable candidates for **CXO and other senior leadership positions**.

2. Scope of Services

The selected firm(s) will be expected to provide end-to-end executive search services, including:

- Understanding the role requirements and developing the candidate profile.
- Market mapping and identification of potential candidates.
- Sourcing and approaching suitable active and passive candidates.
- Initial screening and assessment of candidates.
- Submission of shortlisted candidates with detailed profiles and assessment comments.
- Coordinating interviews and maintaining candidate engagement.
- Conducting reference/background checks, where required.
- Supporting compensation negotiation and offer closure.
- Providing post-placement support and replacement, where applicable.

3. Eligibility / Experience

The bidder should:

- Have a minimum **5 years' experience** in executive search/headhunting.
- Have demonstrated experience in **CXO/Senior Management recruitment**.
- Have relevant experience in **banking/financial services**, preferably in Bangladesh.
- Maintain an established executive talent network/database.
- Have adequate professional resources to handle confidential senior-level searches.

4. Proposal Requirements

The proposal should include:

- Company profile and years of operation.
- Relevant CXO recruitment experience.
- Banking/financial-sector recruitment experience.
- Details of at least **3 relevant assignments** completed in the last three years.
- Proposed search methodology.



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- Profile of the proposed consultant/team.
- Expected turnaround time.
- Client references.
- Confidentiality and data protection arrangements.
- Replacement/guarantee terms.

The Bank preferably intends to follow a **success-fee model**, with the professional fee payable upon successful joining of the selected candidate.

5. Confidentiality & Compliance

The selected firm shall maintain strict confidentiality regarding the Bank, the search assignment and candidate information and shall comply with applicable laws, regulatory requirements and the Bank's policies.

6. General Terms

- Empanelment does not guarantee any minimum volume of assignments.
- The Bank may empanel one or more firms.
- The Bank reserves the right to reject any or all proposals.
- Final appointment of any candidate shall remain subject to the Bank's internal approval and applicable regulatory requirements.
- The selected firm may be required to execute an NDA and/or Master Service Agreement with the Bank.

7. Submission Details:

Interested firms are requested to submit their **Technical Proposals** as per below schedule:

- **Deadline:** August 27, 2026, by 03:00 PM
- **Submission Venue:**

Prime View Despatch (Semi-Basement)
Plot – SE(F)7, Bir Uttam Mir Shawkat Sharak
Gulshan-1, Dhaka-1212

Point of Contact: Mr. Md. Razu Ahmed, Cell: 01714744931

8. Reservation of Bank's Right: Prime bank PLC. reserves the right to accept, cancel or reject any or all proposals without assigning any reason whatsoever. 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.


Head of Procurement
Prime Bank PLC.

