



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	PMA4946SZ	
DATE	23.09.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)

SAP No.6100018353

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

08.10.2026

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: Services Required for Cleaning and Janitorial Services at PSO Regional Offices (Lahore, Gujranwala, Sahiwal and Multan)

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	<u>JANITORIAL SRVICS AT PSO CENT ZONE</u>	<u>PSO House</u>				
1.01	<u>CLEANING AND JANITORIAL SERVICES AT PSO</u> LOCATION - Regional Office Lahore HOUSEKEEPING SERVICES: Area = 11242 sqft (Approx.) REQUIRED NO. OF SERVICES = 04 DAILY ACTIVITIES: Following Services required on Daily basis. Ensure proper housekeeping and Cleaning of all areas including (but not limited to the following): 1.,Sweeping, cleaning, mopping on complete floor of above mentioned locations using appropriate tools and hygienic chemicals 2.,Cleaning, dusting, vacuuming and mopping of DCCO Office room, 02 Nos. Conference halls, 14 Nos. Office cabins, Reception Area, IT Room<(>,<)> photocopy area, ladies room, 02 Store Rooms and complete office hall for 64 personnel. 3.,Dusting and cleaning of all office furniture placed (i.e. Office Chairs, Revolving Chairs, Tables, Low Units, High Units, Personal Computers, Mats and others using appropriate tools and hygienic chemicals. 4.,Cleaning of baskets, wastepaper baskets & plastic bags, cob-webs and disposing off all the collected refuse at site on daily basis <(>&<)> Placement of plastic bags in each dustbin to change. Cleaning of dustbins as many time as necessary and to keep the dustbins clear and free of trash. 5.,Complete cleaning of 06 Washrooms (One DCCO room, One Ladies, 04 Gents, 02 Urinals and accessories) used by at least 100 employees and visitors on daily basis by using tools and hygienic chemicals. The washrooms require frequent cleanup through office hours 6.,Cleaning of all Kitchen area and dining hall including all		<u>MON</u>	12		



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	electrical appliances (i.e. Refrigerator, Microwaves Oven, Electric Kettles, Water dispensers and others) and accessories by using tools and hygienic chemicals used by more over 60 personnel. 7.,,Cleaning of Mats by using tools and hygienic chemicals. 8.,,Cleaning of all open areas between the reception and cabins including dusting, mopping and removal of waste on daily basis and during office hours. 9.,,Cleaning and dusting of window panes / venetian blinds from inside office. 10.,,Dusting of IT systems and their peripherals, all doors and windows <(>,<)> furniture, fixtures, fans, Equipment, accessories etc. and cleaning of all inside windows glasses and grills. Cleaning and dusting of window Panes / venetian blinds. 11.,,Proper cleaning of flower pots/vase placed in different area of the office, and watering when required. WEEKLY ACTIVITIES: Following Services required on Weekly basis. 1.,,Cleaning of all inside windows frames and glasses. Ensure compliance of safety requirements. (Arranging appropriate equipment for safe access is in the scope of contractor and also ensure availability at all times) 2.,,Cleaning of all accessible electrical fixtures 3.,,Cleaning and Refilling of Sanitizers bottles of washrooms and reception area. 4.,,Cleaning / Dusting of Fire Fighting Equipment's (Fire Cylinders<(>,<)> Fire Trolleys, fire alarm System). Check for proper sealing of equipment and check for the refilling of equipment and communicate to office admin. 5.,,Segregation of scrapped items in the store.,, 6.,,Necessary Fumigation required for disinfecting the office (complete in all respects) by using appropriate tools and chemicals as per PSO policy.,, 7.,,Cleaning, mopping and dusting of old office located at 8, Edward					



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1.02	Road Lahore i.e. 4 floors including basement, stairs area, paver outside parking area, and surrounding corridors and washrooms. Note: The contractor will make a cleaning program and submit to PSO for weekly cleaning so that PSO concerned official / In-charge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work. MONTHLY ACTIVITIES: Following Services required on Monthly basis: - Cleaning and segregation of material in Store & IT room (Complete cleaning in all respect) - Cleaning of all civil structure, removal of cob-webs, and other inside the floor (complete maintenance of cleanliness of all structures / assets like walls interior and exterior, ceilings, flooring, door<>, windows, furniture, equipment and signage etc. and any other cleaning service as per instructions of office in-charge) - Paint patch work on pavers, curb wall, plant pots, and fire extinguishers etc. - Cleaning of repasting of all HSE signs (i.e. No Smoking, Main Switch, Wash Room Signs, Alarm Sign, Entry, Exit Signs and others.) CLEANING AND JANITORIAL SERVICES AT PSO LOCATION - Divisional Office - Multan HOUSEKEEPING SERVICES: Area = 8800 sq. ft. (Approx.) REQUIRED NO. OF SERVICES = 01 DAILY ACTIVITIES: Following Services required on Daily basis. Ensure proper housekeeping and Cleaning of all areas including (but not limited to the following):		MON	12		



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	1.,Sweeping, cleaning, mopping on complete floor of above mentioned locations using appropriate tools and hygienic chemicals 2.,Cleaning, dusting, vacuuming and mopping of 13 Office rooms, 01 Nos. Conference hall, 13 Nos. Office cabins, kitchen Area, Reception Area, IT Room, 01 Store Room and complete office hall for 30 personnel. 3.,Dusting and cleaning of all office furniture placed (i.e. Office Chairs, Revolving Chairs, Tables, Low Units, High Units, Personal Computers, Mats and others using appropriate tools and hygienic chemicals. 4.,Cleaning of baskets, wastepaper baskets & plastic bags, cob-webs and disposing off all the collected refuse at site on daily basis <(><)> Placement of plastic bags in each dustbin to change. Cleaning of dustbins as many time as necessary and to keep the dustbins clear and free of trash. 5.,Complete cleaning of 06 Washrooms used by at least 70 employees and visitors on daily basis by using tools and hygienic chemicals. The washrooms requires frequent cleanup through office hours 6.,Cleaning of all Kitchen area and dining hall including all electrical appliances (i.e. Refrigerator, Microwaves Oven, Electric Kettles, Water dispensers and others) and accessories by using tools and hygienic chemicals used by more over 70 personnel. 7.,Cleaning of Mats by using tools and hygienic chemicals. 8.,Cleaning of all open areas between the reception and cabins including dusting, mopping and removal of waste on daily basis and during office hours. 9.,Cleaning and dusting of window panes / venetian blinds from inside office. 10.,Dusting of IT systems and their peripherals, all doors and windows <(>,<)> furniture, fixtures, fans, Equipment, accessories etc. and cleaning of all inside windows glasses and grills. Cleaning and dusting of window Panes / venetian blinds. 11.,Proper cleaning of flower pots/vase placed in different area of the office, and watering when required.					



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	WEEKLY ACTIVITIES: Following Services required on Weekly basis. 1.,,Cleaning of all inside windows frames and glasses. Ensure compliance of safety requirements. (Arranging appropriate equipment for safe access is in the scope of contractor and also ensure availability at all times) 2.,,Cleaning of all accessible electrical fixtures 3.,,Cleaning and Refilling of Sanitizers bottles of washrooms and reception area. 4.,,Cleaning / Dusting of Fire Fighting Equipment's (Fire Cylinders<(> ,<(> Fire Trolleys, fire alarm System). Check for proper sealing of equipment and check for the refilling of equipment and communicate to office admin. 5.,,Segregation of scrapped items in the store.,, 6.,,Necessary Fumigation required for disinfecting the office (complete in all respects) by using appropriate tools and chemicals as per PSO policy.,, Note: The contractor will make a cleaning program and submit to PSO for weekly cleaning so that PSO concerned official / In-charge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work. MONTHLY ACTIVITIES: Following Services required on Monthly basis: 1.,,Cleaning and segregation of material in Store & IT room (Complete cleaning in all respect) 2.,,Cleaning of all civil structure, removal of cob-webs, and other inside the floor (complete maintenance of cleanliness of all structures / assets like walls interior and exterior, ceilings, flooring, door<(> ,<(> windows, furniture, equipment and signage etc. and any other cleaning service as per instructions of office in-charge) 3.,,Paint patch work on pavers, curb wall, plant pots, and fire					



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1.03	extinguishers etc. 4.,,Cleaning of repasting of all HSE signs (i.e. No Smoking, Main Switch, Wash Room Signs, Alarm Sign, Entry, Exit Signs and others.) <u>CLEANING AND JANITORIAL SERVICES AT PSO</u> LOCATION - Divisional Office - Sahiwal HOUSEKEEPING SERVICES: Area = 7344 sq. ft. (Approx.) REQUIRED NO. OF SERVICES = 01 DAILY ACTIVITIES: Following Services required on Daily basis. Ensure proper housekeeping and Cleaning of all areas including (but not limited to the following): 1.,,Sweeping, cleaning, mopping on complete floor of above-mentioned locations using appropriate tools and hygienic chemicals 2.,,Cleaning, dusting, vacuuming and mopping of 5 Office rooms, 01 Nos. Conference hall, 5 Nos. Office cabins, kitchen Area, Reception Area, IT Room, 01 Store Room and complete office hall for 55 personnel. 3.,,Dusting and cleaning of all office furniture placed (i.e. Office Chairs, Revolving Chairs, Tables, Low Units, High Units, Personal Computers, Mats and others using appropriate tools and hygienic chemicals. 4.,,Cleaning of baskets, wastepaper baskets & plastic bags, cob-webs and disposing off all the collected refuse at site on daily basis <(>&<)> Placement of plastic bags in each dustbin to change. Cleaning of dustbins as many time as necessary and to keep the dustbins clear and free of trash. 5.,,Complete cleaning of 07 Washrooms used by at least 50 employees and visitors on daily basis by using tools and hygienic chemicals. The washrooms requires frequent cleanup through office hours		MON	12		



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	6.,,Cleaning of all Kitchen area and dining hall including all electrical appliances (i.e. Refrigerator, Microwaves Oven, Electric Kettles, Water dispensers and others) and accessories by using tools and hygienic chemicals used by more over 50 personnel. 7.,,Cleaning of Mats by using tools and hygienic chemicals. 8.,,Cleaning of all open areas between the reception and cabins including dusting, mopping and removal of waste on daily basis and during office hours. 9.,,Cleaning and dusting of window panes / venetian blinds from inside office. 10.,,Dusting of IT systems and their peripherals, all doors and windows <>,<> furniture, fixtures, fans, Equipment, accessories etc. and cleaning of all inside windows glasses and grills. Cleaning and dusting of window Panes / venetian blinds. 11.,,Proper cleaning of flower pots/vase placed in different area of the office, and watering when required. WEEKLY ACTIVITIES: Following Services required on Weekly basis. 1.,,Cleaning of all inside windows frames and glasses. Ensure compliance of safety requirements. (Arranging appropriate equipment for safe access is in the scope of contractor and also ensure availability at all times) 2.,,Cleaning of all accessible electrical fixtures 3.,,Cleaning and Refilling of Sanitizers bottles of washrooms and reception area. 4.,,Cleaning / Dusting of Fire Fighting Equipment's (Fire Cylinders<>,<> Fire Trolleys, fire alarm System). Check for proper sealing of equipment and check for the refilling of equipment and communicate to office admin. 5.,,Segregation of scrapped items in the store.,, 6.,,Necessary Fumigation required for disinfecting the office (complete in all respects) by using appropriate tools and chemicals as per PSO policy.,,					



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1.04	Note: The contractor will make a cleaning program and submit to PSO for weekly cleaning so that PSO concerned official / In-charge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work. MONTHLY ACTIVITIES: Following Services required on Monthly basis: 1.,,Cleaning and segregation of material in Store & IT room (Complete cleaning in all respect) 2.,,Cleaning of all civil structure, removal of cob-webs, and other inside the floor (complete maintenance of cleanliness of all structures / assets like walls interior and exterior, ceilings, flooring, door<(> ,<(> windows, furniture, equipment and signage etc. and any other cleaning service as per instructions of office in-charge) 3.,,Paint patch work on pavers, curb wall, plant pots, and fire extinguishers etc. 4.,,Cleaning of repasting of all HSE signs (i.e. No Smoking, Main Switch, Wash Room Signs, Alarm Sign, Entry, Exit Signs and others.) <u>CLEANING AND JANITORIAL SERVICES AT PSO</u> LOCATION - Divisional Office - Gujranwala HOUSEKEEPING SERVICES: Area = 5200 sq. ft. (Approx.) REQUIRED NO. OF SERVICES = 01 DAILY ACTIVITIES: Following Services required on Daily basis. Ensure proper housekeeping and Cleaning of all areas including (but not limited to the following): 1.,,Sweeping, cleaning, mopping on complete floor of above mentioned		MON	12		



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	locations using appropriate tools and hygienic chemicals 2.,,Cleaning, dusting, vacuuming and mopping of 4 Office room, 01 Nos. Conference hall, 13 Nos. Office cabins, kitchen Area, Reception Area, IT Room, 01 Store Room and complete office hall for 20 personnel. 3.,,Dusting and cleaning of all office furniture placed (i.e. 10 Office Chairs, 10 Revolving Chairs, 19 Tables, its, 4 High Units, Personal Computers, Mats and others using appropriate tools and hygienic chemicals. 4.,,Cleaning of baskets, wastepaper baskets & plastic bags, cob-webs and disposing off all the collected refuse at site on daily basis <(>&<)> Placement of plastic bags in each dustbin to change. Cleaning of dustbins as many time as necessary and to keep the dustbins clear and free of trash. 5.,,Complete cleaning of 05 Washrooms used by at least 50 employees and visitors on daily basis by using tools and hygienic chemicals. The washrooms requires frequent cleanup through office hours 6.,,Cleaning of all Kitchen area and dining hall including all electrical appliances (i.e. Refrigerator, Microwaves Oven, Electric Kettles, Water dispensers and others) and accessories by using tools and hygienic chemicals used by more over 50 personnel. 7.,,Cleaning of Mats by using tools and hygienic chemicals. 8.,,Cleaning of all open areas between the reception and cabins including dusting, mopping and removal of waste on daily basis and during office hours. 9.,,Cleaning and dusting of window panes / venetian blinds from inside office. 10.,,Dusting of IT systems and their peripherals, all doors and windows , furniture, fixtures, fans, Equipment, accessories etc. and cleaning of all inside windows glasses and grills. Cleaning and dusting of window Panes / venetian blinds. 11.,,Proper cleaning of flower pots/vase placed in different area of the office, and watering when required. WEEKLY ACTIVITIES: Following Services required on Weekly basis.					



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