



**Prime Bank Limited**  
*a bank with a difference*

**Facility Management Division**

Prime/HO/FMD/2014/ ৯০৯ - ৯১৪

January 13, 2015

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**Sub: Request for financial proposal for supply of furniture (Training Chair) for the HR Training Centre, Head Office, Dhaka.**

Dear Sir,

Reference may please be made on the above mentioned subject.

We would like to inform you that, the Management of Prime Bank Limited has decided to purchase new Chair for the **HR Training & Development Centre, Head Office, Dhaka**. Being enlisted firms with us under category – F, you may participate by submitting the Financial Proposal for the captioned work.

We need to have your estimated cost for the above item. The quotation of the item to be submitted to us will be inclusive of supply/installation cost, carrying cost, income TAX, VAT etc.

**You are therefore, requested to collect the Bill of Quantity (BOQ) from Facility Management Division, Head Office, 29, RAJUK Avenue (2nd Floor), Dhaka – 1000 during office hours from 14.01.2015.**

**The said Financial Proposal furniture (Training Chair) of our HR Training & Development Centre, Head Office, Dhaka should be submitted along with a cover letter in a sealed envelope addressing the Senior Vice President, Facility Management Division, Prime Bank Limited, Head Office, 29, RAJUK Avenue (2nd Floor), Dhaka – 1000 within 3:00 pm on 26.01.2015 For further details, you may contact **Facility Management Division, Head Office, 29, RAJUK Avenue (2nd Floor), Dhaka – 1000** during office hours.**

The Bank reserves the right to reject any or the entire proposal without (assigning any reason) whatsoever, or waive any irregularity in the proposal and the Bank will not be bound to accept either the lowest financial proposal or any other proposal. Bank also reserves the right to divide the whole work among different vendors.

Thanking you

**Md. Shahidul Hoque**  
Senior Vice President





# Prime Bank Limited

Facility Management Division  
Head Office, Motijheel, Dhaka

## BOQ and Specification for Training Chair for the HR Training Centre, Head Office, Dhaka.

Sl.	Description	Unit	Minimum Quantity	Unit Rate (Tk.)	Amount (Tk.)
1	<b><u>Training Chair</u></b> <b>Model: CADDY, Brand: EURO,</b> <b>Origin: Malaysia</b> <b>Specification: Set Fabric/PVC</b> <b>Padding, Back-Plastic, Colour-Black</b> <b>Glider Base, arms &amp; writing Table.</b> <b>Delco Model-CS2300EFT</b>	Number	90 units		
				<b>Total Tk.</b>	

**Note: The Bank will deduct 4% VAT and applicable income tax at source as per govt rule.**



