



Facility Management Division

Ref: HO (FMD)/ 321 /2019

February 12, 2019

The Managing Director/Proprietor

Dhaka

Subject: - Request for Quotation (RFQ) to supply Summer Liveries to Bank's Drivers (Permanent & Casual) and Casual Staff.

Dear Sir,

We are pleased to invite sealed quotations from reputed suppliers for the subject matter 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)	474				
			Pant (Cloth & Stitching)	316				
2.	Casual Staff	Summer Liveries	Shirt (Cloth, Stitching & logo)	66				
			Pant (Cloth & Stitching)	44				
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 **05 March 2019**.

Mode of Payment:

- Payment will be made on submission of invoice/bill by the supplier after satisfactory delivery & subsequent certification.
- VAT & AIT etc. will be deducted at source as per Government rules.

Required Documents:

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

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


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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, 1st floor, 29 Rajuk Avenue, Motijheel, Dhaka-1000 **from 10:00 am to 03:30 pm on 05 March 2019** 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 contact at telephone # 9567265 (Ex: 121 & 115).

Regards,



Md. Mahfuzur Rahman
Assistant Vice President



Md. Mir Murad Ali
Sr. Assistant Vice President & Deputy

