

## Facility Management Division

Ref: Prime/HO/FMD/IT/2025/225

Date: April 06, 2025

Sub: Request for Quotation (RFQ) for purchasing Computer Hardware/Accessories (SSD, RAM, Keyboard, Mouse) for Prime Bank PLC.

Dear Concern,

Please be informed that Prime Bank PLC. intends to purchase Computer Hardware/Accessories (SSD, RAM, Keyboard, Mouse). For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

### Products with Specifications:

SL	Items Name	Preferred Brand	Quantity	Unit Price (BDT) Including AIT Excluding VAT	VAT in %	VAT Amount	Total Unit (BDT) Price including VAT & AIT (B+D)	Delivery Time
1	SATA SSD 2.5 Inch (512GB)	PNY, Lexar, Team, Adata, Apacer, Netac, Twinmos	100					Must be ready stock
2	RAM (DDR3 1600 MT/s) for Desktop		35					
3	RAM (DDR4 3200 MT/s) for Desktop		35					
4	Keyboard USB	Logitech	100					
5	Mouse USB	Logitech	100					
Grand Total								

**Note: Interested bidders must follow the above financial price format for the submission.**

### 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 AIT and excluded VAT 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.
6. Paper & Documents: The supplier has to submit the following paper & documents:
- a. Valid Registration/ownership document, VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate.
  - b. Distributorship or Sole Distributorship certificate.
  - c. Copies of work-orders and performance certificates of executing same work with different commercial Bank or Multi-National Companies.
- 7. 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 3<sup>rd</sup> large envelope. All the envelopes will contain the full name and address of the participant company. The envelopes should be sealed & signed properly.

**8. 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**

9. 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 10<sup>th</sup> April 2025 before 3:00 PM. No RFQ shall be entertained after the specified time and date. No RFQ document will be received by mail.

10. 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.

  
06.04.2025  
Head of Procurement, FMD  
Tel: 09610990000, Ext-11014