



HO (FMD)/Pot Plants / 26698 /2015.

November 10,2015

To,

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**Subject :** Request for Quotation (RFQ) for Supplying & Maintaining of 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 specifications and terms & conditions as mentioned below:

Specifications:

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

Terms & Condition:

- 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 November 24, 2015.
- Service Provider should provide all kind of accessories in terms of beautify of Pot Plants.
- Service Provider should have changed their pot plants twice in a month.
- The quotation will have to be valid for next 1(one) year from the date of submission.
- Payment:
  - Payment will be made on submission of invoice/bill by the supplier subject to successful installation, testing & commissioning.
  - Payment will be made through Supplier's Bank Account of any branch of Prime Bank Limited.
  - Payment will be made after deduction of VAT & AIT as per Government. Rules.

## 6.Required Documents:

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

- Up-to-date Valid Trade License.
- Certificate of Incorporation (if applicable)
- Valid TIN Certificate
- VAT Registration Certificate
- Bank Solvency Certificate
- Experience Certificate/Work Order.
- Client list.

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

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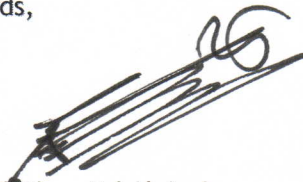
The quotation should be sent to the following address by November 24, 2015.

“Prime Bank Limited, Facility Management Division, Head Office, Sarker Mansion, 29 Rajuk Avenue (1<sup>st</sup> floor), Motijheel, Dhaka-1000”.

For any query please feel free to contact with Mr. Kazi Sohel Masud, Mobile # 01730-028367 and Kamrul Hossain Bhuiyan, Mobile # 01730-781176.

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.

Regards,



Saif-Ul-Alam Md Al-Amin  
Vice President



Md. Shahidul Hoque  
Senior Vice President