

Ref: HO/ /RFQ/2025/502

August 11, 2025

**Sub: Request for Quotation (RFQ) for Rate Fixation of Branding Items.**

With reference to the above subject, Prime Bank intends to engage experienced and reliable vendors for the supply, fitting, fixing, and repairing of branding materials items as and when.

This Request for Quotation (RFQ) is being issued to invite financial proposals from qualified vendors who have proven experience in providing high-quality branding items. The selected vendors will form a panel to serve various locations nationwide including branches, ATM booths, agent banking outlets, corporate offices.

Interested vendors are requested to submit their financial quotations along with technical specifications in their official letterhead pad, duly signed and sealed, in accordance with the terms and conditions stated in this RFQ.

**Eligibility and other conditions:**

1	Prime Bank will maintain a panel of suppliers in order to supply, fitting & fixing of new signboard(s), repairing of old signboard(s) and graphics branding as and when required basis for a period of <b>six (06) months</b> , which may be extended. The panel of suppliers may be considered based on common rate of the items be fixed by the Bank.
2	The quoted rates shall be including <b>AIT, &amp; Excluding VAT</b> . No additional cost will be paid by the bank for transportation.
3	<b>Bidder must submit photocopy of following documents along with the RFQ:</b> <ol style="list-style-type: none"> <li>Up-to-date Valid Trade License</li> <li>Certificate of incorporation in case of Limited Company</li> <li>Valid TIN &amp; BIN Certificate</li> <li>VAT Registration Certificate</li> <li>Bank Solvency Certificate</li> <li>Experience Certificate/ Work Order</li> <li>Client List</li> </ol>
4	<b>Experience with Bank &amp; International Platform (if any):</b> <ol style="list-style-type: none"> <li>Practical work experience of minimum 05 (Five) years in signage &amp; graphics branding work of Bank's Branch and/or Head Office, Commercial Space for Local/Multinational Group of Companies. Copy of oldest Trade License need to be provided as proof.</li> <li>Practical work experience to execute relevant type of work for minimum amount of Taka 2.00 Lac in a single work order. Please submit proof of documents with work completion certificate.</li> </ol>
5	Any vendor with previous negative experience with Prime Bank PLC. will be directly disqualified. Their financial offer will not be acceptable and will not be opened.
6	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.
7	In case of supply inferior quality goods, any changes request by Prime Bank must be entertained immediately
8	The Bank shall not be bound or under any obligation to accept the lowest quotation.
9	The supplier shall deliver the Signboard and Graphics Branding to <b>Branches, ATM Booths, Agent Banking Outlets</b> and others throughout the Country.
10	Standard Warranty of 12 (Twelve) months will be applicable. During this period, the vendor shall repair any kind of defects including replacement of any parts at their own cost.
11	The Supplier shall provide immediate response either by phone, e-mail, and/or by person to any of the Purchaser's queries related to support and service.



12. **BOQ & Specification:** Annexure - A.

13. Sealed quotation along with paper sample shall have to be submitted in the tender box kept at Facility Management Division, Head Office, Prime Bank, Prime Tower (Ground Floor, Central Dispatch) Plot No. 35 & 08, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229. **Any quotation sends vide mail will not be acceptable.**

14. **Tender drop:** By 3:00 pm on 18 August 2025 at Prime Tower (Ground Floor), Plot 8 & 35 Airport Road, Nikunja-2.

15. **Point of Contact:**

**For BOQ Related:** Mr. Syed Rayhan Tarique, SAVP & Head of Brand and Communications, Cell # 01713 486 695

**For RFQ submission Related:** Mr. Md. Tariqul Islam, Executive Officer, FMD, Cell # 01712221013

16. **Banks (PBPLC) Right:** Banks (PBPLC) reserves the right to accept/ cancel/ reject any or all offers without assigning any reason. Banks (PBPLC) is not obliged to purchase the lowest offer or any offer at all. Banks (PBPLC) reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Banks (PBPLC) reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.



**Head of Facility Management Division**

Tel: 09610990000-Ext. 11014



Facility Management Division

**Annexure - A**  
**Branding Items**

SI	Description	Unit (sft/pcs)	Rate (Including AIT, Excluding VAT)	Remarks
1	<b>Digital Inkjet Print: 140 micron-China</b>			
	With Lamination (Matt/Glossy)	Sft		
2	<b>PVC Banner: Digital Print on PVC Banner - 220-250 gsm China</b>			
	UV Print	Sft		
	Eco Solvent	Sft		
3	<b>PVC Banner: Digital Print on Blackout PVC Banner - 220-250 gsm China</b>			
	UV Print	Sft		
	Eco Solvent	Sft		
4	<b>Festoon / Roman Banner: PVC Banner, Plastic Pipe, String &amp; Plastic Bolt - 220-250 gsm China</b>			
	UV Print	Sft		
	Eco Solvent	Sft		
5	<b>Festoon / Roman Banner: Banner Cloth, Plastic Pipe, String &amp; Plastic Bolt - 220-250 gsm China</b>			
	UV Print	Sft		
	Eco Solvent	Sft		
6	<b>Reverse Print on Penaflex: 550-580gsm Apollo / China</b>			
	UV Print	Sft		
	Reverse Regular	Sft		
7	<b>Frontlit Vinyle Sticker Print: 140 gsm Nar China</b>			
	UV Print with lamination ( Matt/Glossy)	Sft		
	Eco Solvent	Sft		
8	<b>Window Graphics/One way Vision Media: 360-380 gsm Nar/ China</b>			
	UV Print	Sft		
	Eco Solvent	Sft		
9	<b>Reflective Banner Print: 380 gsm Nar/China</b>			
	UV Print	Sft		
	Eco Solvent	Sft		
10	<b>Reflective Sticker Print: 380 gsm Nar/China</b>			
	UV Print	Sft		
	Eco Solvent	Sft		
11	<b>Digital Print on Clear Media (Matt/Glossy) 120gsm China</b>			
	UV Print	Sft		
	Eco Solvent	Sft		
12	<b>Digital Print on Clear Media with backside vinyle pasting.</b>			
	UV Print	Sft		
	Eco Solvent	Sft		

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13	<b>Frosted Print: 140-micron Taki/ china</b>			
	UV Print	Sft		
	Eco Solvent	Sft		
14	<b>Vinyle Sticker Cutting (Any Color): 140gsm Nar/China</b>	Sft		
15	<b>Frosted Sticker Cutting: 140gsm Nar/China</b>	Sft		
16	<b>Plain Frosted Sticker: 140gsm Nar/China</b>	Sft		
17	<b>Designed Frosted Sticker: 140gsm Nar/China</b>	Sft		
18	<b>Collage: PVC Pertax or equivalent</b>			
	Digital Inkjet Print Pasted on 3 mm PVC Board installed on the wall	Sft		
19	<b>Collage: PVC Pertax</b>			
	Digital Inkjet Print Pasted on 5 mm PVC Board installed on the wall	Sft		
20	<b>Collage: PVC Pertax</b>			
	Digital Inkjet Print Pasted on 8 mm PVC Board with installed on the wall	Sft		
21	<b>Product Display Board: Pakistan- China</b>			
	Digital Inkjet Print Pasted on 3 mm Acrylic Board with all side 1/2" babeled &	Sft		
	installed with 3/4" SS knob			
22	<b>Product Display Boad: Pakistan- China</b>			
	Digital Inkjet Print Pasted on 5 mm Acrylic Board with all side 1/2" babeled &	Sft		
	installed with 3/4" SS knob			
23	<b>Product Display Boad: Pakistan- China</b>			
	Digital Inkjet Print Pasted on 8 mm Acrylic Board with all side 1/2" babeled &			
	installed with 3/4" SS knob	Sft		
24	<b>Product Display Boad: Glass</b>			
	Digital Inkjet Print Pasted on 3 mm glass installed with all side 1/2" bebeled & Installed with 3/4" SS knob	Sft		
25	<b>Product Display Boad: Glass</b>			
	Digital Inkjet Print Pasted on 5 mm glass installed with all side 1/2" bebeled & Installed with 3/4" SS knob	Sft		
26	<b>Product Display Boad: Glass</b>			
	Digital Inkjet Print Pasted on 8 mm glass installed with all side 1/2" bebeled & Installed with 3/4" SS knob	Sft		
27	<b>Signage: Standard 20' x 04' or above</b>			
	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech /Superstar or equivalent company including Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	Sft		
28	<b>Signage: Standard Size: Below 20' x 04'</b>			
	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech /Superstar or equivalent company including, Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	Sft		
29	<b>Signage: Standard Size: 20' x 03' or above</b>			

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	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech/Superstar or equivalent company, Including Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	Sft		
30	<b>Signage: Standard Size: Below 20' x 03'</b>			
	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech /Superstar or equivalent company including Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	Sft		
31	<b>Both Side Signage: Standard Size: 03' x 05' or above</b>			
	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech/Superstar or equivalent company including Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	Sft		
32	<b>Signage: (Edgelit Signage with ACP):</b>			
	3mm ACP with offcut letter cutting by CNC Router and set on 3mm ACP, double layer acrylic (3mm clear acrylic for back & 03mm Coloured Acrylic on Top) including LED Light (best quality), Electric Cables (BRB/BBS or equivalent company) and necessary accessories.	Sft		
33	<b>Signage: (Box Letter Signage with ACP):</b>			
	Box letter made by 03mm acrylic, set on 3mm ACP including LED Light, (best quality), CNC Router Cutting on ACP for Branch Name portion, Electric Cables (BRB/BBS or equivalent company), necessary accessories.	Sft		
34	<b>Signage: (Box Letter Signage with ACP): (BATA Pattern)</b>			
	Box letter made by 03mm acrylic on top, all side SS, set on 3mm ACP including LED Light (best quality), Electric Cables (BRB/BBS or equivalent company), necessary accessories	Sft		
35	<b>Pylon Signage: (Directory)</b>			
	3mm ACP , 1" x 1" MS Box with CNC router cutting, acrylic letter cutting, 2mm white color acrylic for back side letter support, LED light, power supply & others	Sft		
36	<b>Pylon Signage: (Priority)</b>			
	3mm ACP , 1" x 1" MS Box with CNC router cutting, acrylic letter cutting, 2mm white color acrylic for back side letter support, LED light, power supply & others	Sft		
37	<b>Box Letter Making</b>			
	Acrylic box letter	Sft		15 Sft Min. (1 Letter= 1 Sft Measurement)
	Acrylic box letter with back side glow	Sft		
	Acrylic box letter with front & side glow	Sft		
	Acrylic box letter with side SS and front glow	Sft		
	Full SS Letter	Sft		
38	<b>Acrylic Letter Cutting with docu paint</b>			
	05mm	Sq. inch		15 Sft Min. (1 Letter= 1 Sft Measurement)
	08mm	Sq. inch		
	10mm	Sq. inch		

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	12mm	Sq. inch		
	18mm or above	Sq. inch		
39	<b>PVC Letter Cutting with Docu paint</b>			
	05mm	Sq. inch		15 Sft Min. (1 Letter= 1 Sft Measurement)
	08mm	Sq. inch		
	10mm	Sq. inch		
	12mm	Sq. inch		
	18mm or above	Sq. inch		
40	<b>ACP Letter cutting with PVC board:</b>			
	ACP Letter cutting pasted on 05mm PVC Board & paint	Sft		
	ACP Letter cutting pasted on 08mm PVC Board & paint	Sft		
41	<b>Slim Light Box: 2 inch</b>			
	Imported	Sft		
	Local	Sft		
42	<b>Notice Board: 36" x 48"</b>			
	Made by 1/2" plain Partex Board, 1/4" Foam Sheet, 2"x 1" Wooden Frame, Velvet Fabric on Top (as per the approved code) Including Paint, Hook & Other necessary items.	pcs		As per design
43	<b>Hanging Message Display Board</b>			
	Made by 08mm PVC Board, Inkjet print with matt lamination pasted on both side of the board installed with ss chain & hook.	Sft		
44	<b>LED Power Supply: Rainproof 400w, Input ac 180-264v, output(v) DC12v+/- 5%, China</b>	Pcs		
45	<b>LED Signage Maintenance</b>	Unit		Depends on Size & Area
46	<b>Regular Signage Maintenance/Print Replacement/Light replacement etc.</b>	Sft		
47	<b>SS knob:</b>			
	1/2" Diameter	pcs		
	3/4" Diameter	pcs		
	1" Diameter	pcs		
48	<b>MS Pipe</b>			
	3" Diameter	rft		
	4" Diameter	rft		
49	<b>SS Pipe:</b>			
	3" Diameter	rft		
	4" Diameter	rft		
50	Acrylic Deposit Slip holder (as per design & specifications)	Pcs		Depends on design & specification
51	Brochure Holder (Made by 3mm Acrylic Back to back Pocket and Digital print Including Paper box as per Design)	Pcs		
52	Message Display unit (as per design & specifications)	Pcs		
53	Cross banner Stand without print	Pcs		
54	Pop up Stand	Pcs		



### Facility Management Division

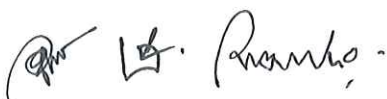
55	Cheque drop box (as per design & specifications)	Pcs		
56	Cheque writting desk (as per design & specifications)	Pcs		
57	Complain Box (as per design & specifications)	Pcs		
58	Directional / Indicator Sign (as per design & specifications)	Pcs		Depends on design & specification
59	Bell Sign (as per design & specifications)	Pcs		
60	Queue Stand (Imported Chinese Queue Stand with Scroll System Ribbon along with Both Side Screen Print)	Pcs		
61	Fair Face Paint/ Skim Paint			
62	Weather Coat Paint (any color)	Sft		
63	Electronic Deposit Rate Chart Board	Sft		Minimum 3sft (01 Year Warranty)
64	Electronic Deposit Rate Chart Board Maintenance	Sft		Minimum 3sft (01 Year Warranty)
65	Electronic Foreign Exchange Rate Chart Board	Sft		Minimum 3sft (01 Year Warranty)
66	Electronic Foreign Exchange Rate Chart Board Maitanance	Sft		Minimum 3sft (01 Year Warranty)
67	<b>Branch Name Board:</b>			
	Made by glass with 1/2" babled, inkjet print with lamination & installed with 3/4" SS knob	Sft		
	with 3/4" SS knob			
68	Wall Clock (as per Design & Size)	Pcs		
69	<b>Umbrella</b>			
	Small (Two Folding)	Pcs		
	Small (Three Folding)	Pcs		
	Guard	Pcs		
	Garden	Pcs		
71	Table Top (as per design & specifications)	Pcs		
72	<b>Cut out 5mm</b>			
	Made by 05mm PVC board, inkjet print & support board.( Hight 4' Width not more than 2')	Sft		
	Made by 05mm PVC board, inkjet print & support board.( Hight 4' Width not more than 3')	Sft		
73	<b>Cut out 5mm</b>			
	Made by 05mm PVC board, inkjet print & support board. (Hight 5'-6' Width not more than 2')	Sft		
	Made by 05mm PVC board, inkjet print & support board. (Hight 5'-6' Width not more than 3')	Sft		
74	<b>Cut out 8mm</b>			
	Made by 08mm PVC board, inkjet print & support board.( Hight 4' Width not more than 2')	Sft		
	Made by 08mm PVC board, inkjet print & support board.( Hight 4' Width not more than 3')	Sft		
75	<b>Cut out 8mm</b>			

*Handwritten signature: [Signature]*



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	Made by 08mm PVC board, inkjet print & support board. (Hight 5'-6' Width not more than 2')	Sft		
	Made by 08mm PVC board, inkjet print & support board. (Hight 5'-6' Width not more than 3')	Sft		
76	Teller Back Wall Branding (Clear media & Vinyl Lamianation Pasted on 10 mm Glass)	pcs		
77	Teller Back Wall Group Lighting (Profile Light) - LED Profile Light with Adapter	rft		
78	Priority Center Edgelit Box (Size:3' x 3') - Box Made by 3 mm Black Acrylic, Logo & Priority Banking made by 8 mm Leaser Cutting Acrylic Letter along with digital print for Box & Letter Branding, base 8 mm PVC Board, LED Light & power supply	Unit		
79	Priority Wash Room Sign (Size: 8" x 6") - Double Layer Acrylic, Base/Bottom Layer Made by 3mm acrylic with clear media pasted from backside, upper layer/character made by 3 mm white acrylic leaser cutting	Unit		
80	Meeting Room Name Plate (For Flagship Branch) - S.S Hairline sheet with etching & black color, pasted on 3 mm Black Acrylic & Black Vinyl for back side of the door glass (Size- 8" x 8")	Unit		
81	Pylon Sign for Floor Directory (Lit) - (Size -20" x 66" x 4") Base Size-24" x 20"x 2" - 3 mm ACP Sheet (Front & Back) with CNC Router cutting 1" x 1" MS Box for frame Making, 3 mm white Acrylic leaser cutting for letter, 8 mm leaser white acrylic with digital print for Helix, Digital Inkjet print for upper portion, LED Light & Power Supply Base Made by 2" x 1.5" Ms Box & 14 gaz MS Sheet for covering the frame with black paint, Rubber sheet pasted under the base	Unit		
82	Pylon Sign for Floor Directory (Non Lit) - (Size -20" x 66" x 4") Base Size-24" x 20"x 2" - 3 mm ACP Sheet (Front & Back) with CNC Router cutting 1" x 1" MS Box for frame Making, 3 mm white Acrylic leaser cutting for letter, 8 mm leaser white acrylic with digital print for Helix, Digital Inkjet print for upper portion, Base Made by 2" x 1.5" Ms Box & 14 gaz MS Sheet for covering the frame with black paint, Rubber sheet pasted under the base	Unit		
83	LED Sign Ambush Pattern Letter (Acrylic Ambush Letter on Top with S.S Cover Letter with Digital)	Sft		
84	CNC Router Cutting for The Base of Helix - 3 mm ACP CNC Router Cutting as per Design	Sft		
85	Helix (Lit) - Helix Made By S.S Hair Line Sheet for Front Area, Back side Area Made By Acrylic along with LED Light & Power supply	Unit		
86	Helix (Non Lit) - Helix Made By S.S Hair Line Sheet for Front Area, Back side Area Made By Acrylic	Unit		
87	ATM Machine Frame (Lit) - Made By white Acrylic , Inside LED Light & Power supply, 8 mm PVC Board for Support and Digital Print as per Design	sft		
88	ATM/CRM Information Board - Made by 5 mm Acrylic with 1/2" babl Digital Print (4 pcs in 1 set)	sft		As per design
89	ATM Back Wall Branding - Clear media & Vinyl Lamianation Pasted on 10 mm Glass	sft		

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90	Teller Counter Number (Nonlit) - Made By 3 mm Acrylic Box, Size: 1" x 3.5" x 1" with Digital Print Hanging with Chain	Unit		
91	Fitting/Fixing/Installation Charges for Signage - Inside Dhaka	Sft		
92	Fitting/Fixing/Installation Charges for Signage - Out side Dhaka	Sft		
93	Dismantle & Refitting/Fixing/Installation Charges for Signage - Inside Dhaka	Sft		
94	Dismantle & Refitting/Fixing/Installation Charges for Signage - Out side Dhaka	Sft		
95	<b>Support Material for Fitting Fixing Work</b>			
96	Bamboo Scaffolding	Sft		
97	Pasting/PVC Banner Fitting Inside Dhaka	Sft		
98	Pasting/PVC Banner Fitting Outside Dhaka	Sft		
99	Old Print Remove & Pasting Inside Dhaka	Sft		
100	Old Print Remove & Pasting Outside Dhaka	Sft		
101	Tube Light: Transtec/ Superstar	Pcs		
102	Led Stripe Module Light 12w Samsun/China	Pcs		
103	Wire/Cables: BRB	Rft		
104	Base Making	Pcs		
105	MS Structure for fixing pvc board and inject pasting	sft		
106	Halowjen spot light (waterproof) 100w china	pcs		
107	GI Sheet - GP/ Bangladesh	Sft		
108	<b>Transportation Charge:</b>			
	In side Dhaka			Depends on work
	Outside Dhaka			Depends on work
109	<b>Site/Spot Visit:</b>			
	In side Dhaka	Per Visit		
	Outside Dhaka	Per Visit		

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