

Prime/HO/FMD/RFQ/2024/793

December 12, 2024

Subject: Request for Quotation (RFQ) for supplying of Refreshment and Canteen Related Items for Prime Bank PLC..

Dear Concern,

Prime Bank PLC. intends to select supplier for supplying of Refreshment and Canteen Related Items for upcoming six months. In this regard interested bidders are requested to submit financial offer in their letterhead pad duly signed with sealed envelope. The envelope must be marked as "**Quotation for Refreshment and Canteen Related Items**". Product particulars, unit type and specification of the Items are attached herewith as Annexure-A.

Terms & Conditions:

| | |
|----|--|
| 1 | Product price will remain valid for 06 (six) months from the date of issuing first work order. |
| 2 | The suppliers must maintain sufficient stock of each item to meet the bank's need at any time. |
| 3 | The vendor will be responsible for supplying the items to different Locations (i.e. Gulshan Avenue- 1 and Prime Tower, Nikunja-2, Airport Road, Khilkhet C/A, Dhaka-1229 at their own cost & responsibilities as per brand, country of origin etc. |
| 4 | Payment will be made based on the delivery challan duly signed by receiving officer of the selected premises. |
| 5 | The quoted prices shall include all taxes, VAT & other charges. Bank will deduct VAT & AIT as per government rules. |
| 6 | Bidder must submit photocopy of following documents along with the RFQ: a. Up-to-date Valid Trade License. b. Certificate of Incorporation in case of Limited Company. c. Valid TIN Certificate. d. VAT Registration Certificate. e. Bank Solvency Certificate. f. Experience Certificate/work Order. g. Client List. |
| 7 | In case of supply inferior quality goods, any change request by Prime Bank PLC. must be entertained instantly. |
| 8 | The Bank shall not be bound or under any obligation to accept the lowest quotation. |
| 9 | Quotations have to be submitted as per our enclosed list of items maintaining serial along with company seal and authorized signature in each page. Alternative product offer will not be accepted. |
| 10 | The intending bidder must quote the rate with computer typing. No handwriting is allowed. |
| 11 | Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever. Further, Bank shall not be under any obligation to accept the lowest quotation. |

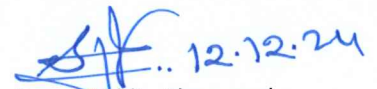
The quotation must be submitted in your company letter head pad and dropped in the tender box kept at **Prime Bank PLC., Head Office, Prime Tower, Central Dispatch (Ground Floor) Plot # 08 & 35, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229 on December 19, 2024 before 03:00 pm** and will be opened on the same day and same place.

For any query please feel free to contact with Mr. Md. Razu Ahmed; Cell # 01714 744931



Kazi Sohel Masud
AVP & Unit Head
Procurement - FMD

Regards,



12.12.24
Sayem Uddin Ahammed
In Charge of Administration



Annexure – A

Financial Offer:

Table - A

| SL | Item Name | Unit | Rate per unit (BDT) |
|----|--|---------------------|---------------------|
| 1 | Hand Towel Tissue | 250 ply packet | |
| 2 | Vim Powder | 500 gram packet | |
| 3 | Vim Liquid Bottle | 500 ml bottle | |
| 4 | Poly Bag Big | 30" x 40" size | |
| 5 | Poly Bag Small | 18" x 24" size | |
| 6 | Cloth Duster | 1 Pcs | |
| 7 | Air Freshener ACI | 170 ml | |
| 8 | Majuni (Steel) | 1 Pcs | |
| 9 | Mr. Brasso Glass Cleaner | 500 ml spray bottle | |
| 10 | One Time Used Coffee Cups (As per provided Sample) | 1 Pcs | |

Table - B

| | | | |
|----|----------------------------------|---------------|--|
| 1 | Diploma Milk Powder | 1 kg | |
| 2 | Dano Pusti Milk Powder | 1 kg | |
| 3 | Sugar | 1 kg | |
| 4 | Nescafe Coffee Jar | 200 gram Jar | |
| 5 | Nestle Coffee Mate Jar | 400 gram Jar | |
| 6 | Nescafe Coffee (Foil Packet) | 200 gram | |
| 7 | Nestle Coffee Mate (Foil Packet) | 200 gram | |
| 8 | Tea Bag Ispahani | 50 pcs packet | |
| 9 | Tea Bag Seylon | 50 pcs packet | |
| 10 | Green Tea Bags Finlay | 50 pcs packet | |
| 11 | Tea Leaf Ispahani | 400 gm | |
| 12 | Tea Leaf Finlay | 400 gm | |



[Signature]
In-Charge of Administration