বাংলাদেশ তেল, গ্যাস ও খনিজসম্পদ কর্পোরেশন (পেট্রোবাংলা)
Bangladesh Oil, Gas and Mineral Corporation (Petrobangla)

MINUTES OF THE PRE-APPLICATION MEETING

Invitation Ref No: 28.02.0000.000.081.07.0001.26/19, Date: 29 August 2026

Subject: Pre-Application Meeting for the Enlistment of Prospective Suppliers for the Procurement of Liquefied Natural Gas (LNG) through International Request for Quotation Method.

Date & Time: 08 September 2026, 11:30 AM (BST)
Venue: Virtual Conference via Online Platform
Chairperson: Engr. Md. Shoyeb, Director (Operations & Mines), Petrobangla

A. Attendance

i. Petrobangla Representatives:

1. Engr. Md. Shoyeb, Director (Operations & Mines), Petrobangla- *Chairperson*
2. Md. Shariful Islam, General Manager (LNG), Petrobangla
3. Engr. Iqbal Hossain Robin, Deputy General Manager (DPD), Petrobangla & Team Leader, *Enlistment Team.*
4. Md. Ruhul Amin, Deputy General Manager (LNG), Petrobangla
5. Engr. Rupak Pal, Deputy Manager (LNG), Petrobangla- *Focal Point, Enlistment Team.*
6. Md. Firoz Mia, Official Representative, Petrobangla
7. Md. Razib Hossain, Official Representative, Petrobangla

ii. Prospective Applicants / Participating Representatives:

1. Ms. Sarah, Prospective Supplier Representative
2. Dr. Mohiuddin Osmani, Prospective Supplier Representative
3. Mr. Sadid, Arian Bangladesh Limited
4. Mr. Shohiduzzaman, X-Index Energy Limited
5. Mr. Haider, Oceania Energy

B. Proceedings

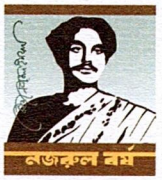
The pre-application meeting for the enlistment of prospective suppliers under the Standard Application Document for Enlistment (SADE1) for LNG procurement commenced at 11:30 AM on 08 September 2026 via a virtual platform. The session was formally called to order and presided over by Engr. Md. Shoyeb, Director (Operations & Mines), Petrobangla, in accordance with Rule 27(1) (Ga) of the Public Procurement Rules, 2025 (PPR 2025) and Clause 8 of the Instructions to Applicants (ITA) of SADE1. The technical team shared the Standard Application Document for Enlistment (SADE1) on-screen to explain the structural



requirements, mandatory submissions, and evaluation thresholds. The Chairperson reiterated that discussions during this meeting are recorded for clarity, and any formal change to the document will be issued solely via an official Addendum pursuant to ITA Clause 9 and Rule 115 of PPR 2025. Following the opening orientation, the floor was opened for queries from prospective applicants.

C. Clarification Matrix (Queries Raised and Clarifications Given)

Sl. No.	Document Reference/ Form	Query Raised by Prospective Applicant	Clarification/ Decision by Petrobangla	Remarks/ Action Required
01	**ITA Clause 21 / Form-SADE1-1 & Form-SADE1-3:** Authorized Signatory	Clarification was sought on who must execute the authorization letter (Form-SADE1-3) and the submission letter (Form-SADE1-1), whether the same individual must sign both, and if a Company Secretary is eligible to sign	The authorized signatory designated by the applicant company must execute the forms. A Company Secretary or authorized corporate officer holding legal power of attorney/board resolution may sign. The same authorized person may execute both Form-SADE1-1 and Form-SADE1-3.	Official Clarification provided; no amendment required.
02	**ITA Clause 4 / Form-SADE1-2 (Para 1.6 - Items 3 & 4):** Legal Capacity & Solvency Affidavits	Whether Petrobangla mandates a fixed statutory template or specific wording for affidavits confirming legal capacity and non-insolvency.	There is **no mandatory pre-set template**. Any authentic, verifiable legal affidavit sworn before a notary public or competent judicial authority covering the criteria set out in ITA Clause 4 is acceptable.	Standard documentation acceptable.
03	**ADS Clause ITA 26:** Application Submission Deadline	Inquiry regarding whether the submission deadline of September 15, 2026, could be extended.	Petrobangla noted the request. If prospective applicants require an extension, a formal request letter must be submitted via email at least 2 to 3 days prior to the deadline. Petrobangla will evaluate	Subject to formal written request from applicants.



			the request pursuant to ITA Clause 26.2.	
04	**ADS Clause ITA 13.1(a):** Financial Capacity (USD 50M)	Confirmation on whether any single instrument (audited working capital, credit facility, or bank solvency certificate) suffices for the USD 50 Million criterion.	**Confirmed.** In accordance with ADS Clause ITA 13.1(a), furnishing any one verifiable instrument-such as audited financial statements, a confirmed credit line, or a bank solvency certificate-substantiating a minimum of USD 50 Million will fulfill the requirement. Standard bank formats are accepted.	Conforms to standard terms.
05	**Section 3 Forms:** Editable Format Availability	Requested an editable Microsoft Word version of the standard application forms (Form-SADE1-1 to Form-SADE1-4) to facilitate submission.	Petrobangla agreed to the request. An editable Word version of the application forms will be provided to all prospective applicants upon receipt of a request email.	Related team to email editable forms upon request.
06	**ADS Clause ITA 12.1(a) & Form-SADE1-2 (Para 3.1):** Supply Experience Verification	Requested specification of acceptable documentary proof for past successful supply of LNG contracts.	A **Cargo Discharge Certificate** or an **Off-taker / Receiving Terminal Certificate** clearly indicating successful cargo delivery fulfills the past supply experience requirement.	Standard industry documents accepted.
07	**ADS Clause ITA 9.1:** Bank Solvency Addressee	Inquired to whom bank certificates (credit facility/solvency) should be officially addressed.	Bank solvency and credit facility letters may be officially addressed to: **Engr. Md. Shoyeb, Director (Operations & Mines), Petrobangla**, using the contact details provided in ADS Clause ITA 9.1.	Noted for banking compliance.
08	**ITA Clause 15 / ADS**	Clarification on partner limits in a Joint	There is **no limit** on the total number of JV partners.	Compliance with ADS



	Clause ITA 15.2: Joint Venture (JV) Formation & Sharing	Venture and whether the 75%, 25% financial sharing ratio can be satisfied 100% by the lead partner.	However, the minimum threshold rules specified in ADS Clause ITA 15.2 must be strictly adhered to: the lead partner may meet higher proportions, but other partner(s) must independently meet their mandatory qualifying share (e.g., 25% of the USD 50M requirement).	15.2 mandatory.
09	**Securities & SBLC Framework :** Tender Security & MSPA SBLC	Inquired whether a bid bond is required at the application stage, and whether the seller's Standby Letter of Credit (SBLC) under the subsequent MSPA could be reduced from 50% to 30%.	***Application Stage:** No tender security, bid bond, or bank guarantee is required for SADE1 or subsequent spot RFQs under Rule 91(6) of PPR 2025. ***Supply Stage (MSPA):** Petrobangla provides a 100% SBLC, while the seller furnishes a reciprocal SBLC. ***SBLC Percentage:** The standard requirement is 50%; the proposal to lower this to 30% is currently **under official review/inter-ministerial process** and final terms will be reflected in the MSPA upon contract signing.	Status clarified; SBLC terms to be formalized in final MSPA.

D. Decisions Taken

1. Prospective applicants requesting an extension to the application submission deadline must submit a formal written request via email no later than 12 September 2026 for evaluation by the competent authority.



2. The Enlistment Committee shall transmit the editable Microsoft Word formats of Application Document for Enlistment Section 3 to all firms that request them via email.
3. Pursuant to **Rule 27(1) (Ga) of PPR 2025** and **ITA Clause 8.2 of SADE1**, this minutes shall be formally transmitted within **three (3) working days** to all prospective applicants who collected or downloaded the application documents.

E. The meeting concluded with a vote of thanks from the Chair.

10.09.2026
Engr. Rupak Pal,
Deputy Manager (LNG), Petrobangla &
(Focal Point), Enlistment Team

10/09/2026
Engr. Md. Shoyeb
Director (Operations & Mines) &
Official Representative, Procuring Entity

Copy forwarded for information and necessary action to:

1. Chairman, Petrobangla, Petrocenter, Dhaka.
2. All Prospective Applicants /Attendees.
3. Manager IT, Petrobangla (Requesting to publish this on Petrobangla website)
4. Office File.