REQUEST FOR PROPOSAL (RFP)

Appointment of Actuarial Firm for Actuarial Valuation of Employees' Gratuity Fund

Community Bank Bangladesh PLC commenced its commercial operations on 11 September 2019. In accordance with the requirements of International Accounting Standard (IAS) 19 – *Employee Benefits*, the Bank intends to appoint a qualified and experienced actuarial firm to conduct the actuarial valuation of the Community Bank Bangladesh PLC Employees' Gratuity Fund as at 31 December 2026. As on 30 June 2026 there are 437 permanent employees in the Bank. Also, we may continue the same firm for actuarial valuation for a period of consecutive three years term.

Qualified and reputed actuarial firms are hereby invited to submit their financial and technical proposals for undertaking the assignment.

Scope of Work The selected actuarial firm shall:	a) Conduct the actuarial valuation of the Employees' Gratuity Fund as at 31 December 2026 in accordance with IAS 19 – *Employee Benefits*. (Detail Calculation)
	b) Formula or equation to determine monthly contribution rate until next valuation;
	c) Determine the present value of the defined benefit obligation and other disclosures required under IAS 19.
	d) Discuss the valuation results with the Bank, if required, and provide clarification on any observations.
	e) Submit the final signed actuarial valuation report within the agreed timeline.
Eligibility Criteria Interested firms should:	a) Be a recognized actuarial consulting firm with relevant professional credential
	b) Have proven experience in conducting actuarial valuations under IAS 19 for banks or other financial institutions.
	c) Have qualified actuaries with appropriate professional memberships.
Terms and Conditions	a) Interested firm have to quote their fees plus VAT;
	b) Only the eligible firms can submit quotation;
	c) The bidder should have valid trade license, TIN, BIN and other regulatory permission (if any);
	d) E-mail quotation only to: **tender@communitybankbd.info**
	e) The Bank reserves the right to accept or reject all or any of the applications without assigning any reason;
	f) Any persuasion/ influence will lead to disqualification.
Procuring Entity Details	
Name of Official	Md. Shariful Islam Kadir, FCA
Designation	CFO of Community Bank Bangladesh PLC. and Member Secretary of Trustee Board of Community Bank Bangladesh Limited Employees Gratuity Fund.
Address	Community Bank Bangladesh PLC. Head Office Police Plaza Concord (Level 11, tower-2) Plot-2, Road-144, Gulshan-1, Dhaka 1212, Bangladesh.
Last Date of Submission	**Thursday, 30 July 2026 (on or before 5.00 pm)**
Phone	+880 9612712220

Community Bank Bangladesh PLC.
Police Plaza Concord (level-11, Tower-2) Plot-2, Road-144, Gulshan Dhaka 1212, Bangladesh. Web: communitybankbd.com

Community Bank
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Regards

Zahid
12/07/2026

Md. Zahid Ibne Anwar
Head of GSD
Community Bank Bangladesh PLC.

REQUEST FOR PROPOSAL (RFP) Appointment of Actuarial Firm for Actuarial Valuation of Employees' Gratuity Fund	
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Md. Nasir Uddin Sarker
Officer
Finance & Accounts Division
Community Bank Bangladesh PLC.

Md. Shariful Islam Kadir, FCA
Chief Financial Officer
Community Bank Bangladesh PLC.