

The Managing Director/Proprietor

Subject : Invitation Quotation for supplying Suits for Priority Banking Relationship Managers of Prime Bank PLC.

Dear Concern,

Bank management is pleased to invite sealed quotations from reputed suppliers for the following items complying specifications and terms & conditions as mentioned below:

Specifications:

Table # A

User	Number of Persons	Suit (Blazer + Pant)	
		Color	Quantity Per Person
Priority Relationship Managers	23	Chocolate/ Coffee	02 (Two) Set

Table # B

Description of Items	Qty. (Set Suit)	Rate (Including VAT & AIT)		Unit Rate per Set	Total Taka (Including VAT & AIT)
		Cloth	Stitching		
Suit (Blazer + Pant)	46				

Figure in word:

Note: Measurement must be collected physically by the awarded bidder.

Terms & Conditions:

1. Measurement of Priority Relationship Managers must be collected by the awarded bidder within 05 working days after getting the work order from below mentioned places by his own cost and responsibility. No additional cost will pay by the Bank.

SL	Name of Area	No. of Person	Remarks
1	Dhaka	20	
2	Chattogram	2	
3	Sylhet	1	

2. The Liveries must be provided as per approved sample. In case of any deviation, Bank will not receive the liveries.



Procurement Department

3. Penalty @TK1,000 (one thousand) will be applicable per day, if the delivery is not completed within the stipulated time.
4. The Bank reserves the right to accept or reject any or all the offers in full or part with or without assigning any reason whatsoever and Bank shall not be under any obligation to accept the lowest quotation.

Payment:

- i. Payment will be made on submission of invoice/bill by the supplier after satisfactory delivery & subsequent certification.
- ii. Payment will be made after deduction of VAT & AIT as per Government Rules.

Required Documents:

Bidders should be submitted photocopy of following documents along with the RFQ:

- a. Up-to-date Valid Trade License.
- b. Valid TIN Certificate
- c. VAT Registration Certificate
- d. Bank Solvency Certificate
- e. Experience Certificate/Work Order.
- f. Client list.

Sample:

Sample of the item may be seen at **Administration Division, Prime Tower (6th Floor), Plot # 08 & 35, Nikunja - 2, Khilkhet C/A, Airport Road, Dhaka-1229** during office hours on or before **March 03, 2026**.

VAT, Income Tax etc. shall be applicable for deduction from the source as per Govt. Circular against the Bill of the supplier concerned, if awarded which may please be noted.

RFQ submission:

All RFQ including supplementary data and information shall be in English. 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 "**Proposal for supplying Suits for Priority Banking Relationship Managers**".

→ The RFQ shall be submitted in the tender box on **March 03, 2026** by **3:00 PM** at the following address:

Prime Bank PLC, Head Office
Central Dispatch, Prime Tower (Ground Floor)
Plot No. 35 & 08, Nikunja-2, Airport Road,
Khilkhet C/A, Dhaka-1229

→ **No quotation will be received by mail.**

The RFQ shall be dropped in the tender box kept at the address mentioned above and open in the same day same place at 3:30 PM. No RFQ shall be entertained after the specified time and date. RFQ Documents must be properly filled in, sealed and signed by authorized official with bidder's name, address, etc.



Procurement Department

Successful bidder, to whom work order will be issued, must execute the work within the time stipulated in the work order. Failure to execute the work as per conditions of work order may be fall under penalty.

Manipulation or any kind of unusual approach may lead to disqualification of the proposal.

Contact Person:

1. For any product clarification, Mr. Muhammad Shahidullah Munshi, Administration Division, Cell: +880 1730785805.
2. For Proposal Submission, Mr. Md. Razu Ahmed, Procurement Department, Cell : 01714744931

NB: Please make sure that the quotations are on your company Letterhead pad with seal.

Regards,


Tanveer Ahamed 25.02.26
Head of Procurement
