



Prime Bank

Facility Management Division

Ref: HO (FMD)/21823/2016

September 26, 2016

The Managing Director/Proprietor

Dhaka

Subject: - Request for Quotation (RFQ) for Summer Liveries for Driver (Permanent & Casual) and Casual Staff of the Bank.

Dear Sir,

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

Specifications:

Sl	User	Item	Description of Item	Qty.	Rate		Unit Rate per unit	Total Taka
					Cloth	Stitching & logo		
a	b	c	d	e	f	g	h (f + g)	i (e X h)
1.	Driver	Summer Liveries	Shirt (Cloth, Stitching & logo)	447				
			Pant (Cloth & Stitching)	298				
2.	Casual Staff	Summer Liveries	Shirt (Cloth, Stitching & logo)	69				
			Pant (Cloth & Stitching)	46				
Grand Total for Shirt & Pant (Cloth, Stitching & logo)								

Figure in word : Total Taka -----only.

Sample of the item may be seen at Facility Management Division, Head office, Sarker Mansion (1st floor), 29 Rajuk Avenue during office hours on or before **10 October 2016**.

Payment:

- i. Payment will be made on submission of invoice/bill by the supplier after satisfactory delivery & subsequent certification.
- 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.

Required Documents:

Bidders should be submitted photocopy of following documents along with the RFQ:

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

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Prime Bank Limited
a bank with a difference

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Quotation submitting and opening date:

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, Dhaka-1000 **from 10:00 am to 03.00 pm by 18 October 2016** and will be opened on the same day and same place in presence of the bidders or their representatives, who may like to attend.

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

For details information, you may communicate with telephone # 9567265 (Ex:298 & 340).

Regards,

Md. Mahfuzur Rahman
Assistant Vice President

Saif-Ul Alam Md. Al Amin
Senior Vice President