Pakistan State Oil Company Limited
PSO House, Khayaban-e-Iqbal, Clifton, Karachi-75600, Pakistan
Telephone (021) 9203866-85 Fax (021) 9203796

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)
SAP No.6100018982

RFQ No	IT-A4976NZ
DATE	12.11.2026

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON (Date)	27.11.2026	BY (Time)	

Please quote your best price for all items of following specifications. Please read the instructions attached herewith

EARNEST MONEY % Rs._____ PO/DD NO. _____

Title: IT support services are required at South, North and Central locations

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	**IT Support Services (North Region)**	PSO House				
1.01	**Annual IT Support Services** No. of IT Support Service for North Region: 02		MON	12		
2	**IT Support Services (Central Region)**	PSO House				
2.01	**Annual IT Support Services** No. of IT Support Service for Central Region:02		MON	12		
3	**IT Support Services (South Region)**	PSO House				
3.01	**Annual IT Support Services** No. of IT Support Service for Central Region:01		MON	12		
4	**IT Administrator (South Region)**	PSO House				
4.01	**Annual IT Support Services** No. of IT Support Service for Central Region:01		MON	12		
5	**Out station service (rate only)**	PSO House				
5.01	**Out Station Service** Out Station Support Service(Rate Only) -PSO IT required SIX(6) support services in the following areas 1. Network & communication 2. Systems 3. Helpdesk 4. System Administrator tasks Solution is required to ensure support services at all above mentioned areas. The services are required at PSO Head Office and remote sites. Please refer Annexure-B for locations and base station in each region. Note: 1. All IT related tools including software and hardware shall be provided by PSO. 2. Morning Shift at PSO and its remote site office generally starts from 08:30 hrs to 17:00 hrs. The shift hours may be extend beyond 17:00 hrs		JOB	1		

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	depending upon the task assignment 3.The required support service will be for six days in a week including gazette holidays (Eid, Muharram, Pakistan Day etc.) Service Description ========== 1.IT helpdesk services including installation of OS, software, printer, scanner etc at designated locations and other remote user (through remote session). 2. Joining of corporate domain on client machines and continuous monitor the health check of the domain joined client machines. 3. Installation of Antivirus, web proxy and its related certificates. 4. Operating Video Conferencing equipment to conduct video session of Higher Management with different remote locations 5. Trouble shooting end user LAN connectivity. 6. Installation of Microsoft Outlook. 7. Coordinate with end users for technical and performance related issues. 8. Installation of mobile apps used for official purposes like mobile security and password self-service. 9.System Administrator: Responsible for patching systems (servers and workstations) using our designated patching tool, regularly performing server backups in accordance with company policy, installing and configuring servers, managing Active Directory tasks, and possessing expertise in File Server and DHCP Server administration. Work Requirements:- ========== The contractor shall: 1. ensure uninterrupted, efficient and smooth operation at all mentioned base station and there assigned region 2. Provide high quality services to the company as per mentioned service description. 3. be required to keep back-up of same capacity to provide the same services in case of absence or to cope any urgency.					

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	4. be responsible to keep the given material in safe custody and in working condition during entire contract period. 5. be fully responsible for any accident fatal or otherwise caused which may occur while discharging his obligations under this contract by him or his workers. In all such cases, compensation payable to the claimant shall be on contractor's account and the contractor shall keep PSO absolutely indemnified and free from such responsibility and harm. 6. be responsible in case of any accident/damage to the equipment if occurred while performing this contract. 7. Make sure to the continuity of uninterrupted operations during the weekly and gazette holidays and the quality of services during these days should remain seamless. Terms & Conditions ========== 1. Payment will be made as per actual quantity of work done. 2. The vendor will submit the invoice for the T<(>&<)>DA after the successful completion of the tour, and the bill will be processed upon verification by the assigned officer. 3. Contract will start from 01.01.2027 for period of 1 year. Termination ========== This Contract shall remain in force for a period of one (01) year unless terminated earlier by the Company as per term of this Contract.					