

Request For Quotation (RFQ) of rate fixing for– Architectural Design Services

Please accept our sincere gratitude to participate in the subject RFQ. You are hereby requested to submit financial proposal along with technical documents for the subject matter as per below mentioned scope of work.

Name of Project as per RFQ Document	Last Date of Submission
Rate Fixing for Architectural Design Services (Project design & BOQ preparation)	28 May 2025

Scope of works:

1.Site Measurement & Verification

Conduct precise site measurements and validate existing conditions to ensure accuracy in all subsequent design and execution phases.

2.Floor Layout Plan with Furniture Placement

Develop a comprehensive floor layout based on actual site dimensions, including detailed furniture arrangements optimized for functionality, aesthetics, and space utilization.

3.Circulation & Space Planning

Ensure efficient space planning, including pathways, access points, and circulation flow throughout the premises to enhance user experience.

4.Ceiling Layout Design

Design a ceiling plan incorporating various lighting fixtures (ambient, task, accent) and provisions for HVAC systems, ensuring proper alignment with architectural elements and service requirements.

5.Electrical Layout Plan

Prepare an electrical wiring layout that includes lighting points, power sockets, switchboards, and low-voltage systems (e.g., data and communication) aligned with the approved interior layout.

6.Plumbing & Drainage Points (If applicable)

Indicate plumbing lines and drainage points in coordination with interior spaces such as kitchens, pantries, and washrooms.

7.BOQ Preparation

Prepare a detailed Bill of Quantities (BOQ) based on the approved designs, inclusive of materials, finishes, fixtures, and estimated market benchmark rates.

8.Material & Finish Schedule

Prepare a specification list outlining recommended materials, finishes, color palettes, and product brands for execution purposes.

9.3D Visualization / Rendering (If required)

Develop realistic 3D renderings to visualize the final design, aiding in client approvals and contractor execution.

10.Coordination with Contractors & Vendors

Provide coordination support during the layout execution phase, including design clarifications, on-site adjustments, and contractor/vendor alignment.

11.Design Revisions & Approvals

Include a fixed number of design revision rounds and incorporate client feedback for final approval prior to execution

Predicting following design as per the categorize area & cost.

Financial Proposal:

Category	Area-01		Area-02	
	Sft	Rate (BDT) (Including AIT, Excluding VAT)	Sft	Rate (BDT) (Including AIT, Excluding VAT)
Branch	Up to 3000 sft		Up to 6500 sft	
Sub-Branch	1000 sft			
Office	7000 sft		Up to 12000 sft	
ATM	100 sft			
3D visualization/Rendering for Branch/Sub-Branch /Office				





Prime Bank

1. Delivery

- A. Project details will be shared within 7 calendar days after receiving work order.
2. **The Tenderer shall submit with the following additional documents:**
 - A. Provide valid Trade License/Incorporation Certificate/Ownership Document, BIN, TIN Certificate & Bank Solvency Certificate.
 - B. The minimum work experience should be 5 (five) years in the related field.
 - C. ABC license
 - D. Architect, Electrical & Civil Engineer (Permanent/Contractual): Having working experience for a minimum period of 05 years in relevant field (with Bachelor of Science/Diploma). Please submit proof of documents.
 - E. Practical work experience to execute such type of work for minimum amount of Taka 03 (tree) lac or above in a single work order.
3. **Payment:** Payment will be made within 30 (Thirty) days from receipt of bill from the supplier.
4. **Tender Submission:** Each tender must be submitted in sealed envelope mentioning the name of work on top of the envelope to the office of the undersigned as per aforesaid date within **03:00 pm**. Submission of tender after the specified time shall not be acceptable.
5. **Envelope system:** The Tender must be submitted in 2(two) envelope system i.e. one "Technical Proposal" and another "Financial Proposal" mentioning Technical/Financial proposal on the top of each envelope. These two proposals will be submitted together in a sealed envelope. All the envelopes will contain the full name and address of the participant company. The name, address and telephone number of the contact person should be mentioned in the forwarding letter both of the **"Technical Offer"** and the **"Financial Offer"**.
6. **Bank's Right :** The Bank reserves the right to accept/cancel/reject any or all offers without assigning any reason. The Bank is not obliged to purchase the lowest offer or any offer at all. The Bank reserves the right to conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
7. **Tender drop: By 28 May 2025, 03:00 pm** on said schedule at 'Prime Tower (Ground Floor), Plot # 8 & 35, Nikunjo-2, Khilkhet, Airport Road, Dhaka-1219
8. **Point of Contact:** Mohammad Shahanur Islam Email: shahanur.islam@primebank.com.bd Cell: 01716777150

Head of FMD

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