



Pakistan State Oil Company Limited

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

PAGE

1	OF	4
RFQ No	PM19567SI	
DATE	19.03.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)
SAP No.6100016183

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

08.04.2026

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: Services Required for Equipment Inventory & Transportation Management for Retail Outlet Development At PSO House, Karachi.

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	<u>Services for Inventory Management</u>	PSO House				
1.01	<u>Project Management Services</u> Services required for equipment inventory & transportation management for retail outlet development at PSO house, Karachi as per scope of work. The Consultant shall provide professional services as defined in this TOR for a period of one year (extendable to another year as per T & C). The selected individual shall ensure efficient management of equipment inventory, coordination of transportation to retail outlets, and facilitation of installation activities required for retail outlet development and modernization projects. The scope of work includes but is not limited to the following: 1.,,Manage the inventory of equipment required for retail outlet development including dispensing units, fuel storage tanks, signage materials, lube racks, safety equipment, car wash equipment, and other related assets. 2.,,Prepare and maintain inventory records and reports for equipment stored at the company's stores and warehouses. 3.,,Conduct inspection and verification of equipment and materials upon receipt at company stores to ensure compliance with specifications and procurement documentation. 4.,,Coordinate transportation of equipment and materials to retail outlet sites across Pakistan for development and upgradation of New Vision Retail Outlets after obtaining necessary approvals. 5.,,Coordinate installation and commissioning activities of dispensing units and other equipment at retail outlets in collaboration with relevant technical teams. 6.,,Process and manage bills related to equipment procurement &		EA	276		



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Title: Services Required for Equipment Inventory <(>&<) Transportation Management for Retail Outlet Development At PSO House, Karachi.

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	<p>transportation, and installation ensuring proper documentation for smooth payment processing.</p> <p>7.,,Liaise with vendors, contractors, transporters, and the Accounts Department regarding payments and supporting documentation.</p> <p>8.,,Coordinate with Divisional Engineers and Retail Construction Project Engineers for planning and execution of equipment movement to project sites.</p> <p>9.,,Arrange transportation with logistics service providers for timely movement of equipment between company stores, retail outlets, and other designated locations.</p> <p>10.,,Collaborate with store in-charges to ensure timely receipt and issuance of materials and proper reconciliation with the PSO record.</p> <p>11.,,Manage inventory regularization and reconciliation with PSO Record using relevant transactions to maintain accurate stock records.</p> <p>12.,,Maintain proper documentation and reporting related to inventory status, equipment movement, and site installation activities.</p> <p>13.,,Undertake any other task or assignment related to equipment management and logistics as may be assigned by the management.</p> <p>For the above scope, a full-time inventory manager shall be deputed on the job and will be stationed at the PSO Head office. The individual will take guidance from their parent office.</p> <p>Facilities & Data to be provided by the Company: PSO will provide the following: - Office space with workstation, internet, printing facilities, and lunch to individual deputed full-time at PSO Head office.</p> <p>Terms & Conditions: 1.,,The unit of measure "number of days per person" and day comprises of 08 working hours. Payment will be made on per day basis on the submission of the monthly bill by the Consultant as per the actual</p>					



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	<p>number of days of services rendered by each person as per the attendance sheet.</p> <p>2.,,In case of any additional hours of work, payment shall be made by converting the additional working hours to no. of days on same rate basis, No overtime rate shall be paid separately.</p> <p>3.,,After the expiry of a one-year contract, this contract may be renewed at the same rates, terms & conditions for another year as per PSO requirement subject to satisfactory performance with mutual consent from PSO and Contractor.</p> <p>4.,,All payments shall be subject to deduction as per prevailing tax laws.</p> <p>5.,,Consultant to hand over the complete documents after completion of the contract period and PSO property such as Computer, printer etc. which were in use during the tenure of the contract.</p> <p>6. The consultant shall provide a qualified professional meeting the following requirements:</p> <p>a.,,Education: Minimum 16 years of education in Engineering from a renowned and HEC recognized university or institution.</p> <p>b.,,Experience: Minimum 10 years of professional experience, preferably in a large national or multinational organization. At least 5#7 years of relevant functional experience in inventory management, logistics coordination, equipment handling, or similar operational roles related to infrastructure or retail development projects. Experience in the oil & gas, energy, or large infrastructure sector will be preferred. Reference of previous or current jobs wherein the Bidder has/is providing such services. A consultant with experience in providing services to oil and gas sector will be preferred.</p> <p>c.,,In case an individual leaves the assigned job or PSO advised for the replacement of the resource then the consultant company shall arrange alternate resources within fifteen days.</p>					



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	<p>Note: Normal Working days are from Monday to Friday from 8:30am to 5:00pm with 30 minutes of Lunch Break. In Ramzan the official timings will be as announced</p>					