

Facility Management Division

Ref: Prime/HO/FMD/IT/2025/760

Date: December 03, 2025

Sub: Request for Quotation (RFQ) for purchasing of Desktop for Prime Bank PLC.

Dear Concern,

Please be informed that Prime Bank PLC. intends to purchase **10 units Desktop**. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

Products: Desktop

Item Description	Unit Price (BDT) Including AIT Excluding VAT	Total (BDT) Price including AIT & Excluding VAT	Quantity	Delivery Time
Desktop			± 10 Pcs	Must be ready stock

Note: Interested bidders must follow the above financial price format for the submission.

Terms & Conditions:

1. Delivery & Installation:

- The supplier will deliver & install the products to the Bank's selected location (Nikunja, Dhaka) as and when required. No additional cost will be paid by the bank for transportation.
- In case of supplying inferior quality/defective goods; any change imposed by Prime Bank must be entertained.

2. Payment: Payment will be made within 30 (Thirty) days from bill receipt and payment will be made as per the following manner:

- In case of bill amount/ work order amount at a time over Tk. 2,00,000.00, 90% of the unit price will be paid after satisfactory installation of the equipment.
- Remaining 10% of the unit price will be paid after 06 (Six) months from the date of products delivery.
- The quoted amount must be included AIT and excluded VAT as per govt. rules.**

3. Warranty: During the period, the vendor shall repair any kind of defects including replacement of any parts at his own cost or replace the equipment, if necessary.

4. Support Level: The Supplier shall provide immediate response either by phone, e-mail or in person to any of the Purchaser's queries related to support and service.

5. Technical specification: Technical specification is given below at Table 'A'. Bidder's response will be filled up by participant companies.

Table 'A': Specs for Desktop

Particulars	Required Specification	Bidder's Response
Brand	Asus/Dell/HP/Lenovo	
Model	Business Series (Please mention the model)	
Processor	Latest Generation Intel Core i5 or Higher	
Processor Core	Please Mention	
Available Graphics	Please Mention	
Chipset	Please Mention	
Casing	Small Form Factor (SFF) Preferable	
Dimensions (H X W X D)	Please Mention	
Storage	512GB M.2 NVME SSD (Factory Built Preferable)	
RAM	16GB DDR5 (Factory Built Preferable)	
Expansion Slots/Bays	Please Mention	
Ports & Slots	Please Mention	
LAN/NIC	Gigabit Ethernet 10/100/1000 Mbps	
Keyboard & Mouse	USB Keyboard & Mouse (Mention Details)	
Wi-Fi /Bluetooth/Optical Drive	Not Required	
Monitor Size	19.5" or Higher (with HDMI/DisplayPort™ Cable)	
Monitor Model	Please Mention	
Monitor Resolutions	Please Mention	
Monitor Brightness	200 nits or Higher	
Operating System	Genuine Pre-Loaded Windows 11 Pro	
Country of Origin	Please Mention	
Warranty	03 (Three) Years full warranty for both Monitor and CPU	
Delivery Time	Ready Stock (Preferable)	

6. Paper & Documents: The supplier has to submit the following paper & documents:

- Valid Registration/ownership document, VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate.
- Distributorship or Sole Distributorship certificate.
- Copies of work-orders and performance certificates of executing same work with different commercial Bank or Multi-National Companies.

7. RFQ PREPARATION: The participant company must submit the offer in two envelope system. One envelope will contain the technical offer and the other envelope will contain the financial offer. The two envelopes must be covered in a 3rd large envelope. All the envelopes will contain the full name and address of the participant company. The envelopes should be sealed & signed properly.

8. RFQ SUBMISSION ADDRESS:

Head of Facility Management Division

Prime Bank, Head Office,
Prime Tower (Ground Floor, Central Dispatch),
Plot # 8 & 35, Nikunjo-2,
Khilkhet, Airport Road, Dhaka-1229

RFQ process Contact : Partha Sarathi Bairagi, Cell: 01730781194

Technical Clarification Contact: Mashrubul Foysal Shuvo, Cell: 01730333059

9. After going through the terms & conditions, please submit proposal as per format mentioned above in your company's letterhead pad duly signed by authorized representative of your company. RFQ documents shall be dropped in the Tender box on 09 December 2025 before 3:00 PM. No RFQ shall be entertained after the specified time and date. No RFQ document will be received by mail.

10. The Authority reserves the right to modify the terms and conditions as mentioned above, accept or reject any or all of the proposals or may divide the works amongst the participants without assigning any reason whatsoever.

Thanking You.



Head of Procurement-FMD
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