

Ref: HO/ /RFQ/2025/503

August 11, 2025

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

We are pleased to invite your quotation for the rate fixation of event-related items and services required by Prime Bank PLC for upcoming events scheduled on an as-and-when-required basis. Your quotation should be submitted in accordance with the details mentioned below:

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

Eligibility and other conditions:**1. Rate Contract Period:**

Prime Bank will maintain a panel of suppliers to provide event-related services for a period of **six (06) months**, which may be extended. The panel will be selected based on common fixed rates approved by the Bank.

2. Pricing and Taxation:

The quoted rates must be **exclusive of VAT but inclusive of AIT and all other applicable charges**. No additional transportation costs will be paid. AIT will be deducted at source as per government regulations.

3. Mandatory Document Submission:

Bidders must submit photocopies of the following documents along with the RFQ:

- Up-to-date Valid Trade License
- Certificate of Incorporation (for Limited Companies)
- Valid TIN and BIN Certificates
- VAT Registration Certificate
- Bank Solvency Certificate
- Experience Certificate/Work Orders
- List of Employees (related to design and creative works)
- Client List

(Incomplete or improper documentation may result in technical disqualification.)

4. Experience Criteria:

- A minimum of **five (05) years** of experience in creative and design work is required. A copy of the oldest Trade License must be submitted as proof.
- At least **three (3)** work orders or invoices from **three different clients**, executed within the **last six (6) months**, must be submitted.

5. Disqualification Clause:

Vendors with any prior negative experience with Prime Bank PLC will be disqualified. Their financial offers will not be considered or opened.

6. Integrity and Submission Compliance:

Any submission containing **false information, data tampering, manipulation, or failure to meet the submission deadline** will lead to automatic disqualification.

7. Quality Assurance:

In the event of delivery of **inferior quality goods or services**, the supplier must make immediate replacements or modifications as requested by Prime Bank.



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8. Right to Reject:

The Bank reserves the right to reject any or all quotations and is not bound to accept the lowest or any quotation.

9. Timely Delivery:

The supplier must adhere to agreed delivery timelines for all assigned work.

10. Intellectual Property:

All creative work completed for Prime Bank PLC will be considered **the property of the Bank**. Editable soft copies (e.g., design files) must be shared via Google Drive or any other format as requested.

11. Communication:

The supplier must provide timely responses via phone, email, or in person to any queries from the Bank.

12. Persuasion Prohibited:

Any attempt to influence the evaluation process will result in **immediate disqualification**.

12. BOQ & Specification: Annexure – A (Please refer to the attached Annexure A for itemized details)

13. Submission Guidelines

- 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".

14. Mode of Submission:

Sealed quotations must be submitted to the **Tender Box** at the following address:

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.

Quotations submitted via email will not be accepted.

15. Submission Deadline:

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

16. 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

17. 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
Event Items

Event Items	Size*	Cost per Sqft,	Total Cost (Including AIT & Excluding VAT)
PVC Backdrop with Frame	4 X 6		
	4 X 8		
	10 X 6		
	12 X 6		
	12 X 8		
	12 X 10		
	12 X 16		
	12 X 18		
	20 X 16		
	32 X 16		
	52 X 18		
	40 X 18		
	40 X 16		
	12 X 20		
Curved PVC Backdrop with Frame	4 X 6		
	4 X 8		
	10 X 6		
	12 X 6		
	12 X 8		
	12 X 10		
	12 X 16		
	12 X 18		
	20 X 16		
	32 X 16		
	52 X 18		
	40 X 18		
	40 X 16		
	12 X 20		
Frame Banner	2 X 4		
	4 X 8		
	6 X 12		
Roman Banner			
LED Backdrops with Console and Switcher			
Digital Frame Banners/AD Players			
Normal Stage with 1 Feet Height			
Normal Stage with 2 Feet Height			



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Normal Stage with 3 Feet Height			
Round Stage with 1 Feet Height (Half Circle)			
Round Stage with 2 Feet Height (Half Circle)			
Round Stage with 3 Feet Height (Half Circle)			
Round Stage with 1 Feet Height			
Round Stage with 2 Feet Height			
Round Stage with 3 Feet Height			
Triangle Stage with 1 Feet Height			
Triangle Stage with 2 Feet Height			
Triangle Stage with 3 Feet Height			
Stage LED strip with Panaflex on the base			
Horizontal Logo Cutout with Base			
Vertical Logo Cutout with Base			
Cutouts with Plastic Wooden Board			
Sticker Print (Inkjet)			
Sticker Print (Eco-Solvent)			
Sticker Print (Frosted)			
Platform Print PVC (Inject)			
Platform Print PVC (Eco-Solvent)			
Wooden Stairs with paint			
55 inch Monitor with Frame			
40 inch Monitor with Frame			
65 inch Monitor with Frame			
Front Projector with Screen			
Back Projector with Screen			
Sound System with Microphone along with Console, amplifiers and monitors	2 Pair		
	4 Pair		
	8 Pair		
Cordless Microphone			
Headset			
Lapel			
Stage Wings with PVC Backdrop			
LED Base			
Star Cloth for Stage Background			
Black Cloth for Stage Background			
Table with Skirting and Runner			
China Cushion Chairs with Skirting/Cover			
Special Sofa / Chairs	Single Seater		
	2-3 Seater		
Stage Lights (Parcan with Sharpie Lights)			

 14. 

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Venue Merchandising Lights			
Stage Truss (A Shaped)			
Sharpie Lights			
Gobo Lights			
PVC Backdrop with Cutouts			
Platform for Backdrop			
Carpet			
Basic Acrylic Awards and Crests			
Acrylic Awards and Crests with Wooden Base			
Wooden Awards with thin SS plate			
Annual Performance Award (Selected Design)			
Notepad with Box	50 Page		
	100 Page		
	200 Page		
Diary with Box	100 Page		
	200 Page		
Pen with Box			
Photographer			
Videographer			
Facebook & YouTube Live			
Wooden Podium			
Perimeter Board			
Podium Sticker Masking			
Riser for media			
Branded Mugs			
Entry Gate (Tunnel Shape)			
Entry Gate (Arch Shape Tunnel)			
Event Booth (Standard Corporate Format)			
Event Booth (Normal Version)			
Event Booth (Tent Version)			
Small Tents for Outdoor Activity			
Large Tents for Outdoor events			
Drone Video Event Coverage			
Drone Photo Shoot			
High Tables for Mingling Session			
Event Lanyards for Participants			
Printed Invitation Cards for Events			
Flower Bouquets			

*Cost to reduce for Size any size which is lesser than the ones mentioned above

  