Prime Bank

**Procurement Division**

**Prime/HO/Proc./RFQ/TE/2026/720** **November 12, 2026**

**Subject: Time Extension for submission of Quotation (RFQ) for Rate Fixation of Event Items.**

Dear Concerned,

Please refer to RFQ No. **HO/Proc./RFQ/2026/668** dated **October 27, 2026** for "Request for Quotation (RFQ) for rate Fixation of Event Items" published on our Bank's official website dated **October 27, 2026**.

As per mamangement decision, the time for submission of the RFQ is **extended upto November 16, 2026**.

All other terms & conditions will remain unchanged.

Thanking You,

12.11.26

**Tanveer Ahamed**
Head of Procurement



**Prime Bank PLC.**, Head Office- Prime View, Plot- SE (F)7, Bir Uttam Mir Shawkat Sharak, Gulshan Avenue, Gulshan, Dhaka-1212.
PABX: +880 (2) 55045311-13, Fax: +880 (2) 55045310, E-mail: info@primebank.com.bd, SWIFT: PRBLBDDH, Website: www.primebank.com.bd

Prime Bank

**Procurement Division**

**Ref: HO/ /RFQ/2026/668** **October 27, 2026**

**Sub: Request for Quotation (RFQ) for Rate Fixation of Event Items.**

We are pleased to invite your quotation for the rate fixation of event-related items and services required by Prime Bank PLC for upcoming events scheduled on an as-and-when-required basis. Your quotation should be submitted in accordance with the details mentioned below:

Interested vendors are requested to submit their financial quotations along with technical specifications on their official letterhead, duly signed and sealed, in accordance with the terms and conditions outlined in this RFQ.

**TENDER PARTICULARS**

- **Procuring Entity:** Prime Bank PLC. (the "Bank")
- **Issuing Division:** Procurement Division
- **Purpose:** Fixation of item-wise rates and empanelment of vendors for event-related goods, equipment, and services on an as-and-when-required basis.
- **Contract Model:** Non-exclusive rate contract / framework arrangement; execution via individual written work orders.
- **Initial Contract Period:** Two (2) years from the effective date.
- **Submission Deadline: 09.11.2026, by 3:00 PM** Bangladesh Standard Time
- **Submission Venue:** Tender Box, Prime Bank PLC, Head Office, Dispatch, Prime View (First Basement), Plot# SE(F)7, Bir Uttam Mir Shawkat Sharak, Gulshan Avenue, Gulshan, Dhaka-1212.
- **Queries Contact:**
  *BOQ/Technical:* Mr. Kazi Sohel Masud, AVP, Brand and Communications, Cell : 01730028367
  *Submission Logistics:* Mr. Md. Tariqul Islam, Senior Executive Officer, Procurement, Cell : 01712221013

## SECTION 1 — INSTRUCTIONS TO BIDDERS

### 1.1 Scope & Rate Validity

- This RFQ covers event logistics including backdrops, staging, LED/AV systems, lighting, furniture, printing, photography, and structures listed systematically in Annexure A.
- Empanelment does not guarantee minimum business volume or exclusivity.
- Quoted rates must remain firm for the initial two (2) year contract period.
- Proposals must remain valid for at least 90 calendar days from the submission deadline.

### 1.2 Pre-Bid Meeting Clause

- A Pre-Bid Meeting will be held on **02.11.2026 at 11:00 AM** at Prime Bank PLC, Head Office, Prime View (6th Floor) to clarify RFQ requirements and address queries regarding the technical specifications or Bill of Quantities (BOQ).
- Attendance is highly recommended for all prospective bidders, though not mandatory.
- Minutes of the pre-bid meeting and any subsequent addenda will be issued in writing to all prospective participants and shall form an integral part of the official RFQ document.

### 1.3 Eligibility & Mandatory Documents

Bidders must submit legible, valid copies of the following documents:

- Valid Trade License with a minimum of three (3) years of relevant business experience.
- Certificate of Incorporation and current company particulars (for limited companies).



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- Valid e-TIN and BIN / VAT Registration Certificates.
- Bank Solvency Certificate issued by a scheduled bank.
- Minimum of three (3) work orders, contracts, or invoices executed within the past six (6) months.
- Company profile, client list, and relevant portfolio.
- Financial Capacity: Minimum completion of a single work order worth Taka 5.00 Lac for a similar scope within the last six months. (Completion certificate mandatory).
- Company profile, client list, and relevant portfolio.

### 1.4 Preparation & Submission

- Bidders must submit separate, sealed inner envelopes marked **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"**, enclosed inside one sealed outer envelope.
- Do not include any pricing, rate cards, or financial details in the Technical Proposal. Doing so will result in immediate rejection.
- Proposals must be submitted on official letterhead, signed by an authorized representative, and stamped with the company seal.
- **Soft Copy Requirement:** A text-searchable PDF copy (within 8 MB) of the entire signed technical proposal must be provided after the date of opening of the technical proposal through e-mail.
- Late submissions will be automatically disqualified.

### 1.5 Prices, Taxes & Commercial Terms

- All quotes must be in Bangladeshi Taka (BDT).
- Unit rates must be inclusive of AIT, delivery, transportation, installation, dismantling, labor, and overheads, but exclusive of VAT.
- VAT will be handled separately in accordance with applicable laws.
- Source AIT will be deducted at the statutory rate; quotes must explicitly reflect this inclusion.

### 1.6 Evaluation Framework

Proposals will be evaluated across the following stages:

1. **Preliminary Examination:** Timeliness, correct envelope formatting, signatures, and document completeness.
2. **Technical Responsiveness:** Document verification, industry experience, and compliance with item specifications.
3. **Due Diligence:** Performance history, reference checks, and capacity audits.
4. **Financial Evaluation:** Like-for-like comparison of responsive item-wise unit rates.

## SECTION 2 — CONTRACT CONDITIONS AND SERVICE LEVELS

### 2.1 Work Allocation & Standards

- Specific assignments will be authorized via written Work Orders detailing scope, timelines, and venues.
- Deliverables must strictly match approved samples, artwork, and professional industry standards.
- Defective or late items must be corrected or replaced immediately at the vendor's sole cost.

### 2.2 Logistics & Operations

- Vendors must provide all technical crews, competent operators, and adequate backup hardware for AV, LED, and lighting setups.
- Vendors are responsible for securing relevant operational permits and adhering to venue safety/electrical rules.
- Vendors must appoint a dedicated on-site coordinator for every assigned event.



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### 2.3 Payment & Invoicing

- Invoices must reference the corresponding Work Order number and be accompanied by a delivery challan or completion certificate.
- Payments will be processed within 30 Days following satisfactory acceptance of deliverables and clean invoice receipt.

### 2.4 Confidentiality & Intellectual Property (IP) Rights

- All non-public bank details, data, and event plans must be kept strictly confidential.
- No event photos, videos, or bank branding may be published without prior written approval.
- Original designs, video assets, and native editable files (AI, PSD, PPTX) created for the bank must be transferred upon request.

### 2.5 Penalties & Termination

- The Bank reserves the right to suspend work orders or remove a vendor from the empanelment for material breach, repeated poor performance, or ethical violations.
- This framework is governed by the laws of Bangladesh.

**Bank's (PBPLC) Rights:**

Prime Bank PLC reserves the right to accept, cancel, or reject any or all offers without assigning any reason. The Bank is not obliged to purchase the lowest offer or any offer at all. The Bank reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. The Bank further reserves the right to conduct negotiations with one or more Bidders and/or accept the Bid without any negotiations.

27.10.26

**Head of Procurement Division**
Prime Bank PLC.



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## SECTION 3 — ANNEXURE A: ITEM-WISE PRICE SCHEDULE (BOQ)

**Instructions to Bidders:** Quote BDT unit rates inclusive of AIT and exclusive of VAT. Do not leave blanks; mark "Not Quoted" for unavailable items.
*Note: Costs should scale down proportionally for any custom dimensions smaller than the specifications listed below.*

| Item Head | Details with Specification | Unit of Measurement (UoM) | Unit cost |
|---|---|---|---|
| **Structure** | | | |
| | Indoor: wooden platform with base, frame, fitting fixing, floor covering, stairs, electric supply | Sft | |
| | Outdoor: wooden platform with base, frame, fitting fixing, floor covering, stairs, electric supply | Sft | |
| | Indoor: Cutting wooden platform with base, frame, fitting fixing, floor covering, stairs, electric supply | Sft | |
| | Outdoor: Cutting wooden platform with base, frame, fitting fixing, floor covering, stairs, electric supply | Sft | |
| | PVC Backdrop with Board Frame | Sft | |
| | Curved PVC Backdrop with Board Frame | Sft | |
| | PVC backdrop with frame Banner | Sft | |
| | Wooden Base | Sft | |
| | Raiser for videography | sft | |
| **Digital Printing** | | | |
| | X stand with digital banner - size -2'X 5' including block out min 340gsm Print | Pcs | |
| | Banner- Screen print: Single color high quality screen print on polyester cloth with Ribbon/strip for hanging option, installation | Sft | |
| | Long Banner- Digital Media : Pena flex Front lit, (Black Block out), min 340 gsm, , (Thread)Tolerance: (- +) 20 gsm, Binding with . 1/2 " PVC plastic pipe if req, Gulti : Both side of the pipe if req, installation | Sft | |
| | Cutout: PVC inkjet print on 3 mm PVC sheet with matte lamination | Sft | |
| | Cutout: PVC inkjet print on 5 mm PVC sheet with matte lamination | Sft | |
| | Cutout: PVC inkjet print on 8 mm PVC sheet with matte lamination | Sft | |
| | Cutout: PVC inkjet print on 10 mm PVC sheet with matte lamination | Sft | |
| | Cutout: PVC inkjet print on 12mm PVC sheetwith matte lamination | Sft | |
| | Cutout: PVC inkjet print on 18 mm PVC sheet with matte lamination | Sft | |
| | Jute Print | Sft | |
| | Mesh print | Sft | |
| | Honeycomb print | Sft | |
| | Vinyl sticker matte lamination | Sft | |
| | Mirror sticker | Sft | |
| | Banner with frame- Digital Media : Pena flex Front lit, (Black Block out), min 340 gsm, 200x300 D, (Thread)Tolerance: (- +) 20 gsm, wooden frame with installation | Sft | |
| | Sticker offset: self adhesive, min 100 gsm, with lamination, 4 color, dui cut | Inch | |
| | Sticker digital: Self Adhesive Vinyl Front lit, min 120 gsm, White based, UV Protected with matt or glossy Lamination | Sft | |
| | Pop up banner: with 4 color print | Sft | |
| | Pop up Stand | PCS | |
| | Black pvc print | Sft | |
| | White pvc print | Sft | |
| | Cloth Print | Sft | |
| **Structural logistics** | | | |
| | Tent Size (10x10) | Sft | |
| | Tent Size (8x12) | Sft | |
| | Tent Size (16x16) | Sft | |
| | Tent Size (20x20) | Sft | |
| | Tent Size (33x50) | Sft | |
| | Tent Size (50x100) | Sft | |
| | Tent (65x100) | Sft | |
| | Tent (85x100) | Sft | |
| | Tent (100x290) | Sft | |
| | Tent (115x265) | Sft | |
| | Tent (125x800) | Sft | |
| | Tent (165x800) | Sft | |

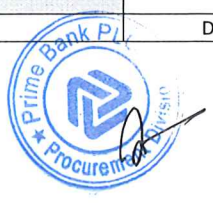
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| | | | |
|---|---|---|---|
| | Marquee Tent with structure | Sft | |
| | Floor matte carpet | Sft | |
| | Walkway carpet | Sft | |
| | Table | pcs | |
| | Plastic chair | pcs | |
| | Plastic chair with cover | pcs | |
| | China chair | pcs | |
| | China chair with cover | pcs | |
| | China chair with cover and bow | pcs | |
| | Stand Fan | pcs | |
| | Portable AC | pcs | |
| | Sofa rent | pcs | |
| | Portable Air cooler | pcs | |
| | Pandle | Sft | |
| | Tube light with connection | pcs | |
| | Electric connection | Day | |
| | Regular Generator Rent with fuel | Hour | |
| | Multiplug | Each | |
| **Visual Logistics** | | | |
| | LED Backdrops with Console and Switcher for P2 | per block | |
| | LED Backdrops with Console and Switcher for P3 | per block | |
| | LED Backdrops with Console and Switcher for P4 | per block | |
| | LED Backdrops with Console and Switcher for P5 | per block | |
| | Digital Frame Banners/AD Players | pcs | |
| | Clicker(Slide Changer ) | pcs | |
| | Internet connectivity | Day | |
| | Making script with voiceover recording | Package | |
| | Projector with screen(9X 12) -Front with frame | Day | |
| | Projector with screen(8X 10)-Front with frame | Day | |
| | Projector with screen(6X 8)-Front with frame | Day | |
| | Projector with screen(9X 12)-Back with frame | Day | |
| | Projector with screen(8X 10)-Back with frame | Day | |
| | Projector with screen(6X 8)-Back with frame | Day | |
| | Chrome cast device | Day | |
| | Ipad | Day | |
| | Tab | Day | |
| | Online Switcher | Day | |
| | Laptop | Day | |
| | LED tv 65 Inch with electric and projection connectivity | Day | |
| | LED 52" with electric and projection connectivity | Day | |
| | TV 43inc | Day | |
| | TV 50inc | Day | |
| | TV 65inc | Day | |
| | TV 85inc | Day | |
| **Sound System** | | | |
| | line array top 1 pair | Day | |
| | line array sub 1 pair | Day | |
| | Stage Monitor CM15 1 pair | Day | |
| | SRX 725 Full Range Speaker 1 pair | Day | |
| | STX 825 Full Range Speaker 1 pair | Day | |
| | STX Sub 1 pair | Day | |
| | PRX one Colman Speaker 1 pair | Day | |
| | IRX Speaker 1 pair | Day | |
| | Eon Speaker 1 pair | Day | |
| | Cordless Microphone | Day | |
| | Headset Microphone | Day | |
| | Podium Microphone | Day | |
| | M32 Digital Mixer | Day | |
| | STDZ conference Microphone | Day | |
| | Zoom Audio recorder | Day | |
| | Wireless headset for interpreter | Day | |
| | Interpreter Soundproof box | Day | |
| | Media Box | Day | |
| | Lead Amp | Day | |
| | Base Amp | Day | |

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| | | | |
|---|---|---|---|
| | Sound system 1 pair | Day | |
| | Sound system- SP4 with 2 microphone | Day | |
| | Sound system full range | Day | |
| | Drum set | Day | |
| | Online panel | Day | |
| | FB live setup with 2 camera | Day | |
| | Single in build battery speaker | Day | |
| | Miking setup with riksaw | Day | |
| **Event Lighting** | | | |
| | Lighting for event (basic) | Day | |
| | Lighting for event (like indoor musical program) | Day | |
| | Lighting for event (concert) | Day | |
| | Laser show, pyro, confetti, fire fountains | Times | |
| | Truss (Round) | Sft | |
| | Truss (Square) | Sft | |
| | Warm Parcen light | Day | |
| | Led Parcen | Day | |
| | Wall wash | Day | |
| | Hedge Light | Day | |
| | Follow light | Day | |
| | Sport light | Day | |
| | Disco ball light | Day | |
| | Sky Tracker light | Day | |
| | Effect light | Day | |
| | Smoke Machine | Day | |
| | Consol Board | | |
| **Internet** | | | |
| | Internet connection 5 MBPS with Wi-Fi setup | Day | |
| | Internet connection 10 MBPS with Wi-Fi setup | Day | |
| | Internet connection 20 MBPS with Wi-Fi setup | Day | |
| **Event special effect logistics** | | | |
| | Shower/Blower Confetti | | |
| | Confetti Blast 4 in 1 set | Times | |
| | Nayagra 6 in 1 set | Times | |
| | Flames set 4 in 1 set | Times | |
| | Lessor Show | Each | |
| | 3D Lessor Show | Each | |
| | Color smoke | Day | |
| | Laptop rent | Day | |
| **Event Support** | | | |
| | Printer with 100 Page | Day | |
| | Folding Umbrella-Big- 56" | Each | |
| | Folding Umbrella-Medium- 48" | Each | |
| | Folding Umbrella-small - 32" | Each | |
| **Emcee** | | | |
| | A+ category | Day | |
| | A category | Day | |
| | B category | Day | |
| | C category | Day | |
| **Agency Resource TA/DA** | | | |
| | Operator- Multimedia | Day | |
| | Operator - LED | Day | |
| | Operator- Sound system | Day | |
| | Operator- Light system | Day | |
| **Event Support** | | | |
| | Usher Female A+ category | Day | |
| | Usher Female A category | Day | |
| | Usher Female B category | Day | |
| | Usher Female C category | Day | |
| | Usher Male A+ category | Day | |
| | Usher Male A category | Day | |
| | Usher Male B category | Day | |
| | Per Person in Thana | Day | |
| | Per Person in District | Each | |
| **Transportation** | | Day | |
| | Bus Mini 29 seater AC | Day | |





| | | | |
|---|---|---|---|
| | Bus 32 seater AC | Day | |
| | Bus 40 seater (AC) | Day | |
| | Bus body only | Day | |
| | Bus Branding | Sft | |
| | Microbus rent - 7 seat AC | Day | |
| | Microbus rent - 12 seat AC | Day | |
| | Fuel (at actual) | KM | |
| Other | | | |
| | Nescafe coffee with one time cup | Cup | |
| | TV Card Rent (direct projector connectivity) | Pcs | |
| | Courier charge in Dhaka not more then 1 KG | Each | |
| | Courier charge outside Dhaka not more then 1 KG | Each | |
| | Podium acrylic & SS made | Pcs | |
| | Black Cloth | Sft | |
| | Star Cloth | Sft | |
| | Stair | Pcs | |
| | AI photo booth | SET | |
| | Interactive ai wall | Pcs | |
| | VR | Pcs | |
| | PS4 | Day | |
| | PS5 | Day | |
| | Industrial Generator including all | Hour | |
| | VIP Chair | Pcs | |
| | Bar tool | Pcs | |
| | Center Table | Pcs | |
| | Center Pcs | Pcs | |
| | Table Runner | Pcs | |
| | Flower Decoration | Sft | |
| | Flower Bucket | Pcs | |
| | Flower Stick | Pcs | |
| | Flower Stand | Pcs | |
| | Flower Strip | Pcs | |
| | Crystal Stand | Pcs | |
| | Box Stand | Pcs | |
| | Balloon Decoration | SET | |
| | Balloon Gate | SET | |
| | Gas Balloon large with branding min 5 ft dia | Pcs | |
| | Rope Stand | Pcs | |
| | Arch Way Gate | Pcs | |
| | Metal Detector | Pcs | |
| | Walkie Talky | Pcs | |
| | Baggage scanner | Pcs | |
| | Security Gard | Pcs | |
| | Traffic Controller | Pcs | |
| | Bouncer | Day | |
| | Backdrop Splitting Machine | Pcs | |
| | Drone For Capture | Pcs | |
| | Mobile Toilet | Pcs | |
| | Event photographer | Day | |
| | Event videographer | Day | |
| | Event summery video production | Each | |
| | Cleaner | Shift | |
| | Dustbin | Pcs | |
| | Accommodation and food cost for event team - outside Dhaka | Day | |
| | Labor charge - Inside Dhaka | Shift | |
| | Labor charge accommodation and food - Outside Dhaka | Day | |
| | Pickup cost - Inside Dhaka | KM | |
| | Pickup cost - Outside Dhaka | KM | |

Prime Bank PLC Procurement

*[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*