

RFQ: PBL/FMD/2025/438

July 14, 2025

Sub: Request for Quotation (RFQ) for Employee Background Verification Services for Prime Bank.

Please refer to the captioned subject, we are pleased to invite sealed quotation from reputed supplier(s) which is to be forwarded to the undersigned in cover letter for employee background verification services on the basis of the below mentioned details:

SN	Name of Project as per Tender Document	Pre-bid Meeting	RFQ of Submission Date
1	Background Verification Services	16 July 2025 11:00 am through Zoom	20 July 2025 By 3:00 pm

Scope of Work & TAT:

SN	Name of Service	Scope of Service	Location	Turn Around Time (Working Days)	Unit Price (Incl. AIT & Exclu. VAT) Per Employee / Per Certificate
01	Verification of Educational Qualifications	Education Board (SSC & HSC)	Inside Dhaka	7-10	
			Outside Dhaka	10-15	
		Public University	Inside Dhaka	7-10	
			Outside Dhaka	10-15	
		Private University	Inside Dhaka	7-10	
			Outside Dhaka	10-15	
02	Verification of Previous Employment	Last release letter of new joiners	Inside Dhaka	7-10	
			Outside Dhaka	10-15	
		Salary certificate verification of new joiners	Inside Dhaka	7-10	
			Outside Dhaka	10-15	

Note: Above mentioned price is Including Institutional Fees.

Price is Including AIT, Excluding VAT

Name of Service	Scope
Verification of Educational Qualifications	All Educational Certificates (local & foreign)
Verification of Previous Employment	a) Release Letter of last one (01) employers b) Salary Certificate/Pay slip of last employer

Note: All local Verifications must be conducted through physical verifications.



Facility Management Division**Eligibility and other conditions:**


Interested bidders may participate in the RFQ as well as documentary evidence of the followings:

1. Practical work experience of minimum 05 (Five) years in relevant field. Copy of oldest Trade License need to be provided as proof.
2. Provide valid Trade License/Incorporation Certificate/Ownership Document, BIN, TIN Certificate & Bank Solvency Certificate.
3. Any vendor with previous negative experience with Prime Bank Limited will be directly disqualified. Their financial offer will not be acceptable and will not be opened.
4. Any Fake, Tempering of Data, Manipulation or any kind of unusual approach or failure to submit the proposal/offer within the stipulated time frame will be treated as "Disqualification" to attend to the bidding.
5. **A pre-bid meeting** (virtual) will be held on **16 July 2025 at 11.00 am**. The interested bidder may attend in the meeting, if desired. Zoom ID will be shared on demand.
6. The RFQ 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.
7. The Proposal 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, address, email address & telephone number of the participant company. The name, address, email and telephone number of the contact person should be mentioned in the forwarding letter both of the **"Technical Offer"** and the **"Financial Offer"**.
8. **Banks (PBL) Right:** Banks (PBL) reserves the right to accept/ cancel/ reject any or all offers without assigning any reason. Banks (PBL) is not obliged to purchase the lowest offer or any offer at all. Banks (PBL) reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Banks (PBL) reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
9. **Tender drop:** By 3:00 pm on **20 July 2025** at Prime Tower (Ground Floor), Plot 8 & 35 Airport Road, Nikunja-2.

10. Point of Contact:

Tender Information: Md. Tariqul Islam, email: tariqul20@primebank.com.bd
Scope of Work: Sourov Paul email: sourov.paul@primebank.com.bd

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14.07.25
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