

### Introduction

MEGHNA BANK LIMITED, one of the fourth generation commercial bank in Bangladesh, provides services in the field of Retail Banking, SME Banking and Corporate Banking. The Bank invites proposals from qualified bidders to participate in the bidding process for selecting a partner for ISO 9001:2015 Consulting, Training, Implementation and Certification for the Bank

### Bidder Responses Guide

1. The Bidder should fill the responses in the 'Bidder Response' column.

Responses should be filled as indicated below:

- Fully Compliant (FC)
- Partially Compliant (PC)
- Non Compliant (NC)
- Future Scope (FS)

2. The remarks column should be used to provide clarifications that the Bidder wants to provide the Bank regarding the functionality offered by the Bidder's proposed solution.

3. Bidders who offer additional functionalities over and the above the lists mentioned below can append additional rows at the bottom of the table and provide details regarding these in same format.

4. Bidder should be submitted hardcopy of both technical and financial proposal.

5. Kindly make sure proposal response of Technical Requirements & Functional Requirement has been sent separately but follow same XL File format without making any Row/ Column level Change .

### Format of Response Document

Functional Requirement & Technical Requirement sheet should be a part of the Technical Bid. Technical Bids must be made in an organized and structured manner, bid document should be include of following section.

- Bidder Information
- Response on Technical and Functional Requirement

### Contact Details

#### RFP and Inquiry Response To:

For RFP collection, further Inquiry and any clarifications, please communicate with **Mr Ebadul Haque Omy, Phone +880177797776 & Email:**

**ebadul.haque@meghnabank.com.bd.**

#### Technical Offer Submission:

The bidder shall submit hard copy to Meghna Bank Ltd, Head Office, Suvastu Imam Square (level-6), 65, Gulshan Avenue (Gulshan-1), Dhaka.

**Financial Offer Submission:** If you would like to participate in the bidding, you are required to prepare your bid strictly in accordance with the

terms contained in the RFP documents. Please submit your proposal/ quotation to the above mentioned addresses by June 26, 2022 by 03:30

P.M. (Bangladesh Standard Time).