

CHECKLIST RFQ FORM – DIESEL (GASOIL)
Request for Quotation / Letter of Intent (LOI)

※ Please check applicable boxes and fill in blanks. Return with your KYC pack.

1) Parties & Basics

- Company name: _____ Registered address: _____
- Contact person: _____ Title: _____ E-mail: _____ TEL: _____
- Organization type: State-owned/public Private / End user: Yes No (resale)
- Import/sales license: Yes No (to be obtained by: _____) Registration no. / VAT/TIN: _____
- KYC attached: Registry extract UBO/Shareholders Banking (RMA/SWIFT) NDA consent

2) Product Specifications (Diesel/Gasoil)

- Standard: EN 590 ASTM D975 Other (_____)
- Sulfur: ULSD 10 ppm 50 ppm 500 ppm Other (_____)
- Cetane (e.g., min 51): _____ Density @15°C (kg/m³): _____ Kinematic viscosity: _____ CFPP: _____
- Flash point: _____ Aromatics: _____ Ash/Water: _____
- Bio blend: B0 B2 B5 Other (___) / Additives: Detergent Anti-rust Cold flow improver None
- Dye/Marker: Required Not required Packaging: Bulk (tanker/tank) IBC Drums

3) Volume & Term

- Monthly quantity: _____ (Unit: MT kL) Annual total: _____
- Lot per shipment: _____ (Partial shipment: Allowed Not allowed) Quantity tolerance: ±5% ±10% Other (___)
- Contract tenor: Spot 6 months 12 months Other (___) Start month: _____

4) Delivery (Logistics & Ports)

- Incoterms: FOB (load port: _____) CFR/CIF (discharge port: _____)

Note: This RFQ is solely for information gathering and quotation purposes and does not obligate any party to enter into a sale and purchase contract.

- Discharge port: Berth: _____ Draft limit: _____ Discharge/Pump rate: _____ Receiving tanks:
 Buyer Seller
- Vessel class: MR Handy LR1 LR2 No preference Charter party: Seller Buyer
- Laytime: _____ Demurrage: _____ NOR time count: _____
- Hazmat/port restrictions: Yes (detail: _____) No Marine insurance: CIF (ICC) Not required War risk: Yes No

5) Pricing

- Formula: Platts (MOPS/Dubai) ± Premium/Discount Other index (_____)
- Currency: USD Other (____) Price window: BL month avg Arrival week avg 5-5-5 Other (____)
- Conversion: 15°C temperature correction Out-of-range density adjustment clause Unit: USD/BBL USD/MT

6) Payment Terms

- Mode: L/C at sight Usance L/C (tenor: ___ days) SBLC T/T advance (___%) T/T post (___ days)
- Issuing bank rating: _____ Advising/Confirming bank: _____ Rules: UCP600 URC522
- Security: Performance Bond (___%) Not required Credit line requested: _____
- Invoice basis: Packing/quantity basis Other (_____) Docs negotiation: Clean on Board B/L

7) Shipping Documents

- Commercial invoice Packing list B/L Certificate of origin (routing via third country: _____)
- COA SGS/Intertek Q&Q (measurement: Shore tank Joint) Insurance policy (for CIF)
- MSDS/SDS HS code: _____

8) Compliance & Legal

- Sanctions/export-control compliance declaration: Provided Third-country legality: Confirmed To confirm (country: ___)
- Import permit & customs responsibility: Buyer Seller Joint (per Incoterms)

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- Local rules (bio-blend/environment) responsible party: Buyer Seller
- Anti-bribery & AML/CFT clauses: Accepted Negotiable Governing law: _____
Arbitration (seat): _____

9) Schedule & Operations

- First delivery (ETD/ETA): _____ Monthly supply calendar: Provided (attached)
- Supply assurance: Force Majeure clause Alternative sourcing clause Strategic stock:
Required Not required
- 24/7 operations contact: Dept: _____ Contact: _____

10) Validity / Exclusivity / Confidentiality

- Quotation validity: _____ business days from issuance
- Territorial exclusivity: Requested (scope: _____ / period: _____) Not requested
- NDA/NNN: To sign Done
- Resale restriction: Yes (conditions: _____) No

11) Signature & Authority

- Authorized signatory: _____ Title: _____ Signature: _____ Date: ___ / ___ / ___
- POA: Yes No Corporate seal: Required Not required
- E-signature (e.g., DocuSign): Yes No Original hard copy: Yes No

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