Prime Bank

Procurement Division

Ref: HO/ /RFQ/2026/668 **October 27, 2026**

Sub: Request for Quotation (RFQ) for Rate Fixation of Event Items.

We are pleased to invite your quotation for the rate fixation of event-related items and services required by Prime Bank PLC for upcoming events scheduled on an as-and-when-required basis. Your quotation should be submitted in accordance with the details mentioned below:

Interested vendors are requested to submit their financial quotations along with technical specifications on their official letterhead, duly signed and sealed, in accordance with the terms and conditions outlined in this RFQ.

TENDER PARTICULARS

- **Procuring Entity:** Prime Bank PLC. (the "Bank")
- **Issuing Division:** Procurement Division
- **Purpose:** Fixation of item-wise rates and empanelment of vendors for event-related goods, equipment, and services on an as-and-when-required basis.
- **Contract Model:** Non-exclusive rate contract / framework arrangement; execution via individual written work orders.
- **Initial Contract Period:** Two (2) years from the effective date.
- **Submission Deadline: 09.11.2026, by 3:00 PM** Bangladesh Standard Time
- **Submission Venue:** Tender Box, Prime Bank PLC, Head Office, Dispatch, Prime View (First Basement), Plot# SE(F)7, Bir Uttam Mir Shawkat Sharak, Gulshan Avenue, Gulshan, Dhaka-1212.
- **Queries Contact:**
  BOQ/Technical: Mr. Kazi Sohel Masud, AVP, Brand and Communications, Cell : 01730028367
  Submission Logistics: Mr. Md. Tariqul Islam, Senior Executive Officer, Procurement, Cell : 01712221013

SECTION 1 — INSTRUCTIONS TO BIDDERS

1.1 Scope & Rate Validity

- This RFQ covers event logistics including backdrops, staging, LED/AV systems, lighting, furniture, printing, photography, and structures listed systematically in Annexure A.
- Empanelment does not guarantee minimum business volume or exclusivity.
- Quoted rates must remain firm for the initial two (2) year contract period.
- Proposals must remain valid for at least 90 calendar days from the submission deadline.

1.2 Pre-Bid Meeting Clause

- A Pre-Bid Meeting will be held on **02.11.2026 at 11:00 AM** at Prime Bank PLC, Head Office, Prime View (6th Floor) to clarify RFQ requirements and address queries regarding the technical specifications or Bill of Quantities (BOQ).
- Attendance is highly recommended for all prospective bidders, though not mandatory.
- Minutes of the pre-bid meeting and any subsequent addenda will be issued in writing to all prospective participants and shall form an integral part of the official RFQ document.

1.3 Eligibility & Mandatory Documents

Bidders must submit legible, valid copies of the following documents:

- Valid Trade License with a minimum of three (3) years of relevant business experience.
- Certificate of Incorporation and current company particulars (for limited companies).

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

- Valid e-TIN and BIN / VAT Registration Certificates.
- Bank Solvency Certificate issued by a scheduled bank.
- Minimum of three (3) work orders, contracts, or invoices executed within the past six (6) months.
- Company profile, client list, and relevant portfolio.
- Financial Capacity: Minimum completion of a single work order worth Taka 5.00 Lac for a similar scope within the last six months. (Completion certificate mandatory).
- Company profile, client list, and relevant portfolio.

1.4 Preparation & Submission

- Bidders must submit separate, sealed inner envelopes marked **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"**, enclosed inside one sealed outer envelope.
- Do not include any pricing, rate cards, or financial details in the Technical Proposal. Doing so will result in immediate rejection.
- Proposals must be submitted on official letterhead, signed by an authorized representative, and stamped with the company seal.
- **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.
- Late submissions will be automatically disqualified.

1.5 Prices, Taxes & Commercial Terms

- All quotes must be in Bangladeshi Taka (BDT).
- Unit rates must be inclusive of AIT, delivery, transportation, installation, dismantling, labor, and overheads, but exclusive of VAT.
- VAT will be handled separately in accordance with applicable laws.
- Source AIT will be deducted at the statutory rate; quotes must explicitly reflect this inclusion.

1.6 Evaluation Framework

Proposals will be evaluated across the following stages:

1. **Preliminary Examination:** Timeliness, correct envelope formatting, signatures, and document completeness.
2. **Technical Responsiveness:** Document verification, industry experience, and compliance with item specifications.
3. **Due Diligence:** Performance history, reference checks, and capacity audits.
4. **Financial Evaluation:** Like-for-like comparison of responsive item-wise unit rates.

SECTION 2 — CONTRACT CONDITIONS AND SERVICE LEVELS

2.1 Work Allocation & Standards

- Specific assignments will be authorized via written Work Orders detailing scope, timelines, and venues.
- Deliverables must strictly match approved samples, artwork, and professional industry standards.
- Defective or late items must be corrected or replaced immediately at the vendor's sole cost.

2.2 Logistics & Operations

- Vendors must provide all technical crews, competent operators, and adequate backup hardware for AV, LED, and lighting setups.
- Vendors are responsible for securing relevant operational permits and adhering to venue safety/electrical rules.
- Vendors must appoint a dedicated on-site coordinator for every assigned event.

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2.3 Payment & Invoicing

- Invoices must reference the corresponding Work Order number and be accompanied by a delivery challan or completion certificate.
- Payments will be processed within 30 Days following satisfactory acceptance of deliverables and clean invoice receipt.

2.4 Confidentiality & Intellectual Property (IP) Rights

- All non-public bank details, data, and event plans must be kept strictly confidential.
- No event photos, videos, or bank branding may be published without prior written approval.
- Original designs, video assets, and native editable files (AI, PSD, PPTX) created for the bank must be transferred upon request.

2.5 Penalties & Termination

- The Bank reserves the right to suspend work orders or remove a vendor from the empanelment for material breach, repeated poor performance, or ethical violations.
- This framework is governed by the laws of Bangladesh.

Bank's (PBPLC) Rights:

Prime Bank PLC reserves the right to accept, cancel, or 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 share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. The Bank further reserves the right to conduct negotiations with one or more Bidders and/or accept the Bid without any negotiations.

27.10.26

Head of Procurement Division
Prime Bank PLC.

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SECTION 3 — ANNEXURE A: ITEM-WISE PRICE SCHEDULE (BOQ)

Instructions to Bidders: Quote BDT unit rates inclusive of AIT and exclusive of VAT. Do not leave blanks; mark "Not Quoted" for unavailable items.
Note: Costs should scale down proportionally for any custom dimensions smaller than the specifications listed below.

Item Head	Details with Specification	Unit of Measurement (UoM)	Unit cost
Structure			
	Indoor: wooden platform with base, frame, fitting fixing, floor covering, stairs, electric supply	Sft	
	Outdoor: wooden platform with base, frame, fitting fixing, floor covering, stairs, electric supply	Sft	
	Indoor: Cutting wooden platform with base, frame, fitting fixing, floor covering, stairs, electric supply	Sft	
	Outdoor: Cutting wooden platform with base, frame, fitting fixing, floor covering, stairs, electric supply	Sft	
	PVC Backdrop with Board Frame	Sft	
	Curved PVC Backdrop with Board Frame	Sft	
	PVC backdrop with frame Banner	Sft	
	Wooden Base	Sft	
	Raiser for videography	sft	
Digital Printing			
	X stand with digital banner - size -2'X 5' including block out min 340gsm Print	Pcs	
	Banner- Screen print: Single color high quality screen print on polyester cloth with Ribbon/strip for hanging option, installation	Sft	
	Long Banner- Digital Media : Pena flex Front lit, (Black Block out), min 340 gsm, , (Thread)Tolerance: (- +) 20 gsm, Binding with . 1/2 " PVC plastic pipe if req, Gulti : Both side of the pipe if req, installation	Sft	
	Cutout: PVC inkjet print on 3 mm PVC sheet with matte lamination	Sft	
	Cutout: PVC inkjet print on 5 mm PVC sheet with matte lamination	Sft	
	Cutout: PVC inkjet print on 8 mm PVC sheet with matte lamination	Sft	
	Cutout: PVC inkjet print on 10 mm PVC sheet with matte lamination	Sft	
	Cutout: PVC inkjet print on 12mm PVC sheetwith matte lamination	Sft	
	Cutout: PVC inkjet print on 18 mm PVC sheet with matte lamination	Sft	
	Jute Print	Sft	
	Mesh print	Sft	
	Honeycomb print	Sft	
	Vinyl sticker matte lamination	Sft	
	Mirror sticker	Sft	
	Banner with frame- Digital Media : Pena flex Front lit, (Black Block out), min 340 gsm, 200x300 D, (Thread)Tolerance: (- +) 20 gsm, wooden frame with installation	Sft	
	Sticker offset: self adhesive, min 100 gsm, with lamination, 4 color, dui cut	Inch	
	Sticker digital: Self Adhesive Vinyl Front lit, min 120 gsm, White based, UV Protected with matt or glossy Lamination	Sft	
	Pop up banner: with 4 color print	Sft	
	Pop up Stand	PCS	
	Black pvc print	Sft	
	White pvc print	Sft	
	Cloth Print	Sft	
Structural logistics			
	Tent Size (10x10)	Sft	
	Tent Size (8x12)	Sft	
	Tent Size (16x16)	Sft	
	Tent Size (20x20)	Sft	
	Tent Size (33x50)	Sft	
	Tent Size (50x100)	Sft	
	Tent (65x100)	Sft	
	Tent (85x100)	Sft	
	Tent (100x290)	Sft	
	Tent (115x265)	Sft	
	Tent (125x800)	Sft	
	Tent (165x800)	Sft	

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	Marquee Tent with structure	Sft	
	Floor matte carpet	Sft	
	Walkway carpet	Sft	
	Table	pcs	
	Plastic chair	pcs	
	Plastic chair with cover	pcs	
	China chair	pcs	
	China chair with cover	pcs	
	China chair with cover and bow	pcs	
	Stand Fan	pcs	
	Portable AC	pcs	
	Sofa rent	pcs	
	Portable Air cooler	pcs	
	Pandle	Sft	
	Tube light with connection	pcs	
	Electric connection	Day	
	Regular Generator Rent with fuel	Hour	
	Multiplug	Each	
Visual Logistics			
	LED Backdrops with Console and Switcher for P2	per block	
	LED Backdrops with Console and Switcher for P3	per block	
	LED Backdrops with Console and Switcher for P4	per block	
	LED Backdrops with Console and Switcher for P5	per block	
	Digital Frame Banners/AD Players	pcs	
	Clicker(Slide Changer)	pcs	
	Internet connectivity	Day	
	Making script with voiceover recording	Package	
	Projector with screen(9X 12) -Front with frame	Day	
	Projector with screen(8X 10)-Front with frame	Day	
	Projector with screen(6X 8)-Front with frame	Day	
	Projector with screen(9X 12)-Back with frame	Day	
	Projector with screen(8X 10)-Back with frame	Day	
	Projector with screen(6X 8)-Back with frame	Day	
	Chrome cast device	Day	
	Ipad	Day	
	Tab	Day	
	Online Switcher	Day	
	Laptop	Day	
	LED tv 65 Inch with electric and projection connectivity	Day	
	LED 52" with electric and projection connectivity	Day	
	TV 43inc	Day	
	TV 50inc	Day	
	TV 65inc	Day	
	TV 85inc	Day	
Sound System			
	line array top 1 pair	Day	
	line array sub 1 pair	Day	
	Stage Monitor CM15 1 pair	Day	
	SRX 725 Full Range Speaker 1 pair	Day	
	STX 825 Full Range Speaker 1 pair	Day	
	STX Sub 1 pair	Day	
	PRX one Colman Speaker 1 pair	Day	
	IRX Speaker 1 pair	Day	
	Eon Speaker 1 pair	Day	
	Cordless Microphone	Day	
	Headset Microphone	Day	
	Podium Microphone	Day	
	M32 Digital Mixer	Day	
	STDZ conference Microphone	Day	
	Zoom Audio recorder	Day	
	Wireless headset for interpreter	Day	
	Interpreter Soundproof box	Day	
	Media Box	Day	
	Lead Amp	Day	
	Base Amp	Day	

Prime Bank PLC * Procurement Division *

	Sound system 1 pair	Day	
	Sound system- SP4 with 2 microphone	Day	
	Sound system full range	Day	
	Drum set	Day	
	Online panel	Day	
	FB live setup with 2 camera	Day	
	Single in build battery speaker	Day	
	Miking setup with riksaw	Day	
Event Lighting			
	Lighting for event (basic)	Day	
	Lighting for event (like indoor musical program)	Day	
	Lighting for event (concert)	Day	
	Laser show, pyro, confetti, fire fountains	Times	
	Truss (Round)	Sft	
	Truss (Square)	Sft	
	Warm Parcen light	Day	
	Led Parcen	Day	
	Wall wash	Day	
	Hedge Light	Day	
	Follow light	Day	
	Sport light	Day	
	Disco ball light	Day	
	Sky Tracker light	Day	
	Effect light	Day	
	Smoke Machine	Day	
	Consol Board		
Internet			
	Internet connection 5 MBPS with Wi-Fi setup	Day	
	Internet connection 10 MBPS with Wi-Fi setup	Day	
	Internet connection 20 MBPS with Wi-Fi setup	Day	
Event special effect logistics			
	Shower/Blower Confetti		
	Confetti Blast 4 in 1 set	Times	
	Nayagra 6 in 1 set	Times	
	Flames set 4 in 1 set	Times	
	Lessor Show	Each	
	3D Lessor Show	Each	
	Color smoke	Day	
	Laptop rent	Day	
Event Support			
	Printer with 100 Page	Day	
	Folding Umbrella-Big- 56"	Each	
	Folding Umbrella-Medium- 48"	Each	
	Folding Umbrella-small - 32"	Each	
Emcee			
	A+ category	Day	
	A category	Day	
	B category	Day	
	C category	Day	
Agency Resource TA/DA			
	Operator- Multimedia	Day	
	Operator - LED	Day	
	Operator- Sound system	Day	
	Operator- Light system	Day	
Event Support			
	Usher Female A+ category	Day	
	Usher Female A category	Day	
	Usher Female B category	Day	
	Usher Female C category	Day	
	Usher Male A+ category	Day	
	Usher Male A category	Day	
	Usher Male B category	Day	
	Per Person in Thana	Day	
	Per Person in District	Each	
Transportation		Day	
	Bus Mini 29 seater AC	Day	

	Bus 32 seater AC	Day	
	Bus 40 seater (AC)	Day	
	Bus body only	Day	
	Bus Branding	Sft	
	Microbus rent - 7 seat AC	Day	
	Microbus rent - 12 seat AC	Day	
	Fuel (at actual)	KM	
Other			
	Nescafe coffee with one time cup	Cup	
	TV Card Rent (direct projector connectivity)	Pcs	
	Courier charge in Dhaka not more then 1 KG	Each	
	Courier charge outside Dhaka not more then 1 KG	Each	
	Podium acrylic & SS made	Pcs	
	Black Cloth	Sft	
	Star Cloth	Sft	
	Stair	Pcs	
	AI photo booth	SET	
	Interactive ai wall	Pcs	
	VR	Pcs	
	PS4	Day	
	PS5	Day	
	Industrial Generator including all	Hour	
	VIP Chair	Pcs	
	Bar tool	Pcs	
	Center Table	Pcs	
	Center Pcs	Pcs	
	Table Runner	Pcs	
	Flower Decoration	Sft	
	Flower Bucket	Pcs	
	Flower Stick	Pcs	
	Flower Stand	Pcs	
	Flower Strip	Pcs	
	Crystal Stand	Pcs	
	Box Stand	Pcs	
	Balloon Decoration	SET	
	Balloon Gate	SET	
	Gas Balloon large with branding min 5 ft dia	Pcs	
	Rope Stand	Pcs	
	Arch Way Gate	Pcs	
	Metal Detector	Pcs	
	Walkie Talky	Pcs	
	Baggage scanner	Pcs	
	Security Gard	Pcs	
	Traffic Controller	Pcs	
	Bouncer	Day	
	Backdrop Splitting Machine	Pcs	
	Drone For Capture	Pcs	
	Mobile Toilet	Pcs	
	Event photographer	Day	
	Event videographer	Day	
	Event summery video production	Each	
	Cleaner	Shift	
	Dustbin	Pcs	
	Accommodation and food cost for event team - outside Dhaka	Day	
	Labor charge - Inside Dhaka	Shift	
	Labor charge accommodation and food - Outside Dhaka	Day	
	Pickup cost - Inside Dhaka	KM	
	Pickup cost - Outside Dhaka	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