



Request for Expression of Interest

MotoX/Operator/LahoreCantt/001

Date:
27/02/2022

Rev No: 0

Pakistan State Oil Company Limited (PSO) hereby invites bids for the appointment of franchisee / operator to manage operations of its premium automotive service centre including oil change, carwash and light mechanical works facilities at Lahore Cantt

The aspiring party is required to submit their application along with the following credentials. The credential / profile should include but not be limited to the following:

1. Ownership status – Individual/Partnership/Company.
2. National Tax Number (NTN)
3. Sales Tax Registration
4. Contact details of self and at least one alternate key representatives (names, designations, email addresses, and contact numbers).
5. Current business profile including nature of business, address and target market.

Mandatory Requirements

The participating party is required to fulfil the following requirements and provide certificates/proof.

1. Should be a registered entity. Registered with income tax and sales tax departments and must be on active tax payer list of Federal Board of Revenue (FBR).
2. Should not be blacklisted by PSO or any other organization. Undertaking required on stamp paper
3. Should not be involved in any fatal accident during last two year. Undertaking required on company letter head or stamp paper
4. Commitment to operate under PSO's term & condition. Undertaking required on company letter head and stamp paper
5. Should have working capital of Rs.15 million available. Submit bank statement or tax return document or copy of audited financial report

Short Listing Process:

The procedure followed for appointment of operator will be through single stage process including:

- Submission of Expression of Interest (EOI) including all requirement as per proforma
- Interview & presentation of business case to PSO panel
- Appointment of operator by PSO for specified site

Presentation of Business Case & Interview:

Each party will be given the maximum time of 50 minutes for presentation of the business case, question/answer session and interview by the PSO panel. The presentation shall focus on the details provided in the business case at the time of submission of EOI

Any EOI received after the due date or in an incomplete form, shall not be entertained. PSO reserves the right to accept or reject any or all of the EOIs and/ or withdraw the entire EOI process without assigning any reasons whatsoever. In no circumstances, will PSO be liable for any cost, expense, loss, claim or damage arising out of or in connection with an applicant's preparation and participation in this EOI process, or any subsequent request thereto.

The issuance of this EOI or the submission of the response does not give rise to any commitment or legal relationship between PSO and / or applicant.

This advertisement is also available on PSO website www.psopk.com/procurement

PROFORMA / REQUIREMENTS

S No	Description	Yes	No
1.1	Be a registered company / business or individual to be registered in active tax payer list <i>(Attach certificate of incorporation/Partnership Deed/Sole Proprietorship or active tax payer proof for individual)</i>		
1.2	National Tax Number (NTN) _____ <i>(Provide copy of valid NTN Certificate)</i>		
1.3	Sales Tax (GST) Registration Number _____ <i>(Provide copy of valid Sales Tax Registration Certificate)</i>		
1.4	Should not be blacklisted by PSO or any other organization <i>(Attach undertaking on Rs 100 stamp paper)</i>		
1.5	Should not be involved in any fatal accident during last two year <i>(Attach undertaking on Rs 100 stamp paper or company letter head)</i>		
1.6	Commitment to operate under PSO's term & condition <i>(Attach undertaking on Rs 100 stamp paper and company letter head)</i>		
1.7	Availability of Rs.15 million working capital for this facility. <i>(Attach bank statement or tax return document or copy of audited financial report. Proof of working capital required)</i>		
1.8	Attach complete business plan as per provided format		

1.9

Attach filled financial proposal on the provided format

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FORMAT FOR COVERING LETTER

[On the Letter head of the Applicant]

To,
The General Manager Procurement & Services,
Pakistan State Oil Company Limited
Karachi.

Ref: Submission of Expression of Interest (EOI) against Notice No:

Dear Sir,

Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “the Applicant”), and having reviewed and fully understood the evaluation criteria and information provided, the undersigned hereby applies in response to the EOI document **against Notice No:**

I am enclosing the Expression of Interest with the details as per the requirements of the EOI document, for your evaluation.

Yours faithfully,

(Full name and designation of the person signing and stamp or seal if available)

Name:

Designation:

Address:

Date:

STATEMENT REGARDING SUBMISSION OF DOCUMENTS

Having read the terms and condition given in this EOI document we/I hereby declare:

- a) That the information furnished in our proposal/EOI is accurate to the best of our knowledge.
- b) That in case of being awarded the operator / franchisee of automotive service centre facility at Lahore Cantt, we acknowledge that we will adhere to the terms and conditions and all the policies of PSO.
- c) That in case of being awarded the operator / franchisee of automotive service centre facility at Lahore Cantt, we acknowledge that we will share all data, pricing, discounting, customer list and other information required on regular basis as per PSO's requirement.
- d) We enclose all the required documents and information for the proposal/EOI evaluation as defined in Proforma

Date.....

Applicant's Name.....

Represented by

Signature.....

(Full name and designation of the person signing and stamp or seal if available)