Prime Bank

Procurement Division

Ref: HO/Proc./RFQ/2026/667 **Date: October 27, 2026**

Subject: Enlistment of Vendors and Rate Fixation for Signage & Graphics Branding Items Countrywide.

Prime Bank PLC. invites sealed Technical Profiles and Financial Proposals from experienced, highly reliable, and asset-backed **Signage Manufacturing & Branding Firms** for the supply, fitting, fixing, maintenance, and repairing of various signage, digital prints, and graphics branding materials on an "as and when required" basis. The selected vendors will form a panel for a baseline period of two (02) years (extendable) to serve the Bank's Branches, ATM/CRM booths, Agent Banking outlets, and Corporate Offices nationwide.

1. Eligibility & Mandatory Criteria for Bidders:

- **Minimum Experience:** Practical work experience of minimum **03 (Three) years** in signage & graphics branding work of commercial bank branches or multinational corporate facilities. (Oldest Trade License copy must be submitted as proof).
- **Financial Capacity:** Minimum completion of a single work order worth **Taka 2.00 Lac** for a similar scope within the last six months. (Completion certificate mandatory).
- **Factory Ownership:** Bidders must **own and actively operate** a factory equipped with heavy machinery including a CNC Router, Fiber Laser Cutter, Automatic Letter Bender, UV Flatbed/Eco-Solvent Printers, Auto Reveres Printers, Heavy-duty Cold/Hot Laminating Machine, Vinyl Cutting Plotter etc. (Purchase invoices and high-res workshop photographs must be enclosed in the technical profile).
- **Disqualification:** Any vendor with a previous negative track record, delayed delivery history, or ongoing legal disputes with **Prime Bank PLC.** will be directly disqualified.

2. Mandatory Statutory Documents to Submit:

Bidders must submit clear photocopies of the following up-to-date documents:

- Valid Trade License, Certificate of Incorporation (if applicable).
- Valid TIN & BIN Certificates and VAT Registration Certificate.
- Fresh Bank Solvency Certificate.
- Comprehensive Client List and Experience Certificates.

3. Crucial Terms & Conditions:

- **Pricing Structure:** Quoted rates must be **inclusive of AIT (Advance Income Tax) and exclusive of VAT**. No additional transportation, carriage, or shifting costs will be entertained.
- **Quality & Material Standard:** All fabrications must strictly match premium corporate bank standards (e.g., LED lights from **Transtech/Superstar**, copper cables from **BRB/BBS** or equivalent approved companies). Inferior goods will be rejected and must be replaced immediately at the vendor's cost.
- **Warranty:** A standard warranty of **12 (Twelve) months** applies from the date of installation.
- **Site visit:** Prime Bank's Authority will conduct an unannounced physical site visit to the bidder's factory premises to verify machinery ownership before opening the financial proposal.

4. Bill of Quantities (BOQ) Matrix for Financial Bidding:

Bidders must quote per-unit rates on their official letterhead pad matching the categories as per Annexure-A.

5. Submission Procedure & Deadlines:

- **Two-Envelope System:** Bidders must submit their proposal in two separate sealed envelopes labeled **"Envelope A: Technical Profile"** and **"Envelope B: Financial Bid"**, enclosed together in a single master envelope.

Prime Bank PLC., Head Office- Prime View, Plot- SE (F)7, Bir Uttam Mir Shawkat Sharak, Gulshan Avenue, Gulshan, Dhaka-1212.
PABX: +880 (2) 55045311-13, Fax: +880 (2) 55045310, E-mail: info@primebank.com.bd, SWIFT: PRBLBDDH, Website: www.primebank.com.bd

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- **Soft Copy Requirement:** A text-searchable PDF copy (within 8 MB) of the entire signed technical proposal must be provided after the date of opening of the technical proposal through e-mail.

- **Tender Drop Deadline:** On or before **3:00 PM on November 02, 2026**.

- **Tender Box Location:** Prime Bank PLC, Head Office, Dispatch, Prime View (First Basement), Plot# SE(F)7, Bir Uttam Mir Shawkat Sharak, Gulshan Avenue, Gulshan, Dhaka-1212.

- **Points of Contact for Clarifications:**
  BOQ/Technical: Mr. Kazi Sohel Masud, AVP, Brand and Communications, Cell: 01730028367
  Submission Logistics: Mr. Md. Tariqul Islam, Senior Executive Officer, Procurement, Cell: 01712221013

Prime Bank PLC. reserves the absolute right to accept, reject, or split any or all tenders without assigning any reason whatsoever.

27.10.26

Head of Procurement Division
Prime Bank PLC.

Prime Bank PLC., Head Office- Prime View, Plot- SE (F)7, Bir Uttam Mir Shawkat Sharak, Gulshan Avenue, Gulshan, Dhaka-1212.
PABX: +880 (2) 55045311-13, Fax: +880 (2) 55045310, E-mail: info@primebank.com.bd, SWIFT: PRBLBDDH, Website: www.primebank.com.bd

Annexure - A

Branding Items

Sl	Description	Unit (sft/pcs)	Rate (Including AIT, Excluding VAT)	Remarks
1	**Digital Inkjet Print: 140 micron-China**			
	With Lamination (Matt/Glossy)	Sft		
2	**PVC Banner:Digital Print on PVC Banner - 220-250 gsm China**			
	UV Print	Sft		
	Eco Solvent	Sft		
3	**PVC Banner:Digital Print on Blackout PVC Banner - 220-250 gsm China**			
	UV Print	Sft		
	Eco Solvent	Sft		
4	**Festoon / Roman Banner: PVC Banner, Plastic Pipe, String & Plastic Bolt - 220-250 gsm China**			
	UV Print	Sft		
	Eco Solvent	Sft		
5	**Festoon / Roman Banner: Banner Cloth, Plastic Pipe, String & Plastic Bolt - 220-250 gsm China**			
	UV Print	Sft		
	Eco Solvent	Sft		
6	**Reverse Print on Penaflex: 550-580gsm Apollo / China**			
	UV Print	Sft		
	Reverse Regular	Sft		
7	**FrontlitVinyle Sticker Print: 140 gsm Nar China**			
	UV Print with lamination (Matt/Glossy)	Sft		
	Eco Solvent	Sft		
8	**Window Graphics/One way Vision Media: 360-380 gsm Nar/ China**			
	UV Print	Sft		
	Eco Solvent	Sft		
9	**Reflective Banner Print: 380 gsm Nar/China**			
	UV Print	Sft		
	Eco Solvent	Sft		
10	**Reflective Sticker Print: 380 gsm Nar/China**			
	UV Print	Sft		
	Eco Solvent	Sft		
11	**Digital Print on Clear Media (Matt/Glossy) 120gsm China**			
	UV Print	Sft		
	Eco Solvent	Sft		
12	**Digital Print on Clear Media with backside vinyle pasting.**			
	UV Print	Sft		
	Eco Solvent	Sft		
13	**Frosted Print: 140-micron Taki/ china**			
	UV Print	Sft		
	Eco Solvent	Sft		
14	**Vinyle Sticker Cutting (Any Color): 140gsm Nar/China**	Sft		

15	**Frosted Sticker Cutting: 140gsm Nar/China**	**Sft**		
16	**Plain Frosted Sticker: 140gsm Nar/China**	**Sft**		
17	**Designed Frosted Sticker: 140gsm Nar/China**	**Sft**		
18	**Collage: PVC Pertax /RFL/ equivalent**			
	Digital Inkjet Print Pasted on 3 mm PVC Board installed on the wall	**Sft**		
19	**Collage: PVC Pertax /RFL/ equivalent**			
	Digital Inkjet Print Pasted on 5 mm PVC Board installed on the wall	**Sft**		
20	**Collage: PVC Pertax /RFL/ equivalent**			
	Digital Inkjet Print Pasted on 8 mm PVC Board with installed on the wall	**Sft**		
21	**Product Display Board: Pakistan- China**			
	Digital Inkjet Print Pasted on 3 mm Acrylic Board with all side 1/2" babeled & installed with 3/4" SS knob	**Sft**		
22	**Product Display Board: Pakistan- China**			
	Digital Inkjet Print Pasted on 5 mm Acrylic Board with all side 1/2" babeled & installed with 3/4" SS knob	**Sft**		
23	**Product Display Board: Pakistan- China**			
	Digital Inkjet Print Pasted on 8 mm Acrylic Board with all side 1/2" babeled & installed with 3/4" SS knob	**Sft**		
24	**Product Display Board: Glass**			
	Digital Inkjet Print Pasted on 3 mm glass installed withall side 1/2" bebeled& Installed with 3/4" SS knob	**Sft**		
25	**Product Display Board: Glass**			
	Digital Inkjet Print Pasted on 5 mm glass installed withall side 1/2" bebeled& Installed with 3/4" SS knob	**Sft**		
26	**Product Display Board: Glass**			
	Digital Inkjet Print Pasted on 8 mm glass installed with all side 1/2" bebeled& Installed with 3/4" SS knob	**Sft**		
27	**Signage: Standard 20' x 04' or above**			
	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech /Superstar or equivalent company including Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	**Sft**		
28	**Signage: Standard Size: Below 20' x 04'**			
	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech /Superstar or equivalent company including, Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	**Sft**		
29	**Signage: Standard Size: 20' x 03' or above**			
	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech/Superstar or equivalent company, Including Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	**Sft**		
30	**Signage: Standard Size: Below 20' x 03'**			
	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech /Superstar or equivalent company including Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	**Sft**		
31	**Both Side Signage: Standard Size: 03' x 05' or above**			
	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech/Superstar or equivalent company including Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	**Sft**		

32	**Signage: (Edgelit Signage with ACP):**			
	3mm ACP with offcut letter cutting by CNC Router and set on 3mm ACP, double layer acrylic (3mm clear acrylic for back & 03mm Coloured Acrylic on Top) including LED Light (best quality), Electric Cables (BRB/BBS or equivalent company) and necessary accessories.	**Sft**		
33	**Signage: (Box Letter Signage with ACP):**			
	Box letter made by 03mm acrylic, set on 3mm ACP including LED Light, (best quality), CNC Router Cutting on ACP for Branch Name portion, Electric Cables (BRB/BBS or equivalent company), necessary accessories.	**Sft**		
34	**Signage: (Box Letter Signage with ACP): (BATA Pattern)**			
	Box letter made by 03mm acrylic on top, all side SS, set on 3mm ACP including LED Light (best quality), Electric Cables (BRB/BBS or equivalent company), necessary accessories	**Sft**		
35	**Pylon Signage: (Directory)**			
	3mm ACP , 1" x 1" MS Box with CNC router cutting, acrylic letter cutting, 2mm white color acrylic for back side letter support, LED light, power supply & others	**Sft**		
36	**Pylon Signage: (Priority)**			
	3mm ACP , 1" x 1" MS Box with CNC router cutting, acrylic letter cutting, 2mm white color acrylic for back side letter support, LED light, power supply & others	**Sft**		
37	**Acrylic Letter Cutting with docu paint**			
	05mm	**Sq. inch**		15 Sft Min. (1 Letter= 1 SftMeasurement)
	08mm	**Sq. inch**		
	10mm	**Sq. inch**		
	12mm	**Sq. inch**		
	18mm or above	**Sq. inch**		
38	**PVC Letter Cutting with Docu paint**			
	05mm	**Sq. inch**		15 Sft Min. (1 Letter= 1 SftMeasurement)
	08mm	**Sq. inch**		
	10mm	**Sq. inch**		
	12mm	**Sq. inch**		
	18mm or above	**Sq. inch**		
39	**ACP Letter cutting with PVC board:**			
	ACP Letter cutting pasted on 05mm PVC Board & paint	**Sft**		
	ACP Letter cutting pasted on 08mm PVC Board & paint	**Sft**		
40	**Slim Light Box: 2 inch**			
	Imported	**Sft**		
41	**Notice Board: 36" x 48"**			
	Made by1/2" plain Partex Board, 1/4" Foam Sheet, 2"x 1" Wooden Frame, Velvet Fabric on Top (as per the approved code) Including Paint, Hook & Other necessary items.	**pcs**		As per design
42	**Hanging Message Display Board**			
	Made by 08mm PVC Board, Inkjet print with matt lamination pasted on both side of the board installed with ss chain & hook.	Sft		
43	**LED Power Supply: Rainproof 400w, Input ac 180-264v, output(v) DC12v+/- 5%, China**	**Pcs**		
44	**LED Signage Maintenance**	**Unit**		Depends on Size & Area
45	**Regular Signage Maintanance/Print Replacement/Light replacement etc.**	**Sft**		
46	**SS knob:**			

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	1/2" Diameter	pcs		
	3/4" Diameter	pcs		
	1" Diameter	pcs		
47	**MS Pipe**			
	3" Diameter	rft		
	4" Diameter	rft		
48	**SS Pipe:**			
	3" Diameter	rft		
	4" Diameter	rft		
49	Acrylic Deposit Slip holder (as per design & specifications)	Pcs		
50	Brochure Holder (Made by 3mm Acrylic Back to back Pocket and Digital print Including Paper box as per Design)	Pcs		
51	Message Display unit (as per design & specifications)	Pcs		
52	Cross banner Stand without print	Pcs		
53	Pop up Stand	Pcs		
54	Cheque drop box (as per design & specifications)	Pcs		Depends on design & specification
55	Cheque writing desk (as per design & specifications)	Pcs		
56	Complain Box (as per design & specifications)	Pcs		
57	Directional / Indicator Sign (as per design & specifications)			
		Pcs		
58	Bell Sign (as per design & specifications)	Pcs		
59	Queue Stand (Imported Chinese Queue Stand with Scroll System Ribbon along with Both Side Screen Print)	Pcs		
60	Fair Face Paint/ Skim Paint	Sft		
61	Weather Coat Paint (any color)	Sft		
62	Electronic Deposit Rate Chart Board **(Need actual size & design)**	Unit		Minimum 3sft (01 Year Warranty)
63	Electronic Deposit Rate Chart Board Maintenance	Unit		Minimum 3sft (01 Year Warranty)
64	Electronic Foreign Exchange Rate Chart Board **(Need actual size & design)**	Unit		Minimum 3sft (01 Year Warranty)
65	Electronic Foreign Exchange Rate Chart Board Maintenance	Unit		Minimum 3sft (01 Year Warranty)
66	**Branch Name Board:**			
	Made by 10mm glass with 1/2" babbled, inkjet print with lamination & installed with 3/4" SS knob	Sft		
	with 3/4" SS knob			
67	**Branch Name Board:**			
	Digital Inkjet print pasted on 5mm Acrylic Board with all side 1/2" babbled, installed with 3/4" SS knob	Sft		
	Small (Two Folding) Depends on model, brand, design & quantity	Pcs		
	Small (Three Folding) Depends on model, brand, design & quantity	Pcs		
	Guard Depends on model, brand, design & quantity	Pcs		
	Garden Depends on model, brand, design & quantity	Pcs		
68	Table Top (as per design & specifications)	Pcs		

69	**Cut out 5mm**			
	Made by 05mm PVC board, inkjet print & support board.(Height 4' Width not more than 2')	**Sft**		
	Made by 05mm PVC board, inkjet print & support board.(Height 4' Width not more than 3')	**Sft**		
70	**Cut out 5mm**			
	Made by 05mm PVC board, inkjet print & support board. (Height 5'-6' Width not more than 2')	**Sft**		
	Made by 05mm PVC board, inkjet print & support board. (Height 5'-6' Width not more than 3')	**Sft**		
71	**Cut out 8mm**			
	Made by 08mm PVC board, inkjet print & support board.(Height 4' Width not more than 2')	**Sft**		
	Made by 08mm PVC board, inkjet print & support board.(Height 4' Width not more than 3')	**Sft**		
72	**Cut out 8mm**			
	Made by 08mm PVC board, inkjet print & support board. (Height 5'-6' Width not more than 2')	**Sft**		
	Made by 08mm PVC board, inkjet print & support board. (Height 5'-6' Width not more than 3')	**Sft**		
73	Teller Back Wall Branding (Clear media & Vinyl Lamination Pasted on 10 mm Glass)	**sft**		
74	Teller Back Wall Group Lighting (Profile Light) - LED Profile Light with Adapter	**rft**		
75	Priority Center Edgelit Box (Size:3' x 3') - Box Made by 3 mm Black Acrylic, Logo & Priority Banking made by 8 mm Leaser Cutting Acrylic Letter along with digital print for Box & Letter Branding, base 8 mm PVC Board, LED Light & power supply	**Unit**		
76	Priority Wash Room Sign (Size: 8" x 6") - Double Layer Acrylic, Base/Bottom Layer Made by 3mm acrylic with clear media pasted from backside, upper layer/character made by 3 mm white acrylic leaser cutting	**Unit**		
77	Meeting Room Name Plate (For Flagship Branch) - S.S Hairline sheet with etching & black color, pasted on 3 mm Black Acrylic & Black Vinyl for back side of the door glass (Size- 8" x 8")	**Unit**		
78	Pylon Sign for Floor Directory (Lit) - (Size -20" x 66" x 4") Base Size-24" x 20"x 2" - 3 mm ACP Sheet (Front & Back) with CNC Router cutting 1" x 1" MS Box for frame Making, 3 mm white Acrylic leaser cutting for letter, 8 mm leaser white acrylic with digital print for Helix, Digital Inkjet print for upper portion, LED Light & Power Supply Base Made by 2" x 1.5" Ms Box & 14 gaz MS Sheet for covering the frame with black paint, Rubber sheet pasted under the base	**Unit**		
79	Pylon Sign for Floor Directory (Non Lit) - (Size -20" x 66" x 4") Base Size-24" x 20"x 2" - 3 mm ACP Sheet (Front & Back) with CNC Router cuting 1" x 1" MS Box for frame Making, 3 mm white Acrylic leaser cutting for letter, 8 mm leaser white acrylic with digital print for Helix, Digital Inkjet print for upper portion, Base Made by 2" x 1.5" Ms Box & 14 gaz MS Sheet for covering the frame with black paint, Rubber sheet pasted under the base	**Unit**		

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80	LED Sign Ambush Pattern Letter (Acrylic Ambush Letter on Top with S.S Cover Letter with Digital)	Sft		Depends on size & design
81	CNC Router Cutting for The Base of Helix - 3 mm ACP CNC Router Cutting as per Design	Sft		
82	Helix (Lit) - Helix Made By S.S Hair Line Sheet for Front Area, Back side Area Made By Acrylic along with LED Light & Power supply	Sft		
83	Helix (Non Lit) - Helix Made By S.S Hair Line Sheet for Front Area, Back side Area Made By Acrylic	Sft		
84	ATM Machine Frame (Lit) - Made By white Acrylic , Inside LED Light & Power supply, 8 mm PVC Board for Support and Digital Print as per Design	Unit		
85	ATM/CRM Information Board - Made by 5 mm Acrylic with 1/2" babl Digital Print (4 pcs in 1 set)	Set		As per design
86	ATM Back Wall Branding - Clear media & Vinyl Lamianation Pasted on 10 mm Glass	sft		
87	Teller Counter Number (Nonlit) - Made By 3 mm Acrylic Box, Size: 1" x 3.5" x 1" with Digital Print Hanging with Chain	Unit		
88	Fitting/Fixing/Installation Charges for Signage - Inside Dhaka	Sft		
89	Fitting/Fixing/Installation Charges for Signage - Out side Dhaka	Sft		
90	Dismantle & Refitting/Fixing/Installation Charges for Signage - Inside Dhaka	Sft		
91	Dismantle & Refitting/Fixing/Installation Charges for Signage - Out side Dhaka	Sft		
	Support Material for Fitting Fixing Work			
92	Bamboo Scaffolding	sft		Depends on site
93	Pasting/PVC Banner Fitting Inside Dhaka	Sft		
94	Pasting/PVC Banner Fitting Outside Dhaka	Sft		
95	Old Print Remove & Pasting Inside Dhaka	Sft		
96	Old Print Remove & Pasting Outside Dhaka	Sft		
97	Tube Light: Transtec/ Superstar	Pcs		
98	Led Stripe Module Light 12w Samsun/China	Pcs		
99	Wire/Cables: BRB	Rft		
100	Base Making for Umbrella	Pcs		
101	MS Structure for fixing pvc board and inject pasting	sft		
102	Halowjen spot light (waterproof) 100w china	pcs		
103	GI Sheet - GP/ Bangladesh	Sft		
104	**Transportation Charge:**			
	In side Dhaka	Per visit		Depends on work
	Outside Dhaka	Per visit		Depends on work
105	**Site/Spot Visit:**			
	Site Visit (Inside Dhaka (One Time)	Per Visit		
	Site Visit Outside Dhaka (Dhaka Division)	Per Visit		
106	**Pick up Rent (oil & body rent)**			
	In side Dhaka	Per KM		
	Outside Dhaka	Per KM		

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[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