



Pakistan State Oil Company Limited

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

PAGE

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RFQ No	CC-19894YP	
DATE	12.08.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)

SAP No.6100017827

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

28.08.2026

BY
(Time)

Please quote your best price for all items of following specifications. Please read the instructions attached herewith Rs. _____ EARNEST MONEY %
PO/DD NO. _____

Title: Printing of Financial Reports 2026

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	<u>ANNUAL ACCOUNTS REPORT</u> Annual Report Printing 2026: Annual Report Printing 2026 (Book + Envelop) ,, Ready Size: W 8.5 inches x H 11 inches,, Pages: 376 pages (Estimated) + Title Cover and Back,, Cover/Title:,, Ready Size: W8.5 inches x H11 inches (Ready), two-fold (Title + Back) with spine, W1.8 inches x H 11 inches). Die cut as per design requirements,, Card Specification: 310 gms Art Card,, Printing: 4 color printing with Matt Lamination + Spot UV + Drip UV + Die Cut + Gold foiling,, Inside Pages:,, Ready Size: W8.5 inches x H11 inches,, Paper Specifications: 128 gms Matt or Glossy,, Printing: Throughout 4+4 color printing,, Lamination: 10 leaves of drip UV + Spot UV,, Binding: Strong hot glue binding Annual Report Envelopes: Printing of Annual Reports Envelope as per following specification: Size: 9.5 inches x 12 inches (Ready)/ (Best fit) Paper Specifications: 128 gms Matt Printing Specifications: 4 Color Printing ,,	<u>PSO House</u>	<u>EA</u>	200		
2	<u>QUARTERLY REPORT</u> First Quarterly Accounts Report: Quarterly reports as per following specification: Format: Booklet stapled Size: H 8.5 inches x W 5.5 inches (Ready) No of Pages: 62 Pages (Estimated)+ cover	<u>PSO House</u>	<u>EA</u>	80		



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3	Cover Page Specifications: 260 gms Art Card in 4 color printing with Matt Lamination + Spot UV + Drip UV Inside Page Specifications: 128 gms Matt or Glossy Lamination 4 leaves of Drip UV + Sopt UV. Printing Specifications: 4 Color Printing Binding: Pin Binding Essential Points: * The printed copies of Quarterly Reports kept inside envelopes must be delivered at a location specified by PSO within 5 days of receipt of final artwork/CD. <u>Vision Envelopes</u> First Quarterly Accounts Envelopes: Envelopes for dispatch of quarterly reports as per given specification: Size: H 9 inches x W 6 inches (Ready)/(Best Fit) Paper Specifications: 128 gms Matt Printing Specifications: 4 Color Printing	<u>PSO House</u>	<u>EA</u>	80		
4	<u>HALF YEARLY REPORT</u> Half Yearly Accounts Report: Quarterly reports as per following specification: Format: Booklet stapled Size: H 8.5 inches x W 5.5 inches (Ready) No of Pages: 62 Pages (Estimated)+ cover Cover Page Specifications: 260 gms Art Card in 4 color printing with Matt Lamination + Spot UV + Drip UV Inside Page Specifications: 128 gms Matt or Glossy Lamination 4 leaves of Drip UV + Sopt UV. Printing Specifications: 4 Color Printing Binding: Pin Binding Essential Points: * The printed copies of Half Yearly Reports kept inside envelopes must be delivered at a location specified by PSO within 5 days of receipt of final artwork/CD.	<u>PSO House</u>	<u>EA</u>	80		
5	<u>Vision Envelopes</u>	<u>PSO House</u>	<u>EA</u>	80		



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6	Half Yearly Accounts Envelopes: Envelopes for dispatch of quarterly reports as per given specification: Size: H 9 inches x W 6 inches (Ready)/(Best Fit) Paper Specifications: 128 gms Matt Printing Specifications: 4 Color Printing <u>QUARTERLY REPORT</u> Third Quarterly Accounts Report: Quarterly reports as per following specification: Format: Booklet stapled Size: H 8.5 inches x W 5.5 inches (Ready) No of Pages: 62 Pages (Estimated)+ cover Cover Page Specifications: 260 gms Art Card in 4 color printing with Matt Lamination + Spot UV + Drip UV Inside Page Specifications: 128 gms Matt or Glossy Lamination 4 leaves of Drip UV + Sopt UV. Printing Specifications: 4 Color Printing Binding: Pin Binding Essential Points: * The printed copies of Quarterly Reports kept inside envelopes must be delivered at a location specified by PSO within 5 days of receipt of final artwork/CD.	PSO House	EA	80		
7	<u>Vision Envelopes</u> Third Quarterly Accounts Envelopes: Envelopes for dispatch of quarterly reports as per given specification: Size: H 9 inches x W 6 inches (Ready)/(Best Fit) Paper Specifications: 128 gms Matt Printing Specifications: 4 Color Printing	PSO House	EA	80		
8	<u>ANNUAL ACCOUNTS REPORT</u> Additional Leaves: Page Specifications: 128 gms Matt or Glossy Printing Specifications: 4 Color Printing	PSO House	EA	10,400		
9	<u>ANNUAL ACCOUNTS REPORT</u> Printing of Proxy Form <(>&<)> Annual Notice Meeting: Pages: Leaves/ 10-12 pages	PSO House	EA	6,000		



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10	Paper Specifications: 128 gms Matt or Glossy Printing Specifications: 4 Color Printing <u>ANNUAL ACCOUNTS REPORT</u> Envelope Of Proxy Form <(>&<)> Notice Size: 9.0 inches x 6.5 inches (ready/best Fit) Die cut and pasting Paper Specifications: 128 gms Matt Printing Specifications: 4 Color Printing Essential Points: *All forms kept inside jackets/envelopes can be delivered in batches to a location specified by PSO within 4 days of receipt of final artwork/CD. TERMS <(>&<)> CONDITIONS: 1. All Government taxes are included in the above rates. 2. The above listed items are subject to acceptance/inspection by the Brand Marketing Department. 3. If the contractor fails to complete the services within stipulated time period, PSO will be entitled to deduct from the bills for work given in this order or any other amount payable to him by PSO, according to purchase policy, as liquidated damages fohe period. 4. The Supplier will be liable to replace the defective items free of cost within two days from the date of intimation. PSO's Brand Marketing Dept decision in classifying the item as defective shall be final and binding upon the Supplier cannot be challengeable. 5. The artwork and all other details can be obtained from PSO/designated agency. 6. The number of pages may increase or decrease; however, payment shall be made as per actual number of pages. 7. The quote should include cost per page. 8. Quotations must be for imported paper from Korea and Indonesia only. 9. The artwork for annual report must be preserved for at least six months after final delivery in case of further printing required. 10. Partial Payment against Partial Delivery is allowed. 11. Vendor must deliver the reports to PSO House or any other designated	<u>PSO House</u>	<u>EA</u>	6,000		



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	location within Karachi on their own cost within the stipulated time period. 12. Proof of Financial Reports must be approved and signed off from BM Dept before mass printing within 2 hours of handing over/emailing the artwork. 13. The office and printing setup of the vendor must be in an openly accessible and easy to access part of the city. 14. If there are any concerns/ problems with respect to product quality/delivery timelines, the contract may be cancelled after due intimation in writing and awarded to the second lowest bidder. 15. Penalty: a. Penalty Rate: A penalty at the rate of 0.1% of the total value of the undelivered quantity per day of delay shall be levied, subject to a maximum of 10 % of the value of the work order. b. Calculation: Penalty = (Value of Undelivered Quantity) × (Penalty Rate per day) × Number of days delayed)					