



Prime Bank

Facility Management Division

HO (FMD)/Pot Plants / 2933 /2017.

May 23, 2017

To,

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Subject : Request for Quotation (RFQ) for Supplying & Maintaining Pot Plant Services (Rental Basis) for Head Office.

Dear Sir,

We are pleased to invite sealed quotations from reputed suppliers for the following items complying with the specifications and terms & conditions as mentioned below:

Specifications:

Name of the item	Particulars	Rate (Per plant per Month)
Pot Plant	♀ Small	Tk.
	♀ Medium	Tk.....
	♀ Big	Tk.....

Terms & Condition:

1. Sample of the item may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka during office hours on or before June 13, 2017.
2. Service Provider should provide all kind of accessories in terms of beauty of Pot Plants.
3. Service Provider should have changed their pot plants minimum twice in a month.
4. The quotation will have to be valid for next 6(Six) months from the date of submission.
5. Payment:
 - i. Payment will be made on submission of invoice/bill by the supplier after satisfactory supply & maintenance and subsequent certification by the concerned official of respective location/ premises.
 - ii. Payment will be made through Supplier's Bank Account of any branch of Prime Bank Limited.
 - iii. Payment will be made after deduction of VAT & AIT as per Government rules.

6. Required Documents:

Bidders must submit photocopy of following documents along with the RFQ :

- a. Up-to-date /Valid Trade License.
- b. Certificate of Incorporation (if applicable).
- c. Valid TIN Certificate.
- d. VAT Registration Certificate.
- e. Bank Solvency Certificate.
- f. Experience Certificate/Work Order.
- g. Client list.

Note: Enlisted Bidders of Prime Bank Limited may not submit the above-required documents.

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Subject : Request for Quotation (RFQ) for Supplying & Maintaining of Pot Plant Services (rental basis) for Head Office.

The quotation must be submitted at the Tender Box kept at Prime Bank Limited, Facility Management Division, Head Office, Sarker Mansion, 29 Rajuk Avenue 1st Floor Motijheel C/A, Dhaka - 1000 from 10:00 am to 02:30 pm by June 13, 2017 and will be opened on the same day and same place in presence of the bidders or their representatives (if any).

The Bank reserves the right to accept or reject any or all the quotations in full or part with or without assigning any reason whatsoever. Further, Bank shall not be under any obligation to accept the lowest bidder.

For details information, you may communicate with telephone # 9567265 (Ex: 340).

Regards,



Md Mir Murad Ali
Senior Assistant Vice President & Deputy

