

Facility Management Division

Ref: Prime/HO/FMD/IT/2024/791

Date: December 12, 2024

Sub: Request for Quotation (RFQ) for purchasing Laptop for Prime Bank PLC.

Dear Concern,

Please be informed that Prime Bank PLC. intends to purchase **10 units Laptop**. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

Products: Laptop

Item Description	Unit Price (BDT)	VAT	Unit Price inclusive VAT & Tax	Quantity	Available quality at your ready stock	Remarks
Laptop				±10	Please Mention	

Terms & Conditions:

1. Delivery & Installation:

- The supplier will deliver & install the products to the Bank's selected location (Nikunja, Dhaka) as and when required. No additional cost will be paid by the bank for transportation.
- In case of supplying inferior quality/defective goods; any change imposed by Prime Bank must be entertained.

2. Payment: Payment will be made within 30 (Thirty) days from bill receipt and payment will be made as per the following manner:

- In case of bill amount/ work order amount at a time over Tk. 2,00,000.00, 90% of the unit price will be paid after satisfactory installation of the equipment.
- Remaining 10% of the unit price will be paid after 06 (Six) months from the date of products delivery.
- The quoted amount must be included VAT and Tax. Bank will deduct VAT & AIT as per govt. rules.**

3. Warranty: During the period, the vendor shall repair any kind of defects including replacement of any parts at his own cost or replace the equipment, if necessary.

4. Support Level: The Supplier shall provide immediate response either by phone, e-mail or in person to any of the Purchaser's queries related to support and service.



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5. Technical specification: Technical specification is given below at Table 'A'. Bidder's response will be filled up by participant companies.

Table 'A': Specs for Laptop

Particulars	Required Specification
Brand	Lenovo/HP/Dell
Model	Business Series
Processor	13th Generation Intel Core i5
Chipset	Intel Chipset compatible with processor
Storage	512GB PCIe® NVMe™ M.2 SSD (factory built)
RAM	1 X 16GB DDR4 (factory built)
Display size	14" FHD (1920 x 1080)
Available Graphics	Please mention
Ports and Connectors	2x USB 3.2 Gen 1 Type-C (USB Power Delivery) 2x USB Type-A 1x RJ-45 Ethernet Port 1x HDMI 2.1 Port 1x Universal Audio Port 1x Barrel Power Adapter Port Others (Please Mention)
Audio	Dual Stereo Speakers
Webcam	HD Webcam With Digital Microphone
LAN/NIC	10/100/1000 GbE NIC
Wireless Technologies	Wi-Fi 6E and Bluetooth® 5.3 or Higher
Adapter Type	65-watt AC Adapter, Straight USB-C connector, nPFC
Battery (minimum)	3-cell 51 WHr Long Life, Fast Charge Battery (or Higher)
Product Dimension	Please Mention
Product Weight	Please Mention
OS	Windows 11 Pro (Licensed) Prebuild from OEM
Warranty	03 (Three) Years Full Warranty with support and spare parts including Battery and Adapter
Delivery Time	Ready Stock (Preferable)

6. Validity of the Rate: The quoted rate and other terms and conditions should cover for at least a period of 06(Six) months from the submission date of RFQ.

7. Paper & Documents: The supplier has to submit the following paper & documents:

- Valid Registration/ownership document, VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate.
- Distributorship or Sole Distributorship certificate.
- Copies of work-orders and performance certificates of executing same work with different commercial Bank or Multi-National Companies.

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8. RFQ PREPARATION: The participant company must submit the offer in two envelope system. One envelope will contain the technical offer and the other envelope will contain the financial offer. The two envelopes must be covered in a 3rd large envelope. All the envelopes will contain the full name and address of the participant company. The envelopes should be sealed & signed properly.

9. RFQ SUBMISSION ADDRESS:

Head of Facility Management Division
Prime Bank, Head Office,
Prime Tower (Ground Floor, Central Dispatch),
Plot # 8 & 35, Nikunjo-2,
Khilkhet, Airport Road, Dhaka-1229

RFQ process Contact : Partha Sarathi Bairagi, Cell: 01730781194

Technical Clarification Contact: Khandaker Naim Hossain, Cell:01671900150

10. After going through the terms & conditions, please submit proposal as per format mentioned above in your company's letterhead pad duly signed by authorized representative of your company. RFQ documents shall be dropped **in the Tender box on 19th December 2024 before 3:00 PM**. No RFQ shall be entertained after the specified time and date. No RFQ document will be received by mail.

11. The Authority reserves the right to modify the terms and conditions as mentioned above, accept or reject any or all of the proposals or may divide the works amongst the participants without assigning any reason whatsoever.

Thanking You.



Kazi Sohel Masud
AVP & Unit Head, Procurement
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