

Subject: Request for Quotation (RFQ) for Rate Fixation of Rent a Car service.

Please be informed that Prime Bank PLC. intends to fixing price for Engagement of Service Provider for Rent a Car/Vehicle service. Unit rate (monthly) may be fixed for next 06 months from the date of issuing notification of award/contract. The selected vendor has to provide the service as and when required at the approved rate. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

Eligibility and other conditions:

1. Rate Contract Period:

Bank intends to fixing price for Engagement of Service Provider for Rent a Car Vehicle service. Unit rate (monthly) may be fixed for next 06 months from the date of issuing notification of award/contract.

2. Pricing and Taxation:

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

3. Mandatory Document Submission:

Photocopy of following documents should be submitted along with the offer:

- Up-to-date valid Trade License.
- Certificate of Incorporation (if)
- Up-to-date TIN/BIN Certificate
- VAT, Registration Certificate
- Bank Solvency Certificate
- Client List with Company Profile
- Prove documents of 3 (three) years operation with banks/financial institutions/ Multinational Companies/Corporate Office for the service.
- List of present clients.

4. Requirement:

SL	Particulars	Prime Bank Requirements
1	Quantity	4 Vehicle
2	Types of Vehicle	7 Seater Noah Microbus
3	Vehicle registration year	2018-2020
4	Vehicle Brand	Toyota
5	Types of Fuel	Octane/ LPG
6	Car Air Condition	Must be Functional
7	Car Fitness	Must be in good condition
8	Usages time period	All over the country 30 days in a month Duty Time : 8:00 am to 08:00 pm. Based on requirement duty hour may be extended.
10	Driver Criteria	Non-smokers will be preferred
		No drug addiction
		Please ensure the driver is properly rested before his duty.
		Must provide medical report of the drivers who will be assigned for duty.
		Must have original valid driving license

5. Vehicle Usages Days: 30 Days in a month

6. Financial Offer:

Sn	Model	Unit	Monthly Rent (vehicle+ Rent+ Driver all cost+ Maintenance etc.)	Octane/ Cost/ per KM	LPG cost/ per KM	Drivers Over time after 10 Hrs.	Remarks
1	Toyota 7 Seater Noah Microbus	1				N/A	
Total Vehicle Requirement : 04 (Toyota 7 Seater Noah Microbus).							

7. 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.

8. Timely Delivery:

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

9. Communication:

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

10. Persuasion Prohibited:

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

11. RFQ submission Guideline:

The RFQ is to 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. The RFQ shall be marked with **"Request for Quotation (RFQ) for Rate Fixation of Rent a Car service."**

12. 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.

13. Submission Deadline:

By 3:00 pm on 31 August 2025 at Prime Tower (Ground Floor), Plot 8 & 35 Airport Road, Nikunja-2.

14. Point of Contact:

For BOQ Related: Mr. Md. Abdus Salam, SO, Administration, Cell # 01609812672

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

15. 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.


25.08.25
Head of Procurement, Facility Management Division
Tel: 09610990000-Ext. 11014