INVITATION OF PREQUALIFICATION
PAKISTAN STATE OIL COMPANY LIMITED

1. Pakistan State Oil Company Limited (PSO) intends to prequalify suppliers for Invitation to Bid(s), and sign the framework agreement(s) with the selected bidder(s) subsequent to the bidding process in Open Framework Agreement(s) for the period of three (3) years in accordance with PPRA Rules # 16 A.

2. The objective of open framework agreement(s) is the **SUPPLY OF SUPER GRAPHIC POLY ETHYLENE (PE) LABELS OF PSO SMALL PACKS OF LUBRICANTS,** locations through subsequent Call-off Contract(s) with successful bidders.

3. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Prequalified Applicants. An Open Framework Agreement(s) will be signed b/w Pakistan state Oil Company Limited and the successful bidder(s) as Framework Agreement Suppliers.

4.Prequalification process is open for all national applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain Prequalification Documents through SAP Ariba Link mentioned ahead: http://discovery.ariba.com/rfx/16803355

Following is the scheduled of document collection, submission and opening dates:

	DATE	TIME
DOCUMENTS COLLECTION (**THROUGH SAP ARIBA**) DATE & TIME	From 24.08.2026 to 09.09.2026	08:30 AM to 02:15 PM
DOCUMENT SUBMISSION (**THROUGH SAP ARIBA**) END DATE & TIME	09.09.2026	TILL 02:15 PM
OPENING (**THROUGH SAP ARIBA)** DATE & TIME	09.09.2026	03:00 PM ONWARDS

5.Prequalification Documents in English shall be purchased by interested Applicants on the submission of electronic form on the link mentioned above through SAP Ariba Portal in the following manner:

-Scanned copy of the duly signed and stamped request on official letterhead of the bidder shall be uploaded on SAP Ariba Portal. In the subject request letter, please mention "Prequalification Documents Collection Request – No. PQ-A4932-YP".

- Request shall be accompanied by scanned copies of the following:

a. Valid NTN, GST/PST certificates, CNIC of owner/ authorized representative. Vendor should be an active tax payer.

This advertisement is also available on PSO website www.psopk.comp/procurement and PPRA website www.ppra.org.pk

Please note that interested vendors not having Ariba Network ID are requested to register themselves on SAP Ariba Portal by clicking on the link below to access and participate in upcoming PSO tenders.

https://psopk.com/en/about-us/business-partners/sap-ariba

The bidders are urged to visit PSO & PPRA websites regularly for any further changes that may be updated by the Company, from time to time.

PAKISTAN STATE OIL COMPANY LIMITED
2ND FLOOR, PSO HOUSE, KHAYABAN-E-IQBAL,
CLIFTON, KARACHITEL: 111-111-PSO (776), Ext: 2275
Website: www.psopk.com/procurement

Table of Contents

Part 1 – Prequalification Procedures

- Section I - Instructions to Applicants (ITA) 04
- Section II – Prequalification Data Sheet 16
- Section III - Qualification Criteria and Requirements 16
- Section IV - Application Forms 23
- Section V – Eligibility 23
- Section VI – Scope of Supply 24
- Section VII – Supply Requirements 33

Part 1 – Prequalification Procedures
Section I. Instructions to Applicants

Table of Clauses

A. General	
1. Scope of Application	05
2. Fraud and Corruption	05
3. Eligible Applicants	06
4. Eligibility	07
B. Contents of the Prequalification Documents	07
5. Sections of Prequalification Documents	07
6. Clarification of Prequalification Documents	08
7. Amendment of Prequalification Documents	09
C. Preparation of Application	09
D. Submission of Applications	10
8. Deadline for Submission of Applications	10
9. Late Applications	10
10. Opening of Applications	10
E. Procedures for Evaluation of Applications	10
11. Confidentiality	10
12. Clarification of Applications	11
13. Responsiveness of Applications	11
F. Evaluation of Applications and Prequalification of Applicants	11
14. Evaluation of Applications	12
15. Right to Accept or Reject Applications	12
16. Prequalification of Applicants	12
17. Notification of Prequalification	12
18. Grievance Redressal Committee Links	12
19. Mechanism of Blacklisting	13

A. General	
1. Scope of Application	1.1 "Invitation for Prequalification", **Pakistan State Oil Company Limited** has defined the procedure of obtaining prequalification document in invitation of Prequalification (IoP) and in invitation to Applicants. Therefore Prequalification Data sheet (Section II), refers both head to all the potential prospective applicants for collection and submission of prequalification document. All prospective applicants who will be interested in submitting applications for supply of steel drums shall comply with the requirement as specified in Section VII (Schedule of Requirements), otherwise considered as disqualified.
2. Fraud and Corruption	2.1 The **Pakistan State Oil Company Limited** requires that the Applicants observe the highest standard of ethics during the agreements period. 2.2 The Applicants/Bidders shall allow **Pakistan State Oil Company Limited** to inspection of all accounts, records and other documents relating to Application/Bid submission (whether declared or not) Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance and in the case of award of a Call-off Contract. 2.3 Any communications between the Applicant and the Pakistan State Oil Company Limited related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

	2.4 Pakistan State Oil company limited will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract. 2.5 Pakistan State Oil company limited will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19.
3. Eligible Applicants	3.1 Only manufacturers are allowed to participate in prequalification process. 3.2 Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the PSO for execution of subsequent Framework Agreement(s) or Call off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the PSO who: (a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or (b) Would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution

	of the Framework Agreement and/or Call-off Contract. 3.3 An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.
4. Eligibility (in term of Nationality)	4.1 All **SUPER GRAPHIC POLY ETHYLENE (PE) LABELS** inside Pakistan are eligible to participate in this prequalification process.
B. Contents of the Prequalification Documents	
5. Sections of Prequalification Documents	5.1 Prequalification Documents consists sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 7. **Prequalification Procedures:** • Section I - Instructions to Applicants (ITA) • Section II – Prequalification Data Sheet • Section III - Qualification Criteria and Requirements • Section IV - Application Forms • Section V – Eligibility • Section VI – Scope of Supply • Section VII – Supply Requirements

	5.2 PSO accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 6. In case of any discrepancies, documents issued directly by the PSO shall prevail. 5.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.
6. Clarification of Prequalification Documents and Pre-Application Meeting	6.1 Applicant's may require clarification of the Prequalification Documents via SAP Ariba event message board. PSO will provide clarification no later than three (03) days prior to the deadline for submission of the Applications. PSO will share the same response to all prospective Applicants who have obtained the Prequalification Documents via SAP Ariba event message board. PSO shall also promptly update its response on SAP Ariba RFP. 6.2 Applicants can attend a pre-Application meeting via zoom link date and time will provided. Applicants may obtained clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents in the pre-bid meeting. 6.3 PSO may called Pre-Application meeting, if necessary. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by PSO exclusively through the use of an Addendum pursuant to ITA 7. Non-attendance at the pre-

	Application meeting will not be a cause for disqualification of an Applicant.
7. Amendment of Prequalification Documents	7.1 At any time prior to the deadline for submission of Applications, PSO may amend the Prequalification Documents by issuing an Addendum. 7.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated via SAP Ariba message board to all Applicants who have obtained the Prequalification Documents from PSO. The Procuring Agency shall promptly publish the Addendum at the PSO SAP Ariba message board: Provided that an Applicant who had either already submitted their Applications electronically via SAP Ariab shall have the right to alter his already filed Application and submit the revised Application prior to the Application submission deadline. 7.3 In case of Addendum, PSO may at its discretion extend the deadline for the submission of Applications if it deemed necessary.
C. Preparation of Applications	
8. Language of Application	8.1 English
9. Document comprises the Application	9.1 As mentioned in IOP (invitation of Prequalification)
10. Application Submission	10.1 Electronically Via SAP Ariba as mentioned in IOP (invitation of Prequalification)
11. Document Establishing the Eligibility of the Applicant	11.1 Document mentioned in IoP is the minimum requirement for participating in the Prequalification event.
12. Document Verification	12.1 Qualification of Applicant with respect to participation in the prequalification event and in accordance with section III – Qualification criteria and requirement will confirm after verification of provided

	document. And if successful than the applicant will provide access to the prequalification documents electronically for participation in the event or will notify in case of prequalify.
D. Submission of Applications	
13. Deadline for Submission of Applications	13.1 Applicants should submit their Applications electronically, as mentioned in Prequalification Invitation and as per ITA 11.1 13.2 If required in accordance with the provisions of ITA 7.3, PSO will extend the deadline for the submission of Applications, in which case all rights and obligations of PSO and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended. 13.3 The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).
14. Late Applications	15.1 No late application(s) will entertain. Once time stop no applicant will able to submit their application electronically in SAP Ariba.
15. Opening of Applications	16.1 Applications Open electronically through SAP ARIBA on **24-Aug-2026 at 08:30 A.M**
E. Procedures for Evaluation of Applications	
16. Confidentiality	16.1 Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 28. 16.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28,

	any Applicant that wishes to contact PSO on any matter related to the Prequalification process may do so only in writing through SAP Ariba event message board.
17. Clarification of Applications	17.1 To assist in the evaluation of Applications, PSO may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the PSO and all clarifications from the Applicant shall be in writing through SAP Ariba message board. 17.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the PSO request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
18. Responsiveness of Applications	18.1 PSO may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 18.2, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.
F. Evaluation of Applications and Prequalification of Applicants	

20. Evaluation of Applications	20.1 The PSO shall evaluate all proposal as per criteria defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. PSO Shall reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25. 20.2 Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.
21. PSO's Right to Accept or Reject Applications	21.1 PSO reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.
22. Prequalification of Applicants	22.1 All Applicants who's Applications substantially meet the specified qualification requirements will be prequalified by PSO.
23. Notification of Prequalification	23.1 PSO shall notify all Applicants in writing of the names of those Applicants who have been prequalified. In addition, those Applicants who have been disqualified will also be informed. 23.2 PSO shall upon request communicate to any supplier or contractor who submitted a proposal, the grounds for its rejection, but is not required to justify those grounds.
24. Grievance Redressal Committee Links	https://tenderpso.com.pk:8022/GrievanceRedressalCommittee.pdf

25. Mechanism of Blacklisting	Following procedure for blacklisting of a bidder shall be adopted: 25.1 The process of blacklisting will start from the issuance of a Show Cause Notice ("SCN") to the bidder/contractor wherein the reasons for issuance of said notice shall be mentioned in sufficient details together with the background of the case. 25.2 The SCN shall be issued by the Chief Supply Chain Officer ("CSCO"), on joint recommendation of GM indenting department and GM-P&S. Such recommendations shall include basis for initiation of blacklisting proceedings in reasonable detail. 25.3 P&S department will act as a facilitator for the purpose of blacklisting in fair and transparent manner. P&S Department shall be responsible to maintain the record of all blacklisting proceedings together with copies of SCNs, replies thereto, material submitted by the parties during the blacklisting proceedings and final decisions. 25.4 The bidder/supplier/contractor shall be required to reply to the show cause notice within a minimum seven days period from the date of the receipt of the SCN. 25.5 The hearing opportunity to the bidder shall be afforded by the CSCO. The venue, time and date of the hearing shall be intimated through the same SCN. 25.6 In case the CSCO has conflict of interest, P&S department shall apprise the MD who may authorize Chief Financial Officer ("CFO") or any other officer

	to proceed with the matter. If CFO or any other officer is appointed to take any action under this Mechanism, he shall exercise and perform all powers and functions of CSCO under this Mechanism. 25.7 The bidder/supplier/contractor may respond to the SCN and/or appear on the given date for personal hearing. The bidder/supplier/contractor may either appear in person or through a duly authorized representative. 25.8 In case the bidder/supplier/contractor neither respond to the SCN nor appear for personal hearing, the CSCO may decide: 25.8.1 either to provide another opportunity to the bidder/supplier/contractor to respond to the SCN and/or appear for personal hearing on some other date; or 25.8.2 Subject to clause (xi) and (xii) of this Mechanism, proceed further in ex-parte manner on the basis of available information and record. 25.9 In case the bidder/supplier/contractor fails to respond the SCN and do not appear for personal hearing in response to the SCN issued under clause 4 (i) and (ii), the CSCO may proceed further in the matter in ex-parte manner. 25.10 In case the bidder or his duly authorized representative respond to the SCN and/or appear for person hearing, he shall be provided a full opportunity of personal hearing in accordance with the principles of natural justice and fair play.

	25.11 In case the concerned Chief is satisfied that the allegations levelled against the bidder/contractor/supplier are not established, he may pass a decision to this effect by mentioning the reasons/grounds and close the proceedings. 25.12 In case the concerned Chief is satisfied that the allegations levelled against the bidder/contractor/supplier are established, he may pass a decision, together with all reasons and grounds, to blacklist and cross debar in any public procurement or disposal proceedings the bidder/contractor/supplier: 25.12.1 Up to the period of ten (10) years, if the corrupt and fraudulent practice is established against the bidder/contractor/supplier; 25.12.2 Subject to clause 3 above, up to the period of three (03) years, if the bidder fails to perform his contractual obligations during the execution of contract or breaches the contract due to his capacity and capability to perform or otherwise; 25.12.3 Up to the period of six (06) months, if the bidder/contractor/supplier fails to abide by a bid securing declaration without being indulged in any corrupt and fraudulent practice. 25.13 The decision of blacklisting, under the signature of CSCO, shall be communicated to the Authority and respective bidder/contractor/supplier within a period not exceeding seven (7) days. The decision shall clearly specify the period of blacklisting/ cross-debarring in accordance with rule 19 of the Rules.

	25.14 Post decision circumstances will be handled by P&S Department in accordance with Rule 19, sub-rule (2) to (5) of the said rule.

Section - II
Prequalification Data Sheet

Section – I instruction to Applicant and Invitation to Prequalification Covers all the relevant information / requirement of this section – II as mentioned in ITA 1.1. All Applicant are request to carefully read all the instruction for submission of Application.

Section - III
Qualification Criteria and Requirements

Pakistan State Oil Company will used appended prequalification criteria for evaluate of all submitted proposals. The same is to uploaded on SAP Ariba:

TECHNICAL EVALUATION CRITERIA

- Suppliers / contractors failing in mandatory requirements will be disqualified.
- Suppliers / contractors obtaining less than 70% (overall) and less than 70% marks in any section will not be technically qualified.
- Only one (1) "Technical Evaluation Criteria" to be filled and submitted for all the zone(s) quoted by the bidder.
- The following factors have been considered as the basis of evaluation:

A. Mandatory requirement

B. Category based requirements:

1. **Financial Position**
2. **Experience**
3. **Resources**
4. **HSE Criteria**

Details of above factors are as follows:

SECTION –A

Mandatory Requirements

1	Section	Mandatory Requirements
1.1.1	Question	Whether any director / partner of your company / Firm (as the case may be) is / was the Director or partner in any other company or firm which is currently blacklisted either by PSO or any other person/entity?
1.1.2	Question	If your answer is no, please provide a duly signed and stamped undertaking to this effect on your company's / Firm's letterhead. If yes, you shall not be qualified in this tender.
1.1.3	Question	Fatal accident taken place during the performance of any contract in the last 05 years
1.1.4	Question	If no, please provide signed and stamped undertaking on the Company's Letterhead. If yes, you shall not be qualified in this tender .
1.1.5	Question	Supplier shall have at least eight (08) colors Flexographic Label Printing Machine The manufacturing facility must be operational, producing and supplying PE/PP labels.
1.1.6	Question	(Please provide labels printing Machine(s) list with Make / Model or Manufacturing Capacity detail, the same will be checked by PSO team at the time of plant visit)
1.1.7	Question	Is the firm is currently blacklisted ?
1.1.8	Question	(Please provide undertaking on Company's Letter Head, signed & stamped)

SECTION –B

Category Based Requirement

RATING SUMMARY

COMPANY'S NAME:

ADDRESS:

TEL. NO. **FAX. __________** **E MAIL.**

S. No.	DESCRIPTION	RATING		
		MAX. (%)	OBTAINED	%
1	Financial Position	**30**		
2	Relevant Experience and Past Performance	**30**		
3	Capabilities wrt Personnel, Equipment and Plant	**25**		
4	HSE COMPLIANCE & OTHER DETAILS	**15**		
	Total	**100**		

1. FINANCIAL POSITION

1.2	Section	**Financial Position**
1.2.1	Question	**Status of Bidder (10 marks)** Public / Private Limited (100%) Registered Partnership (90%) Proprietorship (70%)
1.2.2	Question	(Please provide certificate of incorporation).

1.2.3	Question	**Annual turnover/ Gross Sales/ Gross Revenue in any 01 year of the last 3 years (10 marks)** Greater than Rs. 100 Million (100%) Greater than Rs. 90 million & Less than/ equal to 100 Million (90%) Greater than Rs. 70 million & Less than/ equal to 90 Million (70%) Greater than Rs. 50 million & Less than/ equal to 70 Million (50%) Less than/ equal to Rs. 50 million. (0%)
1.2.4	Question	(Please provide audit report / income tax return / annual report as an evidence)
1.2.5	Question	**Net Assets (Total Assets – Total Liabilities) (5 marks)** Greater than Rs. 50 Million (100%) Greater than Rs. 45 million & Less than/ equal to 50 Million (90%) Greater than Rs. 35 million & Less than/ equal to 45 Million (70%) Greater than Rs. 25 million & Less than/ equal to 35 Million (50%) Less than/ equal to Rs. 25 million. (0%)
1.2.6	Question	(Please provide audit report / income tax return / annual report as an evidence)
1.2.7	Question	**Working Capital (Current Assets – Current Liabilities) last year (5 marks)** Greater than Rs. 10 Million (100%) Greater than Rs. 9 million & Less than/ equal to 10 Million (90%) Greater than Rs. 7 million & Less than/ equal to 9 Million (70%) Greater than Rs. 5 million & Less than/ equal to 7 Million (50%) Less than/ equal to Rs. 5 million. (0%)
1.2.8	Question	(Please provide audit report / income tax return / annual report as an evidence)

2. EXPERIENCE

2.1	Question	**No. of years of Experience of printing of PE labels (Note: Multiple projects / or a project in one year will be counted as one year experience) (10 marks)** Over 5 years (100%) From 4 years to 5 years (90%) From 2 years to 3 years (70%) From 1 years to 2 years (50%) Less than 1 year (0%)
2.2	Question	(Please provide copies of various Purchase orders of different years / other related documents)
2.3	Question	**Average annual number of labels printing/supplied during last 3 years. (10 marks)** More than 12 Million Labels (100%) More than 11 Million to 12 Million Labels (90%) More than 8 Million to 11 Million Labels (70%) More than 6 Million to 8 Million Labels (50%) Less than 6 Million Labels (0%)
2.4	Question	(Please provide contract/purchase orders as evidence for total amount)
2.5	Question	**Number of contracts for printing & supply of PE labels handled in last 3 years [Min. 10 Million per contract in current year]. (10 marks)** At least 04 contracts (100%) At least 03 contracts (90%) At least 02 contracts (70%) At least 01 contract (50%)
2.6	Question	(Please provide copies of contract/purchase orders with various organization as evidence)

3	Section	**RESOURCES**
3.1	Question	**No. of (operative) PE/PP Labels Printing Machines [Min. 8 colors machine]] (8 marks)** More than 2 machines (100%) Minimum 2 machines (90%) Minimum 1 machine (70%))
3.2	Question	(Please provide machines list /machine technical documents as an evidence)
3.3	Question	**Annual Manufacturing Capacity [Operational] of Labels (7 marks)** More than 18 Million Labels (100%) More than 16 Million to 18 Million Labels (90%) More than 12 Million to 16 Million Labels (70%) More than 8 Million to 12 Million Labels (50%) Less than 8 Million Labels (0%)
3.4	Question	(Please provide machines booklet / POs [300 working days and 80% efficiency])
3.5	Question	**Backup power generation facility. (5 marks)** Yes (100%) No (0%)
3.6	Question	Please provide relative documents/details as evidence
3.7	Question	**Qualified/certified technical resource (min DAE) for management/supervision of production, maintenance etc with 5 years of experience. (5 marks)** More than 03 employees (100%) Minimum 03 employees (90%) Minimum 02 employees (70%) Minimum 01 employees (50%)
3.8	Question	(Please provide employees educational certificate copies and experienced certificate as evidence)

4. HSE CRITERIA

4	Section	**HSE CRITERIA**
4.1	Question	**Approved Signed HSE Policy (3 mark)** Yes (100%) No (0%)
4.2	Question	Please attach signed HSE policy an evidence
4.3	Question	**Use of PPEs at site: (Yes / No). (2 numbers for each point)** 1. Head Protection 2. Foot Protection 3. Hand Protection 4. Standard uniform
4.4	Question	(Please attach relevant documents and evidence/witness at the time of visit)
4.5	Question	**Availability of Fire Fighting Equipment** 1. DCP fire extinguisher 2. CO2 fire extinguisher 3. Emergency telephone numbers 4. Staff acquainted with use of portable fire extinguisher
.6	Question	(Please provide list of extinguishers, emergency numbers, training record, other evidences)

Section IV –
Application Forms (Pertain to Bidder)

Application Submission Letter (Rs. 100 Bond Paper)

Date: [insert day, month, and year]
IFP No. and title: [insert IFP number and title]

To: [insert full name of Procuring Agency]

We, the undersigned, apply to be prequalified for the referenced IFP and declare that:

(a) No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s) if any, issued in accordance with Instructions to Applicants (ITA) 6.

(b) No conflict of interest: We have no conflict of interest in accordance with ITA 3.2;

(c) Eligibility: We meet the eligibility requirements as stated ITA 3.1, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal.

(d) Not bound to accept: We understand that PSO may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 14.1. Only Manufacturers who have been pre-qualified shall be entitled to participate further in the procurement proceedings.

(e) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: [insert signature(s) of an authorized representative(s) of the Applicant]
Name: [insert full name of person signing the Application]
In the capacity of: [insert capacity of person signing the Application]
Address: [insert street number/town or city/country address]
Dated: [insert date the document is signed i.e. day number] day of [insert month], [insert year]

Section V – Eligibility

All national bidder who fulfil the participation requirements are eligible to participate in this Prequalification.

Section VI – Scope of Supply

List of Goods and Delivery Period	Supply of Super Graphic Poly Ethylene (PE) labels of PSO small packs of lubricants as per following specs: A. SPECIFICATION/REQUIREMENT FOR ALL SIZES: Size: Labels requirement are two different sizes for all variants. Total requirement is divided by below size wise groups. Group-1 (1) 700 ML Can Labels = 80 x 125 mm (2) 01 Liter Can Labels = 75 x 150 mm (3) 03 Liters Can Labels = 120 x 172 mm (4) 04 Liters Can Labels = 138 x 206 mm (5) 08 Liters Can Labels = TBD (6) 10 Liters Can Labels = 146 x 273 mm (7) Any other size Group-2 (1) New 700 ML Can Labels = 100 x 112 mm (2) New 01 Liter Can Labels = 93 x 132 mm (3) New 03 Liters Can Labels = 139 x 152 mm (4) New 04 Liters Can Labels = 150 x 165 mm (5) New 08 Liters Can Labels = TBD (6) New 10 Liters Can Labels = 188 x 216 mm (7) Any other size Note: Above sizes are approximate values and actual sizes subject to the collection of sample cans of all sizes from Lubricants Manufacturing Terminal (LMT) PSO reserve the right to modify and or add new size of labels as per new packs design. DELIVERY

		PSO Lube Manufacturing plant will provide a monthly tentative requirement schedule preferably distributed in weekly requirement. In case of emergency/additional requirement, PSO will advise the supplier to furnish the additional quantities (other than those mentioned in monthly/weekly production schedule) on 7 days advance notice for production. Therefore, supplier are required to keep provision for the same in their own production schedule. Supplier shall have to arrange delivery as per monthly delivery schedule communicated by PSO LMT team. PSO shall not be responsible for extra labels printed by vendor beyond PSO's requirement during or at the time of completion of the agreement / Purchase order. After placement of Purchase Order/s, in case, the supplier fails to execute the order in accordance with the required specifications and within the time schedule given by Lubricant Mfg. Department (LMT) during contract period, PSO may impose a penalty of 0.1% on per day on the delayed quantity value for each day the supplies are delayed and upto maximum of 10% penalty against ordered quantities. However, PSO staff may clarify latest by last week of every month if the 100 % monthly or individual requirement execution is not required for any reason. Moreover, in case of failure to provide the labels as per requirement of PSO, PSO reserves the right to procure the labels from any vendor and additional cost, if any, in addition to penalties [as above] will also be recovered from the supplier. Delivery of label shall be on "AS AND WHEN REQUIRED" basis either at PSO's manufacturing facilities at LMT Korangi or LMPA, Keamari in Karachi or at PSO's authorized label coding service provider located anywhere in country for further value addition/ anti-counterfeiting services as per PSO's instruction. Currently, the labels are

	delivered by vendor at PSO's authorized coding/anti-counterfeiting services provider in Karachi. All loading from their location to unloading at PSO locations/3rd party as advised by PSO & transportation charges shall be borne by the supplier upto the LMT Korangi, LMPA-Keamari or locations within Karachi. Label supplier will provide the label supplies to either PSO Plant LMT/LMPA or the label coding/anti-counterfeiting supplier only, after receiving firm authorization through e-mail or letter. In case of new supplier, PSO LMT authorized person will arrange first meeting with the Label coding/anti-counterfeiting services supplier to discuss the label supplies modalities and modus operandi for conflict resolution, if any, emerged during the currency of the agreement. Based on Label requirement, PSO may ask bidder to supply 25% quantities of the contract within 15days after issuance of LOI (this time includes mobilization time required by the bidder). All delivery challans will be made in the name of PSO LMT Korangi. However, authorized LMT staff will seek confirmation of quality & quantity delivered from Label coding supplier before accepting delivery challans and further processing of bills. Plant Manager or authorized officer will provide their estimated monthly production plan. This plan will also be shared with the label coding supplier for their own planning purpose. Both the suppliers will be required to keep their own production planning synchronous with the plan provided by PSO. Based on the monthly plan, PSO's authorized officer will intimate the supplier about daily/weekly requirement or on as and when required basis. However, PSO reserves the right to change the daily/weekly/monthly plan in case of any emergent requirement. Therefore, the supplier must be ready to fulfill the emergent requirement.	

	Label supplier will ensure that no. of labels in one roll should be as per the requirement defined by PSO Plant and the label coding/anti-counterfeiting services provider to suit their machines/production requirement. PSO will not be responsible to accept any claim due to the loss of labels on account of difference in quantities, due to the above-mentioned fact, either at label supplier end or at label coding services provider end. Therefore, it is compulsory that strict measures are adopted to ensure label quantities per roll, as per the PSO and label coding supplier needs. PSO's authorized label coding service provider will also check the printing, color matching, sizing and other aspects of quality control as per the approved shade card and the label supplier will take corrective action to address the quality related if any. PSO authorized LMT staff member may also visit the label coding service provider for quality & quantity check on as and when required basis.
Technical Specifications	SPECIFICATION/REQUIREMENT FOR ALL SIZES: a) Size Labels requirement are two difference sizes for all variants, total requirement divided by below size wise groups. Group-1 (1) 700 ML Can Labels = 80 x 125 mm (2) 01 Liter Can Labels = 75 x 150 mm (3) 03 Liters Can Labels = 120 x 172 mm (4) 04 Liters Can Labels = 138 x 206 mm (5) 08 Liters Can Labels = TBD (6) 10 Liters Can Labels = 146 x 273 mm (7) Any other Size Group-2 (1) New 700 ML Can Labels = 100 x 112 mm

	(2) New 01 Liter Can Labels = 93 x 132 mm (3) New 03 Liters Can Labels = 139 x 152 mm (4) New 04 Liters Can Labels = 150 x 165 mm (5) New 08 Liters Can Labels = TBD (6) New 10 Liters Can Labels = 188 x 216 mm (7) Any other Size Note: Above sizes are approximate values and actual sizes subject to the collection of sample cans of all sizes from Lubricants manufacturing Terminal (LMT) b) Specification/ Requirements Face stock Substance: 84 to 87 gsm Face Stock Caliper: 0.084 to 0.087 mm Liner Stock Substance: 60 to 64 gsm Liner Stock Caliper: 0.052mm to 0.054 mm Tensile strength MD: 17 to 19 kN/m Tensile strength CD: 19 to 21 kN/m Brightness 87 - 95 % Roughness 0.9 to 1.0 microns Opacity 79 to 81 % Gloss 84 to 86 % Total Construction Caliper: 0.150 to 0.160 mm Performance Requirement: Initial Tack [FTM9]: 9.8 N/625 mm2 (Minimum) Peel Adhesion 90 Degree [FTM2]: 9.5 N/25 mm (Minimum) High squeezability & resistance to oil spill from container c) Label Ink specification/Requirement Label printing ink should have following minimum characteristics: Environmental friendly and ultra-fade resistant ink shall be used. Excellent color strength. Very good printability and dot reproduction. Very good press stability.

		Suitable for high speed printing flexo machines. Adhesion suitability to a wide range of polyethylene films. Suitable for all flexographic printing with dryers and UV coatings. Suitable for Self-adhesive labels (coated & uncoated papers) and non-absorbent materials. Superior color consistency and excellent shelf-life. Consistent high print quality. Superior dot sharpness on four to seven color process, flexo printing as well as for fine line and text work. Very low VOC content`(less than 5%) recommended. Required to be listed / approved as environmentally friendly material. Required to be available for complete range of Pantone® basic & high resistant basic shades Compatible with mineral and synthetic lubricants and polyethylene films. Ink should have blue wool scale rating of 7 - 8 (highest light fastness strength) as per ISO 2835:1974 or equivalent standards. Solvent, soap, grease, alkaline resistance should be of highest resistance as per ISO 2836:2004 or equivalent standards. d) Label UV Coating Specification/Requirement UV coating must be of the highest standards and solvent Free, High-gloss curing, low odor, colorless, light sensitive, heat sensitive and must be suitable for different variety of paper labels. Suitable for secondary packaging over print coating. Environmental friendly and without any heavy metals, CFCs and other toxic substances. Dirt/water repellant, scuff & chemical resistance. Suitable for folding and creasing. Compatible with the self-adhesive paper and the ink. Compatible with mineral and synthetic lubricants/packs.	

	The colors of label should not fade due to sunlight exposure/harsh environmental conditions, dirt/dust/water etc. at any high street shop or retail outlet for at least 03 months. e) Label Adhesive Specification/Requirement Permanent clear acrylic water based adhesive - specially developed for the labelling of motor-oil containers. Any other adhesive that may give better result can also be considered. Adhesive must be suitable with mineral and synthetic lubricants to avoid label detach/peel-off from plastic cans in case of product oozing and leakage for any reason at any stage from production to sale. The adhesive/labels must be compatible with the plastic raw materials (HDPE & PET etc). Adhesive must be strong enough not to let the label detached once pasted on the plastic or steel cans. The labels shall not peel-off due to atmospheric affect. Adhesive must have longer shelf-life/service life (minimum one and half year) to avoid their peeling off from lubricants can. ISEGA approval for direct contact with dry and moist non-fatty foods. Minimum application temperature should range between 04 to 08 degree centigrade. Service temperature range should be -20 to 80 degree centigrade. f) Body As per design g) Material be compatible with the plastic raw materials (HDPE & PET etc). The material must be compatible with mineral and synthetic Lubricants.	

Quality Assurance	Labels shall always be printed in roll forms and any deviation in any case shall not be allowed. The labels supplier must ensure that before supplying labels to PSO or its authorized coding services provider, the labels are as per specs in terms of quality, color, size, design etc. and are clean, dust-free. The labels must also be packed properly. PSO may also perform quality control checks [as per PSO Quality Plan] on the incoming lots through random sampling to counter-check the product quality thru physical appearance. Random sampling [as per PSO Quality Plan] will be carried out from the supplied lot. In case, the sample taken from supplying lot is failed, then lot shall be considered as 'Fail'. Number of random samples may increase for quality checks in case of frequent failure of incoming lots. Material, printing and over all workmanship should be strictly as per the specification given. The workmanship and material must be of a high standards and as per specs. Any substandard material shall be rejected at vendor risk and cost and 5 % penalty of the total lot delivered shall be imposed. In case of continuous poor workmanship (color variation, over / under sizing, poor adhesiveness, deviation from approved shade card) in any 02 consecutive or more supplies, PSO reserves the right to increase the penalty up to 10 % or terminate the contract due to the poor performance by supplier, anywhere during the currency of the agreement/purchase order, by giving 03 formal non-compliant quality/non-performing reports through e-mail/letters. In case of complaints received from any of PSO's locations/customers related to quality of labels including fading of colors and / or peeling off of labels etc., a penalty of 5% of the total lot (wherein the fault has occurred) shall be imposed/recovered and the inventory of that particular/entire lot will also be returned and the vendor

	shall be bound to accept the PSO's decision in this regard. In case of consecutive complaints, PSO reserves the right to increase the penalty up to 10 % of the ordered quantity. In case of complaint(s) received related to quality of labels, the supplier will provide Technical support to PSO in resolving / investing and addressing the complaint(s). On PSO's request, supplier must provide quality certificate/ test report [at own expense] from any recognized / independent (other than manufacturer's own lab) testing body / laboratory identified/agreed by PSO certifying that the supplied labels/material meet the required and given specifications. In case of noncompliant report PSO (in addition to returning available inventory) will impose penalty whichever is higher of equivalent to 10% of the cumulative amount of the last 3 months' issued POs/requirement or 10% of the cumulative amount of POs/requirement issued from the date when complaint(s) received. The vendor may provide Certificate of Analysis [COA] on monthly basis/or against each import consignment from the label material [globally reputed] supplier for the specs [particularly for quality of material and adhesive quality] to confirm that PSO labels specs meets the required specs. On quarterly/biannually basis, PSO may also ask and vendor will provide quality certificate/ test report for the testing of all/ particular spec from any recognized / independent (other than manufacturer's own lab) testing body / laboratory for confirmation that the supplied items meet the required and given specifications.
Quality Control/Inspection	Supplier shall be required to submit five shade cards for labels of each product. Details of distribution of shade cards will be as below: o Lubricants Manufacturing Terminal [LMT] o PSO head office o PSO Brand Team o PSO's approved supplier for Label coding

	o Supplier's own record Supplier will have to develop labels shade cards for all sizes and products variants. The production will be started after approval of shade cards. Bidders may collect the soft copy of the PSO artwork, if required, to develop the samples before the submission of technical & commercial bids. In case of any technical issue related to labels, supplier may also have to coordinate with the PSO Advertisement Agency. Acceptance of all supplies will be subject to inspection at the time of delivery at destination/s in respect of specifications, quality etc. The decision of the Company's inspection official (in case of deviation from the specs) shall be final and binding on the supplier. In case of rejection at the time of delivery and / or after the filling, due to substandard quality material/ painting/ specifications etc., such rejected material shall be rejected and removed from the delivery point/s entirely at the risk and cost of the labels vendor.
1. Inspections and Tests	1) During the tenure of the Framework Agreement, if Supply of Super Graphic labels of PSO small packs of lubricants is found inappropriate (including delays in supplies due to any reason), respective delivery will be rejected by the PSO and will not pay for it. 2) Quality is the prime concern of PSO, no compromise shall be made in this regard. Only first class approved quality material, workmanship and supervision will be utilized by the contractor which shall strictly conform to the WO/SO specification. 3) The contractor shall have to perform according to PSO requirements & standards failing which, PSO reserves the right to cancel work order giving ONE MONTH notice.

Section VII – Supply Requirements

DELIVERY

i. PSO Lube Manufacturing plant will provide a monthly tentative requirement schedule preferably distributed in weekly requirement.

ii. In case of emergency/additional requirement, PSO will advise the supplier to furnish the additional quantities (other than those mentioned in monthly/weekly production schedule) on 7 days advance notice for production. Therefore, supplier are required to keep provision for the same in their own production schedule.

iii. Supplier shall have to arrange delivery as per delivery schedule communicated by PSO LMT team. PSO shall not be responsible for extra labels printed by vendor beyond PSO's requirement during or at the time of completion of the agreement.

iv. After placement of Purchase Order/s, in case, the supplier fails to execute the order in accordance with the required specifications and within the time schedule given by Lubricant Mfg. Department (LMT) during contract period, PSO may impose a penalty of 1% on per day on the delayed quantity value for each day the supplies are delayed and upto maximum of 10% penalty against ordered quantities. However, PSO staff may clarify latest by last week of every month if the 100 % monthly or individual requirement execution is not required for any reason. Moreover, in case of failure to provide the labels as per requirement of PSO, PSO reserves the right to procure the labels from any vendor and additional cost, if any, in addition to penalties [as above] will also be recovered from the supplier.

v. Delivery of label shall be on "AS AND WHEN REQUIRED" basis either at PSO's manufacturing facilities at LMT Korangi or LMPA, Keamari in Karachi or at PSO's authorized label coding service provider located anywhere in country for further value addition/ anti-counterfeiting services as per PSO's instruction. Currently, the labels are delivered by vendor at PSO's authorized coding/anti-counterfeiting services provider in Karachi.

vi. All loading from their location to unloading at PSO locations/3rd party as advised by PSO & transportation charges shall be borne by the supplier upto the LMT Korangi, LMPA-Keamari or locations within Karachi.

vii. Label supplier will provide the label supplies to the label coding/anti-counterfeiting supplier only after receiving firm authorization through e-mail or letter.

viii. In case of new supplier, PSO LMT authorized person will arrange first meeting with the Label coding/anti-counterfeiting services supplier to discuss the label supplies modalities and modus operandi for conflict resolution, if any, emerged during the currency of the agreement.

ix. Based on Label requirement, PSO may ask bidder to supply 25% quantities of the contract within one month after issuance of LOI (this time includes mobilization time required by the bidder).

x. All delivery challans will be made in the name of PSO LMT Korangi. However, authorized LMT staff will seek confirmation of quality & quantity delivered from Label coding supplier before accepting delivery challans and further processing of bills.

xi. Plant Manager or authorized officer will provide their estimated monthly production plan. This plan will also be shared with the label coding supplier for their own planning purpose. Both the suppliers will be required to keep their own production planning synchronous with the plan provided by PSO.

xii. Based on the monthly plan, PSO's authorized officer will intimate the supplier about daily/weekly requirement or on as and when required basis. However, PSO reserves the right to change the daily/weekly/monthly plan in case of any emergent requirement. Therefore, the supplier must be ready to fulfill the emergent requirement.

xiii. Label supplier will ensure that no. of labels in one roll should be as per the requirement defined by PSO Plant and the label coding/anti-counterfeiting services provider to suit their machines/production requirement. PSO will not be responsible to accept any claim due to the loss of labels on account of difference in quantities, due to the above-mentioned fact, either at label supplier end or at label coding services provider end. Therefore, it is compulsory that strict measures are adopted to ensure label quantities per roll, as per the PSO and label coding supplier needs.

xiv. PSO's authorized label coding service provider will also check the printing, color matching, sizing and other aspects of quality control as per the approved shade card and the label supplier will take corrective action to address the quality related if any. PSO authorized LMT staff member may also visit the label coding service provider for quality & quantity check on as and when required basis.