

Procurement Division

Prime/HO/Procurement/ Gen /2026/566

Date: 02 September, 2026

Request for quotation (RFQ) : Supply & Installation of Office Furniture with Fixed Rate Contract

Prime Bank PLC. invites sealed quotation from qualified manufacturers and authorized dealers for procurement of office furniture (Linear Tables, Workstations, and Workstation Chairs), as well as fixing the quoted unit rates under an Annual Rate Contract (ARC) for a period of 1 (one) year for any additional repeat orders.

1. Bill of Quantities (BOQ) & Price Schedule:

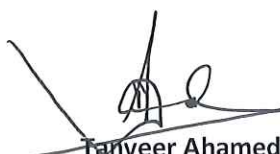
SL No.	Item	Specification	UNIT	Quantity	Unit Price	Total Price
1	Linear Table	Table top made of 18mm thick MFC board with 2mm PVC edging and metal leg with powder coated finish including with mobile drawer unit, including front low height glass partition. Size: 750x1505x750mm	Nos	6		
2	01 person workstation	Table top made of 18mm thick MFC board with 2mm PVC edging and metal leg with powder coated finish including with mobile drawer unit, including front low height glass partition Size: 1220+1220x555x750mm	Nos	11		
3	01 person workstation	Made of imported MFC board and metal leg including with mobile drawer unit. Size: 1500*750*750	Nos	12		
4	03 person workstation	Table top made of 18mm thick MFC board with 2mm PVC edging and metal leg with powder coated finish including with mobile drawer unit, including front low height glass partition. Size: (1220x1220)x(550+780+880)/3x ht.760mm.	Nos	5		
5	Work Station Chair	Workstation revolving chair, Medium Back, Revolving Chair in fabric seat, medium foam, mesh back, nylon arm, back Frame in Grey, Chrome Base.	Nos	44		

2. **Site Visit:** Size may vary as per site condition. Bidders are required to conduct a mandatory/recommended site visit at our location Prime View, Plot-SE(F) 7, Bir Uttam Mir Shawkat Sharak, Gulshan Avenue to assess the venue dynamics before submitting their final technical and financial proposals.

3. Terms and Conditions

- A. Should have work experience of minimum 05 (Five) years. Copy of oldest Trade License need to be provided as proof.
- B. Should have work experience to execute relevant type of work for minimum amount of Taka **30 Lac** or above in a single work order in last 2 (two) years. Please submit proof of documents with work completion certificate.

- C. Provide valid Trade License/Incorporation Certificate/Ownership Document, BIN, TIN Certificate & Bank Solvency Certificate.
- D. Vendor with previous bad record with Prime Bank PLC. will be directly disqualified. Their financial offer will not be acceptable and will not be opened.
- E. Any Fake, Tempering of Data, Manipulation or any kind of unusual approach or failure to submit the proposal/offer within the stipulated time frame will be treated as "Disqualification" to attend to the bidding
- F. The quoted price remains valid for a minimum period of one (01) year to facilitate future procurement. The vendor may need to conduct a site visit to verify the actual dimensions, assess the installation location and collect all necessary technical requirements before submitting the final quotation.
4. **Tender Submission:** The Tender 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 and address of the participant company. The name, address and telephone number & email address of the contact person should be mentioned in the forwarding letter both of the **"Technical Offer" and the "Financial Offer"**.
5. **Payment:** Payment will be made within 15 (Fifteen) days from receipt of bill from the supplier. Payment will be made as per the following terms and conditions:
- A. 90% of the unit price will be paid after satisfactory installation of the equipment & subsequent confirmation of concerned division/concerned users.
 - B. Remaining 10% of total price will be paid to the supplier after 06 (Six) months of satisfactory operation of the equipment.
6. **Bank's Right:** The Bank reserves the right to accept/cancel/reject any or all offers without assigning any reason. The Bank is not obliged to purchase the lowest offer or any offer at all. The Bank reserves the right to conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
7. **Point of Contact:**
- | | | |
|--------------------|-------------------|------------------|
| Tender Information | Md. Tariqul Islam | Cell 01712221013 |
| Project Engineer: | Golam Ajam Rubel | Cell 01313476941 |
8. **Submission Details:**
- **Deadline:** September 08, 2026, by 3:00 PM
 - **Submission Venue:**
Prime View Dispatch (Semi-Basement)
Plot-SE(F)7, Bir Uttam Mir Shawkat Sharak, Gulshan -1, Dhaka-1212



02.09.26
Tanveer Ahamed
Head of Procurement



Annexure - A

**[TO BE PRINTED IN BIDDER'S LETTERHEAD PAD]
SUPPLIER'S RELATIONSHIP DECLARATION FORM**

Date:

Prime Bank PLC.

Prime View

Plot No. SE (F) 7, Bir Uttom Mir Showkat Sharak,
Gulshan Avenue, Gulshan - 1
Dhaka-1212, Bangladesh

Attention :

RFQ Title :

RFQ Ref. No. :

1. Please state if (Vendor Company name) has any relationship with Prime Bank PLC. employees. The list must, as a minimum, include the following persons in your company:
- Major shareholder(s) or owner(s) of the company.
 - Member(s) of the management team.
 - Other person(s) involved in answering this RFQ.
 - Other key person(s).
- ☐ YES ☐ NO (In such case skip section 2)
2. Relationships that must be described should, as a Minimum, cover the following:
- Family and relatives.
 - Friends.
 - Business partners outside the company.
 - PBP employees who have ownership in your company.

Name of Supplier's Employee(s)	Position in Supplier's Company	Name of PBP Employee	Position in PBP	Type of Relationship

The undersigned is authorized to certify on behalf of the entity that all stated information in the above form are true and correct and no important and relevant information has been suppressed. The undersigned acknowledges that the Company at any time may verify the validity the above information.

Signature : _____

Name of the Signatory :

Title of the Signatory :

Name of the Company :

Date :

E-mail Address :

Phone No. :

Note: Any company that fails to comply with this requirement, or on purpose withhold any information, may at any time and without further notice be excluded from the ongoing PO/ Contract process and will also risk not having future business with Prime Bank PLC