PAKISTAN STATE OIL COMPANY LIMITED

INSTRUCTIONS TO BIDDERS

FOR SUPPLY OF MOGAS 92 RON ON SPOT CONTRACT CFR BASIS

Pakistan State Oil Company Limited, Khayaban-e-Iqbal, Clifton, Karachi, Pakistan ("PSO" and / or "Buyer"), invite bids for supply of Mogas from Suppliers, ("Seller(s)" and/or Bidder(s)) on Spot Contract on CFR Karachi basis as per details given below:

I: TENDER PROCESS TO BE ADOPTED:

Open competitive Bidding under Single Stage Two Envelope Process as described in PPRA Rule 27 (b), whereby each Bidder is required to submit one single package containing two sealed envelopes, one sealed envelope should contain the Technical Information and one sealed envelope should contain the Commercial Offer/Bid for the Cargo(es). The Bid Cover Letter in the form set out in Appendix 'B' of Bid Document # 1 should be submitted as part of the Technical Information and should not be enclosed in the Commercial Offer/Bid.

II: GRADES, QUANTITY AND SCHEDULE FOR DELIVERIES

Mogas 92 RON meeting with the Specifications set out in Annexure-III to Bid document No. 2 hereto (hereinafter referred to as "Mogas 92 RON and/or product")

Quantity: As described in Annexure-I to Bid Document No. 2
Schedule of Deliveries: As described in Annexure- I of Bid Document No. 2

III: DELIVERY

Deliveries are to be made at Keamari Port, Karachi Bulk Oil Piers / FOTCO, PQA ("the Port"), (in lots of 55,000 Metric tonnes for Mogas 92 RON). All vessels must comply with relevant acceptance criteria and fall within the Port limitations. The present Port limitations for vessels are stipulated in Annexure-II of the Bid Document No. 2. Before loading any cargo of Mogas 92 RON, as the case may be, the Seller should check the parameters of the Port, to ensure compliance of stipulated and defined parameters.

IV: PRICES (US$)

Total CFR Price = A±B

Prices are required to be quoted CFR Karachi basis

Component "A" = FOB MOPAG Gasoline 92
Component "B" = CFR Premium / Discount per BBL

The Component "A" of the price is required to be based only on the mean of five days high and low quotations centered on the relevant Bill of Lading ("B/L") date as published in Platt's Asia-Pacific/Arab Gulf Marketscan (APAG) under heading "FoB Arab Gulf" for "Gasoline 92". If there is no publication of Platts under the heading "FoB Arab Gulf" for Gasoline 92 on the relevant applicable Bill of Lading date then 2 (two) effective quotations immediately before the relevant



applicable Bill of Lading and 3 (three) effective quotations after the relevant applicable Bill of Lading date shall apply.

The offer should be submitted for **30** days (Thirty Days) free credit basis from the date of Notice of Readiness of the vessel at discharge port. Bids using pricing basis other than the above will be considered "Non- responsive".

V: SUBMISSION OF BIDS, VALIDITY AND OTHER CONDITIONS:

BID SUBMISSION

i. Bids as per mentioned procedure must be submitted through SAP Ariba Portal, **by 10:00 AM (PST) on November 24, 2026**. Email or physical submission of bids will not be accepted. Please download Bid Document No.1 and 2 from SAP Ariba portal. These documents should be printed, signed, stamped and scanned in a clear and legible format and uploaded as part of bid submission through SAP Ariba against this tender.

ii. Original Bid Bond, in the form of a Pay Order or unconditional or Continuing Bank Guarantee, as per Buyer's format, is to be submitted physically in tender box marked as "Bid Bonds for Supply of Mogas 92 RON' placed at PSO Registered Office Entrance **before 10:00 AM (PST) on November 24, 2026** in sealed envelope marked as 'Bid Bond for Supply of Mogas 92 RON' during **27th December 2026 – 03rd January 2027**. A scanned copy of the Bid Bond to be uploaded on SAP Ariba. If the Bidder intends to use the Continuing Bank Guarantee which is already available with PSO, as the Bid Bond for this tender, the Bidder must upload a copy of the Continuing Bank Guarantee along with a cover letter expressly confirming its/his consent to use the Continuing Bank Guarantee as the Bid Bond for this tender.

TECHNICAL INFORMATION

The **'Technical Information'** to be attached in technical section of SAP ARIBA Portal and shall contain the following. No commercial term / price, etc. be mentioned in technical section, any deviation will disqualify the bid:

i. The Bid Cover Letter in the form as set out in Appendix 'B' to Bid Document # 1
ii. The Technical Information Cover Letter in the form set out as Appendix 'C' of Bid Document # 1
iii. Bidder's Corporate Authority Letter of the signatories who is/are signing the Commercial Offer/Bid and the Bid Documents # 1 and 2.
iv. A copy of the consolidated original Bid Bond, in accordance with Clause V(ii) above, in the form of either

A Pay Order or an unconditional Bank Guarantee, issued on stamp paper of the requisite value, in favor of PSO, from a first-class scheduled bank operating in Karachi, Pakistan, for an amount of United States Dollars Three Hundred Thousand (USD 300,000). The Bank Guarantee must be in the format prescribed in Annexure-VI of Bid Document No. 2; or

A Continuing Bank Guarantee, accompanied by a cover letter expressly confirming the Bidder's consent to utilize the said guarantee as the Bid Bond for this tender. The Continuing Bank Guarantee shall be in the form of an unconditional Bank Guarantee,

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PAKISTAN STATE OIL
KARACHI

issued on stamp paper of the requisite value, in favor of PSO, from a first-class scheduled bank operating in Karachi, Pakistan, for an amount of United States Dollars Three Hundred Thousand (USD 300,000), as per the format specified in Annexure-VIII of Bid Document No. 2.

v. Signed and Stamped copy of the Bid Documents # 1 & 2 by the authorized signatory of the Bidder confirming acceptance of all terms and conditions of the Bid Documents # 1 and 2.

COMMERCIAL OFFER/BID

i. The Commercial Offer/Bid containing the offered price. shall be submitted in **'Commercial offer/Bid' section** of SAP Ariba

ii. The commercial offer bid i.e. CFR Premium/Discount shall be quoted by the bidders up to three decimal places for each cargo. In case if the bidder quotes up to one or two decimal places then the rest of the decimal places shall be considered as zero.

iii. Incase CFR premiums quoted by two or more bidders for any one or all cargo(s) is the lowest and exactly the same, the Buyer reserves the right to hold re-biding of those bidders and advise them to submit their downward revised commercial offers in order to decide the award of cargo(s) to the lowest evaluated bidder.
   a. If any bidder, who is advised to submit downward revised offer, do not submit his revised offer, his earlier commercial offer shall be treated as final and evaluation of bids shall proceed further accordingly.
   b. The bidders shall not be allowed to quote premiums for any other cargo(s), as the revised commercial offers will be sought only for cargo(s) where commercial bids of any two or more bidders is determined as the lowest and exactly the same.
   c. The commercial evaluation of downward revised commercial bids will be carried out as per revised commercial offers received for tie cargo(s). The bidders will be required to submit downward revised commercial offer for tie cargo(s) on SAP Ariba Portal in the Commercial Offer Section.
   d. For revised commercial offer under this sub-clause, the Buyer shall advise to all the tie bidders through email/SAP Ariba message board for submission of their 'Revised Commercial Offer/Bid'
   e. The Buyer reserves the right to accept or reject anyone or all revised commercial offer/bid submitted by the tie bidders.

OTHER CONDITIONS

i. The Technical Information of the bids (including Technical Bid submitted through SAP Ariba, and only physical envelopes of the Bid Bond) shall be opened at **10:30 AM (PST)** in the PSO House on the same day in the presence of such bidders or their representatives who may like to be present physically or virtually through an online video arrangement. However, the Commercial Offer/Bid shall remain sealed / un-opened and shall be kept with SAP Ariba system for opening on the subsequent time/date to be informed by PSO after evaluation of Technical Information provided by Bidders

ii. Conditional Bids shall not be accepted. If a Bidder during a tender submits both conditional and non-conditional bids only the non-conditional bid shall be considered as responsive bid.

iii. Bids if not submitted as per the procedure specified for the submission of bids shall be considered as non-compliant and non-responsive bids.

iv. Bids shall remain valid for acceptance in accordance with Appendix - B

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v. Bids in which Technical Information provided is complete and fully compliant with the requirements of the tender as per the 'Technical Evaluation Criteria' set out in Appendix 'D' to the Bid Document # 1 shall be considered as technically acceptable. Bidders whose bids are found technically acceptable will be informed by PSO for opening the Commercial Offers/Bids in the physical or virtual presence through an online video arrangement of such Compliant Bidders or their authorized representatives who may wish to be present.

vi. The Commercial Offer/Bid of Bidders whose Technical Information is not complete and/or not fully compliant with the requirements of the Bid Document 1 & 2 will not be opened.

vii. The Bid Bond of the unsuccessful Bidders shall be returned within five (5) working days of the award of the Contract. The Bid Bond in the form of a Continuing Bank Guarantee may be retained by PSO for reuse by the Bidder in future tenders, however, the same may be returned by PSO if so desired by the Bidder in writing. A Continuing Bank Guarantee utilized by a bidder against an active tender cannot be used for another tender at the same time. The successful bidder(s) shall be required to substitute the Bid Bond with an unconditional and irrevocable Bank Guarantee for each of the awarded cargo for an amount of 5% of the total CFR **value of the Contract**** in US Dollars in the form attached as *Annexure-VII to Bid Document No. 2* from a first class scheduled Bank operating in Karachi Pakistan, within five (5) working days in Pakistan after issuance of the Award Letter by the Buyer. The Performance Guarantee for each Contract shall have the Expiry Date of at least 60 days from the last date of the cargo Delivery Period as per the Award Letter issued by the Buyer. PSO reserves the right to encash the Bank Guarantee forthwith, without any notice to the successful bidder (s) in the event of failure of the Seller to comply with any of the conditions of the Contract. The Bid Bond submitted by the successful bidder(s), who is/are awarded the Contract, in the form of a Continuing Bank Guarantee shall not be utilized for any future tenders until replaced with the Performance Guarantee of requisite value as mentioned above.

**** Value of the Contract to be calculated as follows:**

Platts FOB Arab Gulf Mean for Gasoline 92 on **24-11-2026**	US$XXX.XXX/BBL
Awarded Premium / Discount	US$XXX.XXX/BBL
CFR	US$XXX.XXX/BBL
Multiplied by quantity	55,000MT (BBL conversion factor 8.5)
CFR Value of one cargo	**US$X, XXX, XXX.XXX**

viii. The CFR Premium / Discount quoted for each cargo by the bidders shall be considered as a separate and independent bid and will be evaluated accordingly for award of such cargo.

ix. PSO reserves the right to award any qualified/acceptable cargo in any sequence offered in the commercial section without giving any reason thereof and without any liability whatsoever.

x. If any bidder is awarded more than one cargo, each awarded cargo shall be treated as a separate contract and CFR value of each cargo shall be the contract value of such cargo.

xi. The regulations and policy of the Government of Pakistan concerning the origin of the products, flag of the carrier and trade restrictions, and other relevant matters shall apply.

xii. That it is agreed, acknowledged and undertaken by the Seller that the Seller, its directors, representatives, agents, employees and or successors are not presently BLACKLISTED with PSO or any Public Procuring Agency of Pakistan and such blacklisting is duly published at PPRA (Public Procurement Regulatory Authority) website. Moreover, they are not presently banned / sanctioned under any United Nation's Resolution for the transactions under this Contract.

Pakistan State Oil
PAKISTAN STATE OIL
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xiii. The Bidder/Seller shall ensure that its credit and financial standing is as per the prudential regulations and policies of the State Bank of Pakistan issued from time to time.

xiv. If at any point in time, there is any breach of the Bid Document No.1 and / or Contract(s) (Bid Document No.2) or non-performance of Bid Document No.1 and / or Contract(s) by the Seller and the Buyer has not exercised the right to terminate the Contract(s), the Buyer will be entitled to encash the Seller's Performance Guarantee(s), by forfeiting / encashing the same, partially or totally, as the case may be, forthwith and without any notice to the Seller, to recover all losses, damages, premium / discount differential and charges sustained or incurred by the Buyer. The decision of the Buyer in this regard will be conclusive, final and binding upon the Seller. The Seller hereby waives/surrenders all its rights & claims as far as the said decision of the Buyer is concerned.

VI: CONTRACT:

All Bidders are required to sign and stamp on the terms and conditions contained in Bid Document No. 2 and include the scanned copy of same in the bids submitted by them through SAP Ariba portal. Notwithstanding anything stated elsewhere, the Award Letter issued to successful bidders by the Buyer will signify acceptance of their bids / offers and thus conclusion of formal contract as per the terms stated in the Bid Document No.2, including Annexures, and any changes made therein and communicated by the Buyer to the bidders during the tendering process, but in no case after the opening of the bids. For avoidance of doubt, each awarded cargo shall be considered as a separate Contract between the Buyer and the Seller.

VII: ACCEPTANCE/REJECTION OF BIDS:

PSO reserves the right to reject all bids at any time prior to the acceptance of a bid. PSO may, upon request from any bidder (s), who submitted a bid, communicate to them, the grounds for rejection of its bid. However, PSO is not required to justify those grounds of rejection.

VIII: VENDOR PERFORMANCE EVALUATION:

A. Successful Bidder's performance shall be monitored through PSO's Vendor Performance Evaluation System.

B. The evaluation will be conducted in accordance with the parameters of Vendor Performance Report as attached in SAP Ariba project.

C. Seller's performance will be evaluated from issuance of Award Letter to Cargo(es) receipt, not limited to this, it shall also cover the Seller's contractual obligations post-delivery.

D. If the Supplier performance evaluation score is less than 2 (i.e. below 40%), three (3) times in a span of 12 Months period, than the performance will be marked as non-performance. This will lead to temporary debarment for participation in future tenders for the next six (6) months, subject to the procedures outlined in PPRA rules and the PSO Policy.

E. Suppliers demonstrating consistently exceptional performance will be duly acknowledged and formally recognized.

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APPENDIX 'A'

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APPENDIX 'B'
(To Bid Document No. 1)

FORM FOR BID COVER LETTER

General Manager (Procurement and Services)
Pakistan State Oil Company Limited
Khayaban-e-Iqbal, Clifton
Karachi-75600
Pakistan

Subject: **BID FOR SUPPLY OF MOGAS 92 RON DURING '27th DECEMBER 2026 – 03rd JANUARY 2027'**

Dear Sir,

Reference your invitation to bid for supply of Mogas 92 RON on CFR Karachi basis.

We are pleased to submit our firm offer, in connection with; we attach a single package containing two sealed envelopes. One sealed envelope contains our 'Technical Information' and other sealed envelope contains our 'Commercial Offer/Bid' each appropriately attached on SAP Ariba Portal.

We have read all terms and conditions of the Bid Documents (1 and 2 and their respective Appendices, Addendums, Annexures), all clarifications, information received through emails / letters /SAP Ariba Message Board and during the pre-bid meeting(s) and all of them are acceptable to us.

We confirm our Bid is open for acceptance until **November 27, 2026** till 2100 hrs PST

Thanking you,

Yours faithfully,

Authorized Signatory (ies):

Designation,
Company,
Date:

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APPENDIX 'C'
(To Bid Document No. 1)

FORM FOR TECHNICAL INFORMATION COVER LETTER

General Manager (Procurement and Services)
Pakistan State Oil Company Limited
Khayaban-e-Iqbal, Clifton
Karachi-75600, Pakistan

Subject: **BID FOR SUPPLY OF MOGAS 92 RON DURING '27th DECEMBER 2026 – 03rd JANUARY 2027'**

Technical Information

Dear Sir,

Reference your invitation to bid for supply of Mogas 92 RON on CFR Karachi basis, pursuant to which we attach the information required for technical compliance as under:

a. Bidder's Corporate Authority Letter of the signatories who is/are signing the Commercial Offer/Bid and the Bid Documents # 1 and 2.

b. A consolidated original Bid Bond in the form of a pay order / unconditional Bank Guarantee on stamp paper of the requisite value in favor of PSO from a first class scheduled Bank operating in Karachi, Pakistan for an amount of United States Dollars Three Hundred Thousand (USD 300,000) as per the form attached as *Annexure-VI to Bid Document No. 2* in compliance with the instructions given in clause V (ii) of Bid Document # 1.

Or

Original Continuing Bank Guarantee, accompanied by a cover letter expressly confirming the Bidder's consent to utilize the said guarantee as the Bid Bond for this tender, in the form of an unconditional Bank Guarantee, issued on stamp paper of the requisite value, in favor of PSO, from a first-class scheduled bank operating in Karachi, Pakistan, for an amount of United States Dollars Three Hundred Thousand (USD 300,000), as per the form attached as *Annexure-VIII of Bid Document No. 2* in compliance with the instructions given in clause V (ii) of Bid Document # 1.

c. Signed and Stamped copy of the Bid Documents # 1 & 2 by our authorized signatory confirming acceptance of all terms and conditions of the Bid Documents # 1 and 2.

Thanking you,

Yours faithfully,

Authorized Signatory (ies):

Designation,
Company,
Date:

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PAKISTAN STATE OIL
KARACHI

APPENDIX 'D'
(To Bid Document No. 1)

TECHNICAL EVALUATION CRITERIA

1. **Bidder's Corporate Authority Letter of the signatories, who is / are signing the Commercial Offer/Bid and the Bid Documents # 1 & 2, should be submitted with Technical Information.**

2. **A consolidated original Bid Bond, in accordance with Clause V(ii) above, in the form of either:**

   A Pay Order or an unconditional Bank Guarantee, issued on stamp paper of the requisite value, in favor of PSO, from a first-class scheduled bank operating in Karachi, Pakistan, for an amount of United States Dollars Three Hundred Thousand (USD 300,000). The Bank Guarantee must be in the format prescribed in Annexure-VI of Bid Document No. 2; or

   A Continuing Bank Guarantee, accompanied by a cover letter expressly confirming the Bidder's consent to utilize the said guarantee as the Bid Bond for this tender. The Continuing Bank Guarantee shall be in the form of an unconditional Bank Guarantee, issued on stamp paper of the requisite value, in favor of PSO, from a first-class scheduled bank operating in Karachi, Pakistan, for an amount of United States Dollars Three Hundred Thousand (USD 300,000), as per the format specified in Annexure-VIII of Bid Document No. 2.

   A Continuing Bank Guarantee already utilized by a bidder against an active tender cannot be used for this tender at the same time. If the Continuing Bank Guarantee submitted for this tender was utilized by the bidder in a previous tender, for which he has been awarded the contract by PSO and the submission of the required performance guarantee is still pending, it shall be considered as a non-compliant Bid Bond.

3. **Signed and Stamped copy of the Bid Document # 1 & 2 by the authorized signatory of the Bidder confirming acceptance of all terms and conditions of the Bid Documents # 1 and 2 should be submitted with Technical Information.**

4. **Duly Filled, Signed and Stamped copy of Conflict of Interest Disclosure form attached as Exhibit A**

5. **Bidder should not have defaulted on account of any contract with PSO during the last 5 years. Any Bidder who has defaulted on account of any contract with PSO during the last 5 years will be disqualified.**

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CONFLICT OF INTEREST - DISCLOSURE FORM FOR VENDOR (Exhibit A)

Vendor Name: _____ NTN No.: _____
Registration Number (in case of a registered Company) _____
Vendor Code (if registered in PSO): _____ Date: _____

Please tick the relevant box and provide complete details:

S.No.	Conflict of Interest Situation	Yes	No
1-	Whether you or any of your spouse/parents/children/relatives/business partners/directors/employees are currently under PSO's employment as management/non-management or outsourced contractor's staff.	☐	☐
	If yes, please provide details: _____ _____		
2-	Whether any of your business partners/directors/senior management has any immediate family member/relatives working with PSO as management/non-management or outsourced contractor's staff.	☐	☐
	If yes, please provide details: _____ _____		
3-	Any other situation of conflict of interest.	☐	☐
	Please provide details: _____ _____		

Note: The above informations are required to avoid any potential conflict of interest situation which, may effect transperancy and fairness of the business between PSO and any vendor. However, presence of a conflict of interest situation does not necessarily mean that both parties can not do business at all. It depends upon the nature of the situation.

We, M/S _____ hereby accept full responsibility and strict liability for making any false Declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration and accordingly Pakistan State Oil Company Limited has every right to take any disciplinary action against us in accordance with PSO's policy and relevant laws.

We also assure that any change in the above status shall be promptly informed by us to the PSO concerned officials

_____
Vendor's representative (Name, Designation, Signature alongwith Company's stamp)

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