



Pakistan State Oil Company Limited

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

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RFQ No	IT19729SI	
DATE	24.06.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)
 SAP No.6100017165

Company PSO Dummy Vendor PAKISTAN	QUOTATION REQUIRED		
	ON (Date)	09.07.2026	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: SharePoint Subscription Edition Licenses and SharePoint 2019 Migration to Subscription Edition

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	Sharepoint Server Sub Edition Procurement of SharePoint Server Subscription edition Quantity (6) is required to support the proposed farm topology with application servers, web front end servers, and service servers.	PSO House	EA	6		
2	SharePoint Standard CALs SubEdition Procurement of 1650 SharePoint Standard CALS is required.	PSO House	EA	1,650		
3	Microsoft Azure DevOps Server CALs Procurement of five(5) Microsoft Azure DevOps Server CALs is required	PSO House	EA	5		
4	Microsoft Azure DevOps Server Procurement of one (01) Microsoft Azure DevOps Server is required. All transfers of Microsoft code repositories, pipelines, and work items from existing environments will be included within the scope of this procurement, ensuring continuity of development and migration activities without disruption.	PSO House	AU	1		
5	SharePoint On-Prem Migration to Sub Procurement of SharePoint Migration is required. This migration plan will be completed in the period of five (05) months. This includes core business processes such as Medical Voucher Reimbursement, Employee Transfer Requests, HR and Admin Help Desk systems, Procurement Information Center, SAP Support Assistance, Security Release, Invoice Reversal, Service Requests, E#Material Requests, Asset Retirement, Fixed Assets, Car Mileage Reimbursement, Employee Requisition, Online Order Management, Insurance Claims, Gate Pass, Rent#A#Car, Trainee Performance Evaluation, Travel Expense Requests, VPN Authorization, Motor Tax Registration, Task Requests, Mobile Phone Facility, GL Accounts, SAP Authorization, Quality Management, Learning Evaluation, Bank Reconciliation, and many more. The migration also covers specialized systems such as Corporate Planning (Project Activities Timeline, Corporate Scorecard, KPIs, Progress Sheets), Litigation Management, Security Attendance, Equipment Glassware, the 360 Employee Review System, Progress Forms, and the Document Management System. All applications will be migrated to SharePoint Subscription Edition using the database#attach method. Services will be redistributed across	PSO House	MON	5		



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6	<p>the new farm topology: process automation apps consolidated into one application server, other apps into a second application server, traffic load#balanced across web front end servers, services migrated to a dedicated services server, integrations handled by an integration server, and databases hosted on database servers.</p> <p>This detailed five (05) month migration schedule ensures risk#controlled execution, comprehensive testing unit, application, functional, and user acceptance.</p> <p>SharePoint Enterprise CALs SubEditi</p> <p>Procurement of fifty (50) SharePoint Enterprise CAL Subscription Edition is required.</p> <p>Terms and Conditions:</p> <p>1)Licenses will be paid immediately upon purchase # full payment will be released once the licenses are acquired.</p> <p>2)Licenses are non#transferable and non#refundable # once purchased, they remain allocated to PSO#s environment.</p> <p>3) Licenses must be provided before user access is enabled # SharePoint applications will only be accessible after license activation.</p> <p>4)Vendor must ensure delivery of valid licenses compliant with Microsoft#s licensing requirements.</p> <p>5)Migration costs will be paid once the complete migration is performed</p> <p>6)Final Migration <-&<-> Go#Live: After migration is completed and sanity checks are performed then production deployment will be carried out.</p> <p>7)Payment Term: For line item # 01, 02, 03, 04 and 06 Payment will be disbursed once the license are delivered. For line item # 05 payment</p>	PSO House	EA	50		



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	<p>will be disbursed after complete migration activity is performed.</p> <p>8) Trial licenses may only be used for pilot migration # production deployment will not proceed on trial licenses.</p> <p>9) Vendor shall provide Support Services for the project, where the scope of the project would be defined by PSO.</p> <p>10) Vendor guarantees the appropriateness, quality, standard and fitness of purpose of the Project and Support Services provided by its Consultants.</p> <p>11) Vendor shall document all aspects of SharePoint development/enhancement for e.g. Database designs, System Architecture, Workflows, User Manual, Coding Guidelines and Conventions, Class Diagrams, Use Cases, Process Flow.</p> <p>12) During the course of this Agreement any Intellectual Property and Source Codes generated by the consultants providing Development/enhancement <(&<) Support services to PSO shall be the sole property of PSO.</p> <p>13) Vendor should not introduce any licensing mechanism for user creation. The SharePoint web application will be independent of number of users created.</p> <p>14) Vendor will be required to quote competitive rates for the required services.</p> <p>15) Vendor shall assign a designated contract administrator for handling PSO queries.</p> <p>16) Vendor will nominate a representative from whom all clarifications about the bidding document will be made. All correspondence between PSO and Vendor will be carried out only through e-mail.</p> <p>17) After the successful deployment five (05) months post deployment support will be required from the vendor.</p> <p>18) During support period, it is the responsibility of the service provider to fix issues and errors as and when reported without any additional cost to PSO.</p> <p>19) The terms <(&<) conditions, requirement, specification are made by PSO as the right to interpret its obligations and as such will not entertain any alternatives, suggested or prescribed by the vendor.</p>					



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	<p>20) PSO reserves the right to terminate the Agreement without recourse to any judicial authority and without any cause by providing 30 days prior written Notice to the other party.</p> <p>On such termination or termination due to breach of Agreement, the vendor and its consultants are required to immediately surrender all Confidential Information and property (including Intellectual Property) which belong to PSO and was in use of the vendor or its consultants during the term of the Agreement.</p> <p>21) Bidder should be Authorized Microsoft Certified Partner for in Pakistan. All Bidders must submit a valid Authorized Microsoft Partner certificate for the current year.</p> <p>22) For Line item 1,2,3,4,6 Bidder must have done Volume licensing assignments including Microsoft Products with at least three (03) Public listed companies or corporate companies in last two (02) years.</p> <p>23) For Line item # 05: Bidder must have done atleast three (03) Locally implementations on SharePoint in last 2 years.</p> <p>24) Bidder shall submit a valid Manufacturer Authorization Form (MAF) from Microsoft Pakistan along with their bid.</p> <p>25) The Vendor must ensure that the delivery, solution development, configuration, training, testing and after go-live support for a period of five(05) months.</p> <p>26) PSO reserves the right to terminate the Agreement without recourse to any judicial authority and without any cause by providing 30 days prior written Notice to the other party. On such termination or termination due to breach of Agreement, the Service Provider / Consultants are to immediately surrender all Confidential Information and property (including Intellectual Property) which belongs PSO and was in use of the Service Provider or the Consultants during the term of the Agreement.</p> <p>27) PSO reserves the right to cancel the Service Order in force majeure clause or due to any of the following reasons:</p> <ol style="list-style-type: none"> 1. The Vendor is unable to assign a Consultant to execute the project in timelines given by PSO. 2. The Vendor does not respond or communicate reasons for delay in 					



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7	<p>assigning a Consultant.</p> <p>3. A modification is required to the Service Order.</p> <p>4. The request is no longer valid due to change in business requirement.</p> <p>5. Unsatisfactory performance of the service.</p> <p>28) The bidder may submit a quotation for Line Items 5 (Category 1), or for Line Items 1, 2, 3,4, and 6 (Category 2), or for all Line Items (Category 3). The commercial evaluation of bids will be carried out on a category-wise basis. PSO reserves the right to exclude any line item/category prior to the award of the contract.</p> <p>29) The Vendor must sign NDA at the time of PO (Draft Copy of NDA is attached.)</p> <p>30) For Line items 1,2,3,4 and 6: "Price shall be quoted in USD only and accordingly PO shall be issued in USD. Vendor will submit commercial invoice in USD, along with exchange rate sheet of State Bank of Pakistan (SBP). Payment will be mde in PKR as per SBP-notified rate (Exchange Rate for Market to Market Revaluation) as on the date of delivery of licenses."</p> <p>31) If any additional component, tool or services required, these shall be provided by vendor for migration and operation.</p> <p>32) Vendor will be responsible for pre-migration assessment <-&<-> discovery of current environment.</p> <p>33) 24/7 remote and on-site support will be provided for a period of 5 months, starting after the completion of the migration.</p> <p>34) Initially this contract is for one (01) year however if required it will be renewable for next two(02) years on the same price, terms and conditions on mutual agreement.</p>					
	SharePoint Standard CALS	PSO House	EA	200		



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	<p>Procurement of 200 SharePoint standard CALs.</p> <p>Terms and Conditions:</p> <p>Licenses will be paid immediately upon purchase # full payment will be released once the licenses are acquired.</p> <p>No phase#wise schedule applies # payment is one#time and settled in full at the time of procurement.</p> <p>Licenses are non#transferable and non#refundable # once purchased, they remain allocated to PSO#s environment.</p> <p>Licenses must be provided before user access is enabled # SharePoint applications will only be accessible after license activation.</p> <p>Vendor must ensure delivery of valid licenses compliant with Microsoft#s licensing requirements.</p> <p>The terms <(>&<) conditions, requirement, specification are made by PSO as the right to interpret its obligations and as such will not entertain any alternatives, suggested or prescribed by the vendor.</p> <p>PSO reserves the right to terminate the Agreement without recourse to any judicial authority and without any cause by providing 30 days prior written Notice to the other party.</p> <p>On such termination or termination due to breach of Agreement, the vendor and its consultants are required to immediately surrender all Confidential Information and property (including Intellectual Property) which belong to PSO and was in use of the vendor or its consultants during the term of the Agreement.</p> <p>Bidder should be Authorized Microsoft Certified Partner in Pakistan. All Bidders must submit a valid Authorized Microsoft Partner</p>					



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	<p>certificate for the current year.</p> <p>Bidder must have done Volume licensing assignments including Microsoft Products with at least three (03) Public listed companies or corporate companies in last two (02) years.</p> <p>Bidder shall submit a valid Manufacturer Authorization Form (MAF) from Microsoft Pakistan along with their bid.</p> <p>PSO reserves the right to terminate the Agreement without recourse to any judicial authority and without any cause by providing 30 days prior written Notice to the other party. On such termination or termination due to breach of Agreement, the Service Provider / Consultants are to immediately surrender all Confidential Information and property (including Intellectual Property) which belongs PSO and was in use of the Service Provider or the Consultants during the term of the Agreement.</p> <p>PSO reserves the right to cancel the Service Order in force majeure clause or due to any of the following reasons:</p> <ol style="list-style-type: none"> 1. The Vendor is unable to assign a Consultant to execute the project in timelines given by PSO. 2. The Vendor does not respond or communicate reasons for delay in assigning a Consultant. 3. A modification is required to the Service Order. 4. The request is no longer valid due to change in business requirement. 5. Unsatisfactory performance of the service. <p>The bidder may submit a quotation for licenses. The commercial evaluation of bids will be carried out on a category-wise basis. PSO reserves the right to exclude the line item/category prior to the award of the contract.</p> <p>The Vendor must sign NDA at the time of PO (Draft Copy of NDA is</p>					



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