



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	RF19567SIR	
DATE	21.05.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)
SAP No.6100016839

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

09.06.2026

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.

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. The Consultant shall provide professional services as defined in this TOR for a period of one year. 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. Scope of Work 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.,,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. 4.,,Coordinate installation and commissioning activities of dispensing units and other equipment at retail outlets in collaboration with relevant technical teams. 5.,,Liaise with vendors, contractors, transporters, regarding the supporting documentation. 6.,,The vendor to provide services for the coordination with Engineers for planning and execution of equipment movement to project sites and maintain necessary work force at his office for timely coordination. 7.,,Arrange transportation with logistics service providers for timely movement of equipment between company stores, retail outlets, and other designated locations. 8.,,Collaborate with store in-charges to ensure timely receipt and issuance of materials and proper reconciliation with the PSO record.		EA	276		



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	<p>9.,,Manage inventory regularization and reconciliation with PSO Record to maintain accurate stock records.</p> <p>10.,,Maintain proper documentation and reporting related to inventory status, equipment movement, and site installation activities.</p> <p>11.,,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, an inventory management services are required as per advised from their parent office. The individual will take guidance from PSO official.</p> <p>Terms & Conditions:</p> <p>1.,,The unit of measure "per person per day" and day comprises of 08 working hours.</p> <p>2.,,All payments shall be subject to deduction as per prevailing tax laws.</p> <p>3.,,Vendor to hand over the complete documents after completion of the contract period.</p> <p>4.,,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.</p> <p>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.</p> <p>Experience in the oil & gas, energy, or large infrastructure sector will be preferred.</p> <p>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>					