Prime Bank

Procurement Division

Ref: HO/Proc./RFQ/2026/722 **Date: 16 November 2026**

Request for Quotation (RFQ) for Rate Fixation of Professional Services for the Preparation of Architectural, Furniture, and Layout Drawings

Prime Bank PLC. invites sealed quotations from reputed and eligible Contractors, Architectural, and/or Engineering Firms for the rate fixation of professional services for the preparation of architectural, furniture, and other layout drawings for upcoming projects on an as-and-when-required basis. Your quotation must be submitted in accordance with the terms, conditions, and specifications detailed below.

1. Key Information & Timeline

S/N	Project Description / Tender Details	Date / Deadline
01	Professional Service for the Preparation of Architectural, Furniture, and Other Layout Drawings	RFQ Submission Date: 24 November 2026 (by 3:00 PM)
02	Initial Contract Period	Two (2) years from the effective date
03	Submission Venue	Prime View Dispatch (Semi-Basement), Plot-SE(F)7, Bir Uttam Mir Shawkat Sharak, Gulshan -1, Dhaka-1212

2. Eligibility Criteria

Participating firms must fulfill the following mandatory requirements and submit supporting documentation with their technical proposal:

- **Company Experience:** The architectural firm must have a minimum of **07 (seven) years** of proven working experience in interior decoration and furniture design for bank branches, head offices, and/or commercial spaces for local or multinational groups of companies. A copy of the oldest Trade License must be provided as proof.
- **Corporate Credentials:** Valid Trade License / Incorporation Certificate / Ownership Document, BIN, TIN Certificate, and an updated Bank Solvency Certificate.
- **Disqualification Clause:** Vendors with a previous bad record or performance issues with Prime Bank PLC. will be directly disqualified; their financial offers will not be opened or evaluated.

Required Technical Personnel

Firms must maintain or deploy qualified personnel meeting the following criteria (submit proof of documents and resumes):

1. **Architect (Permanent):** Minimum **05 years** of relevant working experience (Bachelor of Science / Diploma in Architecture).
2. **Civil Engineer (Permanent/Contractual):** Minimum **05 years** of relevant working experience (Bachelor of Science / Diploma in Civil Engineering).
3. **Electrical Engineer (Permanent/Contractual):** Minimum **05 years** of relevant working experience (Bachelor of Science / Diploma in Electrical Engineering).

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3. Bill of Quantities (BOQ) :

Please provide unit rates for the following items. Rates must remain valid for the duration of the initial contract period (2 years)

SL	Items	Inside Dhaka and Near Dhaka Cost (Unit Rate)	Out Side Dhaka Cost (Unit Rate)
1	Visit Exiting premises (Branch/ Head office) and Prepare the Architectures and Furniture Layout Drawing (Floor measurement)		
2	Visit New premises (Branch / Head Office) and Prepare the Architectures and Furniture Layout Drawing		
3	3-D drawing (3 nos) (New Premises)		
4	Electrical Drawing / Diagram (New Premises)		
5	All BOQ (New Premises)		
6	Fire Drawing (New Premises)		
7	Accesses control and CC camera Details (New Premises)		
8	IT Net Work Layout. (New Premises)		
9	IT Net Work Layout. (Exiting Premises)		

4. Other Clauses

1. **Taxes and VAT:** Prices must be inclusive of AIT (Advance Income Tax) and exclusive of VAT. VAT will be deducted/paid as per Government rules and regulations.
2. **Payment Terms:** Payments shall be processed upon successful completion and formal acceptance of the respective drawings/BOQ by the Bank's Project Engineer, supported by an invoice and work completion certificate.
3. Any Fake, Tempering of Data, Manipulation or any kind of unusual approach or failure to submit the proposal/offer within the stipulated time frame will be treated as "Disqualification" to attend to the bidding
4. **Envelope system:** Each tender must be submitted in sealed envelope mentioning the name of work on top of the envelope to the office of the undersigned as per aforesaid date within **3:00 pm.** Submission of tender after the specified time shall not be acceptable. The Tender must be submitted in 2(two) envelope system i.e. one "Technical Proposal" and another "Financial Proposal" mentioning Technical/Financial proposal on the top of each envelope. These two proposals will be submitted together in a sealed envelope. All the envelopes will contain the full name and address of the participant company. The name, address and telephone number of the contact person should be mentioned in the forwarding letter both of the **"Technical Offer" and the "Financial Offer".**
5. **Bank's Right**: The Bank reserves the right to accept/cancel/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 conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.

6. Point of Contact

Tender Information	Md. Tariqul Islam, email : tariqul20@primebank.com.bd	Cell 01712221013
Project Engineer:	Engr. Zubair Ahmed Chaudhury, email: zubair.chaudhury@primebank.com.bd	Cell 01971367464

16.11.26

Head of Procurement Division
Prime Bank PLC.

[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