GOVERNMENT OF THE PEOPLE'S REPUBLIC

OF BANGLADESH

Standard Application Document for Enlistment

For Procurement of Liquified Natural Gas (LNG)

(Through RFQM International)

Bangladesh Public Procurement Authority (BPPA)
Ministry of Planning

September 2026 **SADE1**

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Guidance Notes on the Use of

The Standard Application Document for Enlistment

1. These guidance notes have been prepared by the Bangladesh Public Procurement Authority (BPPA) to assist a Procuring Entity (PE) for preparing the list(s) of suppliers using the Standard Application Document for Enlistment (SADE1) for the subsequent supply of Liquified Natural Gas (LNG) following the Request For Quotation (International) Method.

2. The procedure for enlistment shall follow the provisions in Rule 68 of the Public Procurement Rules, 2025 (PPR 2025) in accordance with Section 34 of the Public Procurement Act, 2006 including amendment thereto. SADE1 has been adapted based upon the best practices to suit the particular needs of Procurement of LNG and Related Services.

3. PE shall maintain the list of enlisted suppliers.

4. Application Document shall be made available to the potential Applicant for enlistment or renewal of enlisted suppliers as soon as the relevant advertisement is published.

5. Application shall be submitted by hand or by mail or by courier services or by electronic mail at the address as stated under Instruction to Applicants.

6. PE shall directly advertise Invitations for Enlistment (IFE) pursuant to Rule 110 of the PPR 2025.

7. The list shall be prepared and updated every year. However, the list can be updated on semi-annual basis. An Enlistment Committee will evaluate the Applications and the list shall be approved by the Head of Procuring Entity (HOPE) or an officer authorized by him or her pursuant to Rule 68(3) of the PPR 2025. The enlisted suppliers may be retained or excluded from the approved list upon performance evaluation as per a standard policy approved by the HOPE.

8. The PE shall give minimum fourteen (14) days' time for preparation and submission of Application pursuant to Rule 68 of the PPR 2025.

9. Minimum qualifying requirement for enlistment or renewal of enlistment shall be specified in the Application Form.

10. Guidance notes in brackets and italics are provided for both the Procuring Entity and the Applicant and the Procuring Entity should carefully decide what notes need to

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remain and what other guidance notes might be required to assist the Applicant in preparing its application so as to minimise an inept Procurement process.

The following briefly describes the Sections of the SADE1:

Section 1. Instructions to Applicants (ITA)

The text of the clauses in this Section shall not be modified.

This Section provides relevant information to help Applicants prepare their Applications. Information is also provided on the submission and evaluation of Applications and inclusion of an Applicant in the list.
The Instructions to Applicant (ITA) specify the instructions and procedure that govern the Application process. This Section also contains the criteria to be used by the Procuring Entity in order to determine the qualified Applicants in the list. The Instructions to Applicant are not a contract document and, therefore, shall not be a part of the subsequent contract.

Section 2. Application Data Sheet (ADS)

This Section provides the information that is specific to the Procurement of LNG and supplements the information or requirements included in Section 1: Instructions to Applicants. The Procuring Entity shall specify in the ADS only the information that are required for the purpose of the enlistment process. To facilitate the preparation of the Application Document, its clause numbers are numbered with the same numbers of corresponding ITA Clauses.

Section 3. Application and Notification of Enlistment Forms

This Section provides the standard form for **Application Submission Letter (Form-SADE1-1), Applicant Information Sheet (Form-SADE1-2), Authorization Letter for Signing the Application (Form-SADE1-3)** and **Notification of Enlistment (Form-SADE1-4).**

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[enter here the name and address of the Procuring Entity]

APPLICATION DOCUMENT

FOR THE PROCUREMENT OF LNG (International)

(Through RFQM International)

Invitation for Application No: 03

Issued on: 03 September 2026

Application Package No: PB-MSPA03-2026

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Section 1. Instructions to Applicants (ITA)

A. General

1. Scope of Application

1.1 The Procuring Entity named in the Application Data Sheet (ADS) wishes to issue these Application Document (AD) for the supply of LNG, and Related Services incidental thereto, as specified in the AD.

1.2 The name of the Application and the number stated in the ADS.

2. Interpretation

2.1 Throughout this Application Document

(a) Applicant means a Person who submits an Application;

(b) Application, depending on the context, means an Application submitted by an Applicant for delivery of LNG and Related Services to the Procuring Entity in response to an Invitation for Application;

(c) Application Document, means the Document provided by the Procuring Entity to an Applicant as a basis for preparation of its Application;

(d) "day" means calendar days unless otherwise specified as working days;

(e) the term "in writing" means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail;

(f) Person means and includes an individual, body of individuals, sole proprietorship, partnership, company, association or cooperative society that wishes to participate in Procurement proceedings;

(g) if the context so requires, singular means plural and vice versa.

3. Corrupt, Fraudulent, Collusive, Coercive or Obstructive Practices

3.1 The Government requires that Procuring Entity, as well as the Applicants shall observe the highest standard of ethics during implementation of Procurement proceedings and the execution of contracts under public funds.

3.2 The Government requires that the Procuring Entity, as well as the Applicants shall, during the Procurement proceedings and the execution of contracts under public funds, ensure-

(a) strict compliance with the provisions of Section 64 of the Public Procurement Act 2006 (Act 24 of 2006);

(b) abiding by the code of ethics as mentioned in the Rule149 of the Public Procurement Rules, 2025;

(c) that neither its any officer nor any staff or any other agents or

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intermediaries working on its behalf engages in any practice as detailed in ITA Sub Clause 3.3.

3.3 For the purposes of ITA Sub-clause 3.2 the terms set forth as bellows:

(a) (a) **"Corrupt practice"** means offering or promising to offer, directly or indirectly, any bribe, employment, valuable item or service, or financial benefit to any officer or employee of the Procuring Entity or of any other public or private authority, with the intent to influence any act, decision, or procedure of the Procuring Entity in the course of the procurement process or contract execution, or the acceptance or solicitation of such by any officer or employee of the Procuring Entity. It shall also include any involvement of the Procuring Entity or any of its employees in corrupt, fraudulent, collusive, coercive, or obstructive practices as mentioned in this Rule;

(a) (b) **"Fraudulent practice"** means any act of providing false statements, dishonestly concealing information, or omitting or misrepresenting or distorting facts by any person to influence a decision in the procurement process or contract execution;

(a) (c) **"Collusive practice"** means a scheme or arrangement between two (2) or more Persons, knowingly or unknowingly involving the Procuring Entity or any of its employees, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying the Procuring Entity the benefits of competitive price arising from genuine and open competition;

(a) (d) **"Coercive practice"** means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders.

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(a) (e) **"Obstructive practice"** means deliberately destroying, falsifying, altering, or concealing evidence related to a procurement-related investigation, or providing false statements to an investigator so as to impede the investigation of allegations of corrupt, fraudulent, collusive, coercive, or obstructive practices; or intimidating, harassing, or threatening an investigator so as to discourage the disclosure of information or prevent the investigator from carrying out their duties, or directly or indirectly obstructing any action undertaken by the Bangladesh Public Procurement Authority (BPPA) in discharging its responsibilities assigned under the *Bangladesh Public Procurement Authority Act, 2023.*

3.4 Should any corrupt, fraudulent, collusive, coercive or obstructive practice of any kind come to the knowledge of the Procuring Entity, it will, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received. Such exclusion and the reasons thereof, shall be recorded in the record of the Procurement proceedings and promptly communicated to the Applicant concerned. Any communications between the Applicant and the Procuring Entity related to matters of alleged fraud or corruption shall be in writing.

3.5 If corrupt, fraudulent, collusive, coercive or obstructive practices of any kind determined by the Procuring Entity against any Applicant alleged to have carried out such practices, the Procuring Entity shall -

(d) exclude the concerned Applicant from further participation in the particular Procurement proceeding; or

(e) reject any recommendation for award that had been proposed for that concerned Applicant or;

(f) declare, at its discretion, the concerned Applicant to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time.

3.6 The Applicant shall be aware of the provisions on corruption, fraudulence, collusion, coercion and obstruction in Section 64 of the Public Procurement Act, 2006 and Rule 149 of the Public Procurement Rules, 2025.

4. Eligible Applicants

4.1 This Invitation for Applications is open to eligible Applicants from all countries, except for any specified in the ADS. An Applicant will be eligible if it is a citizen, or is constituted, registered and operates in conformity with the provisions of the laws of that country.

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4.2 An Applicant may be a physical or juridical individual or body of individuals, or company, association or any combination of them in the form of a Joint Venture (JV) invited to take part in the Procurement or seeking to be so invited or submitting an Application in response to an Invitation for Applications.

4.3 Government-owned enterprises shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not a dependent agency of the Procuring Entity.

4.4 Applicants shall have the legal capacity to enter into a subsequent contract. An Applicant that is under a declaration of ineligibility by the Government of Bangladesh in accordance with applicable laws at the date of the deadline for Application submission or thereafter shall be disqualified.

4.5 Applicants shall not have a conflict of interest pursuant to Rule 71 of the Public Procurement Rules, 2025.

4.6 Applicants in its own name or its other names or also in the case of its Persons in different names, shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices as stated under ITA Sub Clause 3.3.

4.7 Applicants are not restrained or barred from participating in public Procurement on grounds of execution of defective supply in the past under any contract.

4.8 Applicants are not under a declaration of ineligibility by an international financing agency such as World Bank, Asian Development Bank or any other international agency.

4.9 Applicants shall not be insolvent, be in receivership, be bankrupt, be in the process of bankruptcy, be not temporarily barred from undertaking business and it shall not be the subject of legal proceedings for any of the foregoing.

4.10 Applicants shall have fulfilled its obligations to pay taxes and social security contributions under the provisions of laws and regulations of the country of its origin. In the case of foreign Applicants, a certificate of competent authority in that country of which the Applicant is citizen shall be provided.

4.11 Applicants shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity will reasonably request.

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4.12 These above requirements for eligibility will extend, as applicable, to each JV partner proposed by the Applicants.

5. Site Visit

5.1 For LNG contracts requiring supply or any other related services at site, the Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine the site and obtain all information that may be necessary for preparing the Application and entering into a subsequent contract for the supply of LNG and related services.

5.2 Permission for site visit shall be required from the Procuring Entity. The Applicant should ensure that the Procuring Entity is informed of the visit in adequate time to allow it to make appropriate arrangements.

5.3 The costs of visiting the site shall be at the Applicant's own expense.

5.4 The Applicant may collect site related relevant data from the Procuring Entity which are available in the Procuring Entity's possession. The Applicant shall be responsible for interpreting all such data.

B. Application Document

6. Application Document: General

6.1 The Sections comprising the Application Document are listed below and should be read in conjunction with any addendum issued under ITA Clause 9.

- Section 1 Instructions to Applicants (ITA)
- Section 2 Application Data Sheet (ADS)
- Section 3 Application and Notification of Enlistment Forms

6.2 The Applicant is expected to examine all instructions, forms and terms in the Application Document as well as addendum to Application Document.

7. Clarification of Application Document

7.1 A prospective Applicant requiring any clarification of the Application Document shall contact the Procuring Entity in writing immediately at the address indicated in the ADS before two-third of time allowed for preparation and submission of Application elapses.

7.2 A Procuring Entity is not obliged to answer any clarification received after that date requested under ITA Sub-Clause 7.1.

7.3 The Procuring Entity shall respond in writing within three (3) working days of receipt of any such request for clarification received under ITA Sub-Clause 7.1

7.4 The Procuring Entity shall forward copies of its response to all those who have been invited to submit Applications including a description of the enquiry but without identifying its source.

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7.5 Should the Procuring Entity deem it necessary to amend the Application Document as a result of a clarification, it shall do so following the procedure under ITA Clause 9.

8. Pre-Application Meeting

8.1 To clarify issues and to answer questions on any matter arising in the Application Document, the Procuring Entity may, if stated in the ADS, hold a Pre-Application Meeting at the place, date and time as specified in the ADS. The Procuring Entity may decide to hold the Meeting online by using any suitable virtual platform. All Potential Applicants are encouraged to attend the meeting, if it is held.

8.2 Minutes of the Pre-Application meeting, including the text of the questions raised and the responses given, together with any responses prepared after the meeting, will be transmitted within three working days (3) after holding the meeting to all those who collected or received the Application Document and even those who did not attend the meeting.

8.3 Any amendment to the Application Document listed in ITA Clause 6 that may become necessary as a result of the Pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum as stated under ITA Clause 9 and not through the minutes of the Pre-Application meeting.

8.4 Non-attendance at the Pre-Application meeting will not be a cause for disqualification of an Applicant.

9. Addendum to Application Documents

9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity on its own initiative or in response to a clarification request in writing from an Applicant, having collected or received the Application Document or as a result of a Pre-Application meeting, may revise the Application Document by issuing an addendum pursuant to Rule 115 of the Public Procurement Rules, 2025.

9.2 The addendum issued under ITA Clause 9 shall become an integral part of the Application Document and shall have a date and an issue number and shall be circulated by hand or by fax or by mail or by electronic mail to Applicants who have collected or received the Application Documents within three (3) working days of issuance of such addendum, to enable Applicants to take appropriate action.

9.3 The Applicant shall acknowledge receipt of an addendum.

9.4 The Procuring Entity shall also ensure posting of relevant addenda with the reference number and date on their website.

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9.5 To give a prospective Applicant reasonable time in which to take an amendment into account in preparing its Application, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications, pursuant to Rule 115(6) of the Public Procurement Rule, 2025 and under ITA Clause 24.

9.6 If an addendum is issued for the preparation of Application, when time remaining is less than one-third of the time allowed for the preparation of Application, a Procuring Entity shall extend the deadline by an appropriate number of days for the submission of Applications, depending upon the urgency of the Procurement requirement. The minimum time for such extension shall not be less than three (3) days.

C. Qualification Criteria

10 General Criteria

10.1 The Procuring Entity requires the Applicant to be qualified by meeting predefined, precise minimum requirements, which entails setting pass/fail criteria, which if not met by the Applicant, will result in rejection of its Application.

10.2 In addition to meeting the eligibility criteria, as stated in ITA Clause 4, the Applicant must satisfy the other criteria stated in ITA Clauses 10 to 15 inclusive.

10.3 To qualify for enlistment for which Applications are invited in the Invitation for Applications, the Applicant shall demonstrate having resources and experience sufficient to meet the qualifying criteria.

11 Litigation History

11.1 The required number of arbitration awards against the Applicant over a period shall be as specified in the ADS.

12 Experience Criteria

12.1 Applicants shall have the following minimum level of supply experience to qualify for supplying the LNG and Related Services under the contract:

(a) Experience of satisfactory completion of supply of LNG similar to the proposed LNG in at least a number of contract(s) as specified in ADS.

13 Financial Criteria

13.1 Applicants shall have the following minimum level of financial capacity to qualify for the supply of LNG under the contract:

(a) Availability of minimum liquid assets or working capital or credit facilities or bank solvency certificate from a bank, as specified in the ADS.

14 Other Criteria

14.1 Applicants shall have other criteria as specified in the ADS.

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15 Joint Venture (JV)

15.1 Applicants may participate in the enlistment proceedings forming a Joint Venture(JV) by a legally enforceable agreement or alternately with the intent to enter into such an agreement supported by a Letter of Intent along with the proposed agreement duly signed by all legally authorised partners of the intended JV and authenticated by a Notary Public, with the declaration that the partners will execute the JV agreement in subsequence but before the submission of firm supply offer.

15.2 The figures for each of the partners of a JV shall be added together to determine the Applicant's compliance with the minimum qualifying criteria; however, for a JV under Sub-Clause 15.1, with number of partners as specified in the ADS to qualify, leading partner and other partners must meet the criteria as specified in the ADS. Failure to comply with these requirements will result in rejection of the JV Application.

15.3 Each partner of the JV shall be jointly and severally liable for the execution of the subsequent contract, if signed with the JV, all liabilities and ethical and legal obligations in accordance with the contract terms.

15.4 JV shall nominate the leading partner as REPRESENTATIVE being entrusted with the contract administration and management if subsequently a contract is signed with the JV.

16 Appointment of Subcontractor

16.1 No subcontracting shall be allowed.

D. Application Preparation

17 Only One Application

17.1 An Applicant shall submit only one (1) Application for enlistment. An Applicant who submits or participates in more than one (1) Application shall cause all the Applications with that Applicant's participation to be rejected.

18 Cost of Application Submission

18.1 Applicants shall bear all costs associated with the preparation and submission of its Application, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Application process.

19 Issuance of Application Document

19.1 The Procuring Entity shall make Application Documents available immediately to the potential Applicants, requesting and willing to participate.

19.2 Full contact details with mailing address, telephone and facsimile numbers and electronic mail address, as applicable, of those to whom Application Documents have been issued shall be recorded with a reference number by the Procuring Entity or its agent.

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19.3 There shall not be any pre-conditions whatsoever, for making the Application Document available and such Document shall be available up to the day prior to the day of deadline for the submission of Application.

20 Language of Application

20.1 Applications shall be written in English language. Supporting documents and printed literature furnished by the Applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Application, such translation shall govern.

20.2 Applicants shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

21 Contents of Application

21.1 The Application prepared by the Applicant shall comprise the following:

(a) Application Submission Letter (Form-SADE1-1) as furnished in Section 3: Application and Notification of Enlistment Forms;

(b) Applicant Information Sheet (Form-SADE1-2) as furnished in Section 3: Application and Notification of Enlistment Forms;

(c) Written confirmation by Authorization Letter for Signing the Application to commit the Applicant as furnished in Section 3: Application and Notification of Enlistment Forms;

(d) The completed eligibility declarations, to establish its eligibility as stated under ITA Clause 4, in the Application Submission Letter (Form-SADE1-1), as furnished in section 3: Application and Notification of Enlistment Forms;

(e) An affidavit confirming the legal capacity stating that there are no existing orders of any judicial court that prevents either the Applicant or employees of an Applicant submitting an Application with the Procuring Entity as stated under ITA clause 4;

(f) An affidavit confirming that the Applicant is not insolvent, in receivership or not bankrupt or not in the process of bankruptcy, not temporarily barred from undertaking their business for financial reasons and shall not be the subject of legal proceedings for any of the foregoing as stated under ITA Clause 4;

(g) A certificate issued by the competent authority stating that the Applicant is a Tax payer having valid Tax identification Number (TIN) and VAT registration number or in lieu any other document acceptable to the Procuring Entity demonstrating that the Applicant is a genuine Tax payer and has a VAT registration number as a proof of fulfillment of taxation obligations as stated under ITA Clause 4. In the case of foreign Applicants, a

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certificate of competent authority in that country of which the Applicant is citizen shall be provided;

(h) Documentary evidence demonstrating that they are enrolled in the relevant professional or trade organizations registered in Bangladesh or in case of foreign Applicant in their country of origin or a certificate concerning their competency issued by a professional institution in accordance with the law of the country of their origin, as stated under ITA Clause 4;

(i) Documentary evidence as stated under ITA Clause 21 that the Applicant's qualifications conform to the Application Document;

(j) Documents establishing legal and financial autonomy and compliance with commercial law, as stated under ITA Sub-clause 4.3 in case of government owned entity; and

(k) Any other document as specified in the ADS.

21.2 The Applicant shall submit the Application Submission Letter (Form-SADE1-1) as furnished in Section 3: Application and Notification of Enlistment Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

22 Documents Establishing Qualifications of the Applicant

22.1 The documentary evidence of the Applicant's qualifications for enlistment which shall be established to the Procuring Entity's satisfaction:

(a) that the Applicant meets each of the qualification criterion specified in Sub-Section C, Qualification Criteria of the ITA;

(b) adequacy of minimum liquid assets i.e. working capital substantiated by Audit Reports or Bank Statement or credit line(s) acceptable to the Procuring Entity.

23 Validity Period of Application

23.1 Application validities shall be determined on the basis of the time needed for its examination, evaluation, approval of the Application and issuance of the Notification of Enlistment pursuant to Rule 28 and 29 of the Public Procurement Rules, 2025.

23.2 Applications shall remain valid for the period specified in the ADS after the date of Application submission deadline prescribed by the Procuring Entity, as stated under ITA Clause 26. An Application valid for a period shorter than that specified will be rejected by the Procuring Entity as non-responsive.

24 Extension of Application Validity

24.1 In justified exceptional circumstances, prior to the expiration of the Application validity period, the Procuring Entity following Rule 30 of the Public Procurement Rules, 2025 may solicit before the expiry date of the Application validity, compulsorily all the Applicants' consent to an extension of the period of validity of their Applications.

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24.2 The request for extension of Application validity period shall state the new date of the validity of the Application.

24.3 The request from the Procuring Entity and the responses from the Applicants will be made in writing.

24.4 Applicants consenting in writing to the request under ITA Clause 24 shall not be required or permitted to modify its Application in any circumstances.

24.5 If the Applicant is not consenting in writing to the request made by the Procuring Entity, its Application shall not be considered for subsequent evaluation.

E. Application Submission

25 Submission of Application

25.1 Application shall be delivered by hand or by mail or by courier services or by electronic mail at the address as stated under Instruction to Applicants, Clause 1.1 and must be received prior to the deadline for submission.

25.2 The Application lodged by the Applicant is deemed for all purposes to be the true and legal version, duly authorized and duly executed by the Applicant and intended to have binding legal effect.

25.3 Application submitted electronic mail will be stored in a secured manner.

25.4 Authorization letter from the firm or the company shall be attached with Application Submission Letter (Form-SADE1-1) to lodge the Application.

25.5 Lodged Application containing corrupt files or virus or files those are unreadable for any reason, shall not be considered.

26 Deadline for Submission of Applications

26.1 Applications shall be submitted no later than the date and time specified in the ADS.

26.2 The Procuring Entity may, at its discretion on justifiably acceptable grounds duly recorded, extend the deadline for submission of Application in which case all rights and obligations of the Procuring Entity and Applicants previously subject to the deadline will thereafter be subject to the new deadline as extended.

26.3 Application lodged shall not be allowed to be withdrawn after the deadline for submission.

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27 Modification or Substitution or Withdrawal of Applications

27.1 An Applicant may modify, substitute or withdraw its application after it has been submitted prior to the deadline for submission of Applications as stated under ITA Clause 25.

F. Application Evaluation

28 Evaluation of Applications

28.1 Procuring Entity's Enlistment Committee (EC) shall examine, evaluate and compare Applications that are acceptable to the mandatory requirements of Application Document in order to identify the successful Applicant.

28.2 Applications shall be examined and evaluated only on the basis of the criteria specified in the Application Document.

29 Evaluation process

29.1 The EC may consider an Application as acceptable in the evaluation, only if it is submitted in compliance with the mandatory requirements set out in the Application Document. The evaluation process should begin immediately after submission deadline of Application.

29.2 An Applicant may be conditionally enlisted, if the Application has minor flaws or deficiencies in meeting one or more requirements that can be easily redressed before the deadline for submission of firm supply offer;

30. Clarification on Application

30.1 The EC may ask Applicants for clarifications of their Applications, in order to assist the examination and evaluation of the Applications, provided that, Application clarifications which may lead to a change in the substance of the Application or in any of the key elements of the Application shall neither be sought nor permitted by the EC.

30.2 Any request for clarifications by the EC shall not be directed towards making an apparently unacceptable Application acceptable and reciprocally the response from the concerned Applicant shall not be articulated towards any addition, alteration or modification to its Application.

30.3 If an Applicant does not provide clarifications of its Application by the date and time set in the EC's written request for clarification, its Application shall not be considered in the evaluation.

30.4 Requests for clarification shall be in writing.

31 Restrictions on the Disclosure of Information

31.1 Following the submission of Applications until issuance of Notification of Enlistment no Applicant shall, unless requested to provide clarification to its Application or unless necessary for submission of a complaint,

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Relating to the Procurement Process

communicate with the concerned Procuring Entity pursuant to Rule 42 of the Public Procurement Rule, 2025.

31.2 Applicants shall not seek to influence in anyway, the examination and evaluation of the Applications.

31.3 Any effort by an Applicant to influence a Procuring Entity in its decision concerning the evaluation of Applications, may result in the rejection of its Application as well as further action in accordance with Section 64 (5) of the Public Procurement Act 2006.

31.4 All clarification requests shall remind Applicants of the need for confidentiality and that any breach of confidentiality on the part of the Applicant may result in their Application being disqualified.

32 Rejection of All Applications

32.1 The Procuring Entity may reject all Applications following recommendations from the Evaluation Committee only after the approval of such recommendations by the Head of the Procuring Entity.

32.2 All Applications can be rejected, if -

(a) all Applications are unacceptable; or

(b) evidence of professional misconduct, affecting seriously the Procurement process, is established pursuant to Rule 149 of the Public Procurement Rules, 2025.

32.3 A Procuring Entity may on justifiable grounds annul the Procurement proceedings prior to the deadline for the submission of Applications.

33 Informing Reasons for Rejection

33.1 Notice of the rejection will be given promptly within seven (7) days of decision taken by the Procuring Entity to all Applicants and the Procuring Entity will, upon receipt of a written request, communicate to any Applicant the reason(s) for its rejection but is not required to justify those reason(s).

G. Notification of Enlistment

34 Notification of Enlistment

34.1 The Procuring Entity shall issue the Notification of Enlistment (NOE) along with draft Master Sale and Purchase Agreement to the successful Applicant(s).

34.2 If an Applicant is conditionally enlisted as per ITA Clause 28.2, the conditions required to be fulfilled shall be clearly mentioned in the Notification of Enlistment for that Applicant.

34.3 The Notification of Enlistment shall be accepted in writing by the successful Applicants within seven (7) working days from the date of issuance of NOE

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and the Master Sale and Purchase Agreement shall be signed within fifty-six (56) days of issuance of NOE.

35 Debriefing of Applicants

35.1 Debriefing of Applicants by the Procuring Entity shall outline the relative status and weakness only of the Application requesting to be informed of the grounds for not being enlisted without disclosing information about any other Applicant.

35.2 In the case of debriefing confidentiality of the evaluation process shall be maintained.

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Section 2. Application Data Sheet

Instructions for completing the Application Data Sheet are provided, as needed, in the notes in italics and under lined mentioned for the relevant ITA clauses.	
ITA Clause	**Amendments of, and Supplements to, Clauses in the Instruction to Applicants**
A. General	
ITA 1.1	The Procuring Entity is: Bangladesh Oil, Gas & Mineral Corporation (Petrobangla)
ITA 1.2	The number, identification and name of lot The name and identification of application are: *PB-MSPA03-2026]*
ITA 4.1	Applicants from the following countries are not eligible: The State of Israel.

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B. Application Document	
ITA 8.1	The pre-tender meeting shall be held at at virtual platform (Zoom) Zoom Meeting ID: 326 525 7532 Passcode: 123456 Time: 3:00 PM (GMT+6) Date: 8th of September, 2026
ITA 8.2	The following are the offices of the Procuring Entity or authorised agents for the purpose of providing the Application Document: LNG Cell, PETROBANGLA and https://petrobangla.org.bd/
ITA 9.1	For **clarification of Application purposes** only, the Procuring Entity's address is: Attention: Engr. Md. Shoyeb, Director (Operation & Mines), Bangladesh Oil, Gas and Mineral Corporation (Petrobangla) Address: 3rd Floor (Director (Operation and Mines) room), 03-Kawranbazar, Dhaka-1215, Bangladesh. Telephone: + 8 8 0 2 5 5 0 1 3 6 1 7 Facsimile number: N/A Electronic mail address: doperation@petrobangla.org.bd

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C. Qualification Criteria

ITA 11	Arbitration Information is NOT required
ITA 12.1(a)	The minimum experience of at least 1 (one) contract successfully completed as Supplier in the supply of LNG and related services
ITA 13.1 (a)	The minimum amount of liquid asset or working capital or credit facility or bank solvency certificate is USD 50 Million.
ITA 14	The applicant shall have the following other criteria: Not Applicable
ITA 15.2	The **minimum qualification** requirements of Leading Partner, other Partner(s) and requirements by summation of a JV shall be as follows:

ADS Clauses references	Requirements by summation	Requirements for leading partner	Requirements for other partner(s)
ITA 12.1(a)	1 (One)	1 (One)	Nil
ITA 13.1 (a)	100%	75 %	25%
ITA 14	Not Applicable	Not Applicable	Not Applicable

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D. Preparation of Application	
ITA 21.1(k)	The Applicant shall submit with its Application the following additional documents:
ITA 23.2	The Application validity period shall be *120* days.
E. Submission of Application	
ITA 24	Applicant *shall* have the option of submitting their Application electronically in accordance Invitation for Enlistment sl. 11.
	Applicants have to submit their application physically or by courier. The applicant may submit their application through email (doperation@petrobangla.org.bd or lng@petrobangla.org.bd) also but in that case the applicant has to submit the hard copy of the application through courier or physically.
ITA 26	For Tender submission purposes, the Procuring Entity's address is: Attention: Engr. Md. Shoyeb, Director (Operation & Mines), Bangladesh Oil, Gas and Mineral Corporation (Petrobangla) Address: LNG Cell (14th floor), Petrocentre, 03 Kawranbazar, Dhaka-1215, Bangladesh The deadline for submission of Application is 12:30 PM (GMT+6) on 15 September, 2026.

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Section 3. Application and Notification of Enlistment Forms

Form	Title
	Application and Notification of Enlistment Forms
SADE1-1	Application Submission Letter
SADE1-2	Applicant Information Sheet
SADE1-3	Authorization Letter for Signing the Application
SADE1-4	Notification of Enlistment Form

Application Submission Letter (Form-SADE1-1))

[This letter shall be completed and signed by the Authorized Signatory on the Letter-Head pad of the Applicant]

To: Contact Person: Engr. Md. Shoyeb, Director (Operation & Mines), Bangladesh Oil, Gas and Mineral Corporation (Petrobangla) Procuring Entity: Bangladesh Oil, Gas & Mineral Corporation (Petrobangla) Address: Petrocentre, Kawran Bazar, Dhaka.	Date:
Invitation for Application No:	03
Application Package No:	PB-MSPA03-2026

We, the undersigned in conformity with the Application Document submit our Application for the purpose of enlistment.

In signing this letter, and in submitting our Application, we also confirm that:

a) our Application shall be valid for the period stated in the Application Data Sheet (ITA Sub-Clause 23.2);

b) we have examined and have no reservations to the Application Document issued by you on *[insert date];*

including Addendum to Application Documents No(s) *[state numbers]*, issued in accordance with the Instructions to Applicant (ITA Clause 9). *[insert the number and issuing date of each addendum; or delete this sentence if no Addendum have been issued];*

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c) we have nationalities from eligible countries, in accordance with ITA Sub-Clause 4.1;

d) we are submitting this Application as a sole Applicant.

e) we are not a Government owned entity as defined in ITA Sub-Clause 4.3

or

we are a Government owned entity, and we meet the requirements of ITA Sub-Clause 4.3;

(delete one of the above as appropriate)

f) we have not been declared ineligible by the Government of Bangladesh under the laws of Bangladesh or official regulations or by an act of compliance with a decision of the United Nations Security Council on charges of engaging in corrupt, fraudulent, collusive, coercive or obstructive practices, in accordance with ITA Sub-Clause 4.6;

g) furthermore, we are aware of ITA Sub Clause 3.3 concerning such practices and pledge not to indulge in such practices;

h) we, confirm that we do not have a record of poor performance, such as abandoning supply, not properly completing contracts, inordinate delays, or financial failure as stated in ITA Sub-Clause 4.7, and that we do not have, or have had, any litigation against us, other than that stated in the Applicant Information Sheet (Form-SADE1-2);

i) we are not participating as Applicants in more than one Application in this Application process;

j) We confirm that we irrevocably waive any right to seek and obtain any court injunction or restraining order against Rupantarita Prakritik Gas Company Limited (RPGCL), Bangladesh Oil, Gas and Mineral Corporation (PETROBANGLA), the Government of the People's Republic of Bangladesh or Ministry of Power, Energy and Mineral Resources or any other government authority involved in the LNG Procurement process to prevent or restrain the enlistment process and subsequent processes thereto.

k) We also irrevocably waive any rights of recovery that we may have now or that may arise in the future against, and releases, RPGCL, PETROBANGLA, the Government of the People's Republic of Bangladesh and Ministry of Power, Energy and Mineral Resources and each and every Bangladesh government authority from any and all claims for any loss we may suffer in relation to any acts or omissions, whether in tort, negligence, strict liability, breach

of contract or otherwise, by RPGCL, PETROBANGLA, the Government of the People's Republic of Bangladesh or Ministry of Power, Energy and Mineral Resources or any other government authority involved in the Procurement process in connection with the pre-qualification as provided herein and as contemplated hereby.

l) we understand that you reserve the right to accept or reject any Application, cancel the Application proceedings, or reject all Applications, without incurring any liability to Applicants, in accordance with ITA Clause 32.

Signature:	*[insert signature of authorized representative of the Applicant]*
Name:	*[insert full name of signatory with National ID]*
In the capacity of:	*[insert designation of signatory]*

Duly authorized to sign the Application for and on behalf of the Applicant

[If there is more than one (1) signatory add other boxes and sign accordingly].

Attachment 1: Written confirmation authorizing the above signatory(ies) to commit the Applicant, in accordance with ITA Sub-Clause 21.1(c)

Applicant Information Sheet (Form-SADE1-2)

[The Applicant shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted]

Invitation for Application No: *[Indicate IFA No]* Date: *[Insert date of Application Submission]*

Application Lot No: *[Indicate Lot No]*

A. Individual Applicants

1.	***Eligibility Information of the Applicant [ITA Clauses 4]***	
1.1	Applicant's Legal Name:	
1.2	Applicant's legal address in Country of Registration	
1.4	Applicant's Year of Registration	
1.5	Applicant's Authorised Representative	
	Name	
	National ID number	
	Address	
	Telephone / Fax Numbers	
	e-mail address	

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1.6	Attached are copies of documents: *[check box(es) of the attached original documents]* ☐ *Articles of Incorporation or Registration of firm named in 1.1, in accordance with ITA Clause 4.* ☐ *In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA Clause 4.* ☐ *An affidavit confirming the legal capacity stating that there are no existing orders of any judicial court that prevents either the Applicant or employees of an Applicant entering into or signing a contract with the Procuring Entity in accordance with ITA clause 4.* ☐ *An affidavit confirming that the Applicant is not insolvent, in receivership or not bankrupt or not in the process of bankruptcy, not temporarily barred from undertaking their business for financial reasons and shall not be the subject of legal proceedings for any of the foregoing in accordance with ITA Clause 4.*

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	☐ *A certificate issued by the competent authority stating that the Applicant is a Tax payer having valid Tax identification Number (TIN) and VAT registration number or in lieu any other document acceptable to the Procuring Entity demonstrating that the Applicant is a genuine Tax payer and has a VAT registration number as a proof of fulfilment of taxation obligations in accordance with ITA Clause 4.* ☐ *Documentary evidence demonstrating that they are enrolled in the relevant professional or trade organizations registered in Bangladesh in accordance with ITA Clause 4.*	
2. Litigation History: *[Number of arbitration awards against the Applicant over the period, if required in accordance the ADS Clause 11] if no [state "None"]*		
3.	***Qualification Information of the Applicant:***	
3.1	*Number of completed supply contracts in the supply of LNG and related services as mentioned in ADS as stated under ITA Sub-Clause 12.1(a):* ▪ *Number of contracts: Evidence of successful completion of Contract stated in ADS 12.1(a) and Cargo Discharge Certificate/Off-taker Certificate*	
3.2	*Available financial capacity as mentioned in ADS as stated under in accordance with ITA Sub-Clause 13.1 (a):* ▪ Provide Independent Audit Report with Financial Statements/Bank Guarantee/Credit Facility/Bank Solvency Certificate.	

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Authorization Letter for Signing the Application (Form-SADE1-3)

To: Date:

Chairman

Bangladesh Oil, Gas and Mineral Corporation (PETROBANGLA)

Address:

From: [Insert Applicant Name and Address]

Dear Sir,

With reference to your invitation for enlistment dated (insert date), we hereby authorized the following person(s) to execute the application including all documents on behalf of our entity.

Name	**Passport Number/ Country of Issue**	**Specimen Signature**

We confirm that, we shall be responsible and liable for any misrepresentation made in any documents submitted to you in connection with the enlistment process which is executed by the above person(s).

Yours sincerely,

Signature:

Name of Applicant:

Address:

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Notification of Enlistment (Form-SADE1-4)

No:	Date:
To: *[Name of Applicant]*	

This is to notify you that your Application dated *[insert date]* for enlistment for subsequent supply of LNG and related Services has been approved or approved conditionally *[if conditionally approved mention the conditions below]* by *[name of Procuring Entity].*

Conditions:

1.

2.

3.

You are thus requested to take following actions:

i. accept in writing the Notification of Enlistment within seven (7) working days of its issuance pursuant to ITA Sub-Clause 34;

ii. sign the attached Master Sale and Purchase Agreement within fifty-six (56) days of issuance of this Notification of Enlistment but not later than *(specify date),* in accordance with ITA Clause 34

We attach the Master Sale and Purchase Agreement for your perusal and signature.

Signed

Duly authorised to sign for and on

behalf of *[name of Procuring Entity]*

Date: