

RFQ for Engagement of Cash Pickup & Delivery Service Provider(s)

Prime Bank PLC., one of the leading private Commercial Bank in the country, intends to engage Cash Pickup & Delivery Service Provider (s) for providing Cash-in-Transit (CIT) service to/from different Branches and locations of Prime Bank PLC. throughout the Country.

Eligibility of the Company:

1. The Company must have at least 5 (five) years practical experience in Cash Pickup & Delivery/ Cash Carrying services for Banks and/or financial institutions.
2. The company must possess adequate own operational vehicles and logistics support required for uninterrupted CIT operations.
3. The company must have valid legal authorization/licenses for operating Cash-in-Transit services, including use of armed security personnel, where applicable.

Documents required to be Submitted:

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

- a. Up-to-date Valid Trade License.
- b. Certificate of Incorporation
- c. Memorandum & Articles of Association (in case of limited company)
- d. TIN Certificate
- e. VAT Registration Certificate/BIN
- f. Bank Solvency Certificate
- g. Experience Certificate/documents supporting minimum 5 (five) years of operation with banks/financial institutions.
- h. List of existing clients along with number of deployed vehicles for Cash Pickup & Delivery services
- i. List of legal arms and security equipment being used.

Miscellaneous:

1. Prime Bank PLC. reserves the right to accept or reject any or all quotations, either partially or wholly, without assigning any reason whatsoever.
2. The Bank Shall not be bound to accept the lowest quotation.
3. The Bidder/ Service provider may furnish additional information on separate sheet(s) if necessary, along with relevant supporting documents.
4. After execution of agreement (s) with the successful bidder (s) the Bank may deploy the Cash pickup & delivery teams in phases as per operational requirement.
5. The selected bidder(s) shall comply with all applicable laws, rules, regulations and security requirements relating to Cash-in-Transit services.
6. Any attempt to influence the evaluation process may result in disqualification of the bidder.
7. The awarded company must sign a service level agreement with the Intending Division (service-taking division) of the bank.
8. The agreement period will be for a period of 02 (two) years from the date of issuing work order.



Procurement Division



Financial Proposal for Cash Pickup & Delivery service must be submitted as per prescribed format (**Annexure-1**)

After going through the terms & conditions, if you are interested to participate in the bidding process, please submit your proposal duly complying the terms & conditions of the RFQ with the signature by your company's authorized representative, which must be submitted in **two envelope system i.e. One Technical Proposal and One Financial Proposal mentioning Technical/Financial Proposal** on the top of each envelop. These two proposals will be submitted together in a sealed envelope and dropped in tender box kept at our Office on **May 21, 2026 from 10.00 am to 03:00 pm**. No quotation shall be dropped before or after this time period mentioned above.

Quotation must be submitted in sealed envelope mentioning the name of work on the top of envelop to the office of the undersigned as per aforesaid date which is mentioned.

Please drop your quotation – **"Procurement Division, Head Office, Prime Bank PLC., Prime Tower (Ground Floor, Central Dispatch) Plot No. 35 & 08, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229"**.

For any query, please feel free to contact with Mr. Md. Razu Ahmed, Cell: 01714744931 (RFQ submission related information) and Ms. Anika Haider, Cell 01781689424 (for operation related information).


13.05.26
Tanveer Ahamed
Head of Procurement


Procurement Division

Annexure - 1: Financial Proposal:

Particulars	Monthly Service Charge (5 working days per week); Pick up/delivery frequency: once Daily/ per location (BDT incl. VAT & AIT)	On Call Service Charge/ per trip/ per location (BDT incl. VAT & AIT)	Remarks
Dhaka City			
Outside Dhaka City (within 20 KM radius)			
Outside Dhaka City (Within 40 KM radius)			
Chattogram City			
Outside Chattogram City (within 20 KM radius)			
Outside Chattogram City (Within 40 KM radius)			
Other Cities			Mentioned by bidders.

