



# 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	LCA4887AA	
DATE	16.06.2026	

## REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)  
SAP No.6100017046

Company PSO Dummy Vendor  
PAKISTAN

### QUOTATION REQUIRED

ON (Date)	01.07.2026	BY (Time)	
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Please quote your best price for all items of following specifications. Please read the instructions attached herewith Rs. \_\_\_\_\_ EARNEST MONEY %  
PO/DD NO. \_\_\_\_\_

**Title:** PSO TARDE MARKETING CREATIVE CONSULTANCY SERVICES

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	<b><u>KV Design</u></b>	<b><u>PSO House</u></b>				
1.01	<b><u>DESIGNING &amp; CONSULTANCY L&amp;C</u></b> 1233456789		<b><u>JOB</u></b>	80		
2	<b><u>Sticker Design</u></b>	<b><u>PSO House</u></b>				
2.01	<b><u>DESIGNING &amp; CONSULTANCY L&amp;C</u></b> Sticker Design:,, Description: Sticker designing designing may belong to any promotional/awareness campaign. ,, Size: Sticker designing can be required on any size including but not limited to a A4 Size,,		<b><u>JOB</u></b>	15		
3	<b><u>Coupon Design</u></b>	<b><u>PSO House</u></b>				
3.01	<b><u>DESIGNING &amp; CONSULTANCY L&amp;C</u></b> Coupon Design:,, Description: Coupon designing may belong to any promotional/awareness campaign. ,, Size: Coupon designing can be required on any size including but not limited to 4x3 inches,,		<b><u>JOB</u></b>	15		
4	<b><u>Logo Design</u></b>	<b><u>PSO House</u></b>				
4.01	<b><u>DESIGNING &amp; CONSULTANCY L&amp;C</u></b> Logo Design:,, Description: logo designing may belong to any promotional/awareness campaign. ,, Size: logo designing can be required on any size,,		<b><u>JOB</u></b>	6		
5	<b><u>ID Card Design</u></b>	<b><u>PSO House</u></b>				
5.01	<b><u>DESIGNING &amp; CONSULTANCY L&amp;C</u></b> ID Card Design:,, Description: ID Card designing may belong to any promotional/awareness campaign. ,, Size: ID Card designing can be required on any size including but not limited to 4x3 inches,,		<b><u>JOB</u></b>	4		



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6	<b><u>Booklet Design</u></b>	<b><u>PSO House</u></b>				
6.01	<b><u>DESIGNING &amp; CONSULTANCY I &amp; C</u></b> Booklet Design,, Description: Booklet designing may belong to any promotional/awareness campaign. ,, Size: booklet designing can be required on any size including but not limited to A4. Note: Per unit rate is for a booklet of 16 pages.,		<b><u>JOB</u></b>	10		
7	<b><u>Presentation Design</u></b>	<b><u>PSO House</u></b>				
7.01	<b><u>DESIGNING &amp; CONSULTANCY I &amp; C</u></b> Presentation Design,, Description: Presentation designing may belong to any promotional/awareness campaign. ,, Size: Presentation designing can be required on any size including but not limited to MS Powerpoint standard slide size. Note: Per unit rate is for per slide,,		<b><u>JOB</u></b>	50		
8	<b><u>Stationery/Giveaway Mockup</u></b>	<b><u>PSO House</u></b>				
8.01	<b><u>DESIGNING &amp; CONSULTANCY I &amp; C</u></b> Stationery/Giveaway Mockup:,, Description: Key visual designing may belong to any promotional/awareness campaign. ,, Size: Key visual designing can be required on any size depending on the item for which mockup is being made,,		<b><u>JOB</u></b>	30		
9	<b><u>Creative Modification</u></b>	<b><u>PSO House</u></b>				
9.01	<b><u>DESIGNING &amp; CONSULTANCY I &amp; C</u></b> Creative Modification,, Description: Creative Modification may belong to any promotional/awareness campaign. ,, Size: Creative Modification can be required on any size including but not limited to a poster, standee, banner, slogan wall, trade letter, monolith wrap, circular, invoice,,		<b><u>JOB</u></b>	30		



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10 10.01	<p><b>Adapts</b></p> <p><b>DESIGNING &amp; CONSULTANCY L&amp;C</b></p> <p>Adapt:,, Description: Adapt of an already existing artwork may belong to any promotional/awareness campaign. ,, Size: Adapt of an already existing artwork can be required on any size including but not limited to a poster, standee, banner, slogan wall &lt;(&gt;,&lt;)&gt; trade letter, monolith wrap, logo, booklet, sticker, coupon,,</p> <p>Special Terms and Conditions: Special Terms &amp; Conditions: Pakistan Stale Oil (PSO), is the nation's largest energy company that requires a full-service Lubricants Hi-Street Store Design and Branding Agency that provides strategy, creative aid and technical development/support for all existing and future project. In addition, the agency must also provide design services for PSO Lubricants Trade Marketing Promotional activities and annual giveaways for retail and hi-street customers. SPECIAL TERMS AND CONDITIONS # Dedicated team of 2 resources who qualify with a minimum of 5 years of relevant experience (organizational structure and profiles required): # 2 Designers [Complete list of dedicated resources for PSO with roles &lt;(&gt;,&lt;)&gt; evidence of employment and qualifications to be provided on company letterhead]. The agency must acknowledge emails sent by the client within 1 working hours of receiving the email/communication. Minor updates and modifications must be made within 1 working day. If the agency does not respond within the stipulated lime, reminder call/emails will be sent twice. If the agency fails to respond alter the second reminder. PSO reserves the right to deduct the penalty from the agency's bill. In urgent situations, the agency must produce the required design within the prescribed time by the client. If the agency becomes aware of any circumstances that are likely to cause a delay in the delivery of the requested services, the agency will immediately notify PSO in writing stating the reason for the delay and the updated delivery date.</p>	PSO House	JOB	150		



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	<p>PSO reserves the right to deduct a penalty from the agency's bill as per the urgency and significance of the task/job. Provide designers who have experience accordingly to the scope of the contract, who have keen interest of creating perfect branded stores in general and preferably for petro industry products and who have adequate knowledge about PSO and the related industries to produce relevant, effective, and unique designs. The agency must provide dedicated resources in the client service team whose contact details will be provided to PSO for on and off days and after working hours. If PSO requests the removal or replacement of any individual working on PSO's account, the agency will have to comply within the deadline suggested by PSO. Additional resources may be requested by PSO keeping in view the company's needs and/or urgency. PSO will have the right to enter the agency's premises as well as other necessary places, during usual business hours, for the purpose of inspection of the agency's facilities and system to ensure the agency's compliance with the terms and requirements of the order</p> <p>&lt;(&gt;,&lt;)&gt; including the resource allocations, quality of the contracted work</p> <p>&lt;(&gt;,&lt;)&gt; records, and materials. Evaluation of agencies will be carried out as per the attached compliance sheet before the evaluation of financial bids. The security deposit submitted by the agency to PSO will be returned at the conclusion of the contract. In case the service provider is unable to provide services as per the stipulated conditions. PSO may utilize a secondary vendor for the provision of these services (as required) The cost for the same will be deducted from the vendor's security deposit. If the agency is going out of business or wrapping up operations, notice must be given in writing at least 3 months beforehand. If required, the agreement with the agency may be terminated at any time by the client by giving one-month prior notice in writing.</p> <p>The agency must account for all taxes and cost revisions including the application of GST, SST, Withholding tax, and inflation rates in the bid amount. No additional payment requests will be entertained. PSO may renew the contract for the next 2 years on the same rates, terms, and conditions based on the agency's satisfactory performance and the</p>					



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	<p>consent of both parties. In case of an increase in any applicable indirect taxes only, such as sales tax, only that will be revised at the time of contract renewal, considered by PSO accordingly as per the government's notification. In case of a complaint against the agency &lt;(&gt;,&lt;)&gt;</p> <p>PSO reserves the right to hold an inquiry against the conduct of the agency. If and when the agency is found guilty of any of the following &lt;(&gt;,&lt;)&gt;</p> <p>PSO may blacklist and cancel the order of the agency: ft General condut of the agency was found unsatisfactory, # Indulged in malpractices, # Willfully tries to deceive the company, # Taking benefit out of a conflict of interest. # Refuses to replace resource or make revisions. #Does not meet the delivery schedule, causing loss or affecting the operations of the client adversely without giving any satisfactory justification. # Violates the terms and conditions of the Purchase Order/services without seeking prior approval from the client #Refuses or denies to accept PO/SO within a reasonable time which is within 15 days of effective issuance of the order. When an agency is subjected to being blacklisted, they shall not be eligible for future contracts and the agency name with address and other data shall be also not publicized on PSO and PPRA websites. PSO reserves the right that at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in the supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence in that event, contractor shall be not be considered further for procurement proceedings. PSO shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as a supplier or contractor was false and materially Inaccurate or incomplete. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by PSO besides annulment of the contract. PSO reserves the right to terminate this contract by giving 30 days' notice without assigning any reason, Keep a backup of all of the digital assets belonging to the client and never remove or</p>					



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	<p>delete any information or data without PSO's prior written approval.</p> <p>Vendor to provide the working files of designs as and when required by PSO. Prior to making any changes or deletions in information or data not requested by the company, the agency shall seek written permission from PSO. The agency must send a prior notification via email at least 2 days prior to changing or updating any software and digital tool involved in the day-to-day management that may or may not affect PSO's activities.</p> <p>All content, information, and data including but not limited to the software, photographs, graphs, typefaces, graphics, images&lt;(&gt;,&lt;)&gt; illustrations, maps, designs, icons, written and other material (Collectively. "Content") are the property of PSO and may not be reproduced/used by the agency in any form without written permission of the client. Payments of Bills Part-payment against partial completion of work is allowed. The master invoice should have supporting documents attached for timely payment processing. Penalty: In the event of the agency failing to deliver the services/goods. within the time mentioned in the Service Order, PSO shall be entitled to deduct from them bills/outstanding payments or other works done by them for PSO or from any amount due to them by PO. The penalty could range from a sum (in PKR) equal to 0.01% to 0.5% of the monthly invoice as per the acquired services depending upon the urgency, importance, or impact of the services that agency fails to deliver. Payment will be made as per actual quantity of work done. The work will only be accepted after evaluation and approval by the PSO Representative. The bidder is essentially required to provide the correct and latest postal, email &lt;(&gt;,&lt;)&gt; web address, phone / mobile / fax numbers at the time of submitting of tender documents for effective and timely communication during the procurement process. PSO reserves the right to extend the validity of this Service Order for 03 Months at same rates and terms &amp; conditions. The bidder whose previous contract has been cancelled due to non-performance/delay/Refusal to accept the order/failed to supply/deliver goods/services/ works shall not be subsequently eligible to issue bidding documents of the similar or any procurement of PSO</p> <p>Branding guidelines and Artworks will be provided by PSO; however, the</p>					



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	<p>creative team might be asked to develop a new design based on PSO branding guidelines. It could be one single artwork or multiple artworks depending on need. Rates will be locked for one year effective from the award of contract. All line items will be awarded to a single vendor and hence, the entire project will be executed by one vendor within 365 days. Payment will be released based on correction of work as per the given specifications along with approved satisfaction report by respective divisional and deputy divisional managers. Vendor shall be liable to indemnify and compensate the Company for all costs, claims &lt;(&gt;,&lt;)&gt; expenses, damages (direct, indirect or consequential), litigation or threatened litigation suffered or incurred by the company as a result of breach of the covenants in this clause or elsewhere under this contract. The vendor should hold PSO free and harmless of any loss and/or liability cause of action or claim that may be filed by any of the personnel arising from the non-payment or underpayment of their wages &lt;(&gt;,&lt;)&gt; salaries, benefits or any violation of the labor cod and other applicable laws, which are now in effect or which may hereafter be enacted. The contractor shall be fully responsible for any loss, damage or injury, accident fatal or otherwise caused while executing the work to himself, his representatives or any other party. In all such cases &lt;(&gt;,&lt;)&gt; compensation payable to the claimant shall be on he contractor's account and the contactor shall keep PSO absolutely indemnified and free from such responsibility. Nothing in the service order shall constitute or be deemed to constitute the contractor or its Personnel as the representatives of the Company or constitute or be deemed to constitute the Contractor as an agent of the Company or any purpose whatsoever an the Contractor and/or its Personnel shall have no authority or power to bind the Company or to contract in the name of or to create any obligation or liability against the Company in any way or for any purpose whatsoever. Further, the contract shall not incur any liability on behalf of the Company or make any Contract binding upon the Company or give or make or purport to give or make any statement, commitment</p>					



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	<p>&lt;(&gt;,&lt;)&gt;</p> <p>warranty or representation on behalf of the Company. The Contractor shall always e deemed to be an independent Contractor and all Services rendered hereunder shall be done so in this capacity exclusively. 2. The service providers assigned by the Contractor to perform the services under this contract shall always remain the employees of the Contractor and Contractor shall ensure that they shall never claim themselves to be the employees of PSO. CONTRACT PERIOD: The contract period is one year. PSO reserves the right to extend the validity of this Service Order for 03 Months at same rates and Terms &amp; Conditions. ESCALATION: Escalation would be allowed on yearly basis after completion of each year of contract</p> <p>SUBLETTING OF SERVICES: Further subletting of contract services by the Contractor is not allowed PAYMENT OF BILLS: Payment against Job(s) will be made against the vendor's scanned invoices (Submitted through VIMS) after completion of job and passing quality /quantity of goods /works and services including all verifications /inspections by the PSO designated official in-charge as per LAM within 30 days. Bill Submission and Tracking: The contractor/ supplier will submit his bill at Central Bill Receiving Unit (CBRU) at PSO House, Ground Floor. At CBRU the PSO representative will scan the invoice along with supporting documents and an auto generated DP number will be shared on the registered email address of vendor for future reference. PSO has facilitated vendors to track their bills through web-based application using the DP number. The tracking of bill is available at <a href="https://www.psoinvsahulat.com.pk:8300/pso">https://www.psoinvsahulat.com.pk:8300/pso</a>. The user ID request by the vendor will be submitted to P&lt;(&gt;&amp;&lt;)&gt;S department and the ID Password will be generated automatically and shared on the registered email address of vendor is mandatorily required to submit Annexure C of their filed monthly Sales Tax Return along with Invoice. The invoice should also be highlighted specifically in Annex. C. TERMS &amp; CONDITIONS Tender process will be single stage two envelope All applicable govt. taxes, duties etc. to be included in the quoted rates and shown separately, otherwise they will be considered as inclusive of all taxes/duties. PSO may increase/decrease quantity after tender opening as</p>					



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	er requirement. Penalty may be imposed in case of late delivery @ 0.1% of the late delivered items up to a maximum of 10% of the value of purchase order or as per the company policy. Payment will be made on the completion of the project after submission of bill and necessary documents duly verified by the concerned business manager. However <(>,<)> partial payment is allowed and shall be done as per actual delivered quantity. The vendor must follow the HSE standards, security and other requirements as per PSO policy. The bidders must timely respond to all the queries from the company. PSO also reserves the right to review its contract award decision for termination in case the performance is not ensured by the supplier as per the terms & condition of the agreement and all damages sustained by PSO due to the failure will be on account f the supplier					