



マズダ石油
Middle East Oil & Gas

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.

CHECKLIST RFQ FORM – ENGINE OIL
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 / distribution)
- Import / sales license for lubricants: Yes No (to be obtained by: _____)
- Registration no. / VAT / TIN: _____
- KYC attached: Registry extract UBO / Shareholders Banking (RMA / SWIFT) NDA consent

2) Product Specifications (Engine Oil / Lubricant)

a. Application / Service

- Application: Passenger car Light commercial Heavy-duty truck/bus
- Motorcycle (4T) Industrial / Generator Marine Other (_____)
- Engine type: Gasoline Diesel Dual (Gasoline & Diesel)
- CNG/LPG Motorcycle (wet clutch)

b. Performance Standards

- API service category (e.g. SN, SP, CK-4, etc.): _____
- ACEA classification (if required): _____
- OEM approvals / specifications (MB, VW, BMW, GM, JASO MA/MA2, etc.): _____

c. Viscosity & Base Oil

- SAE viscosity grade (multi-grade or mono-grade):
- 0W-20 5W-30 5W-40 10W-30 10W-40 15W-40 20W-50
- Other (_____)

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Base oil type: Mineral Semi-synthetic Fully synthetic Synthetic technology / Group III+

To be proposed by supplier

Viscosity index (if specified): \geq _____

d. Chemical / Performance Properties

Sulfated ash (wt% max.): _____

Phosphorus / Zinc limits (if any): _____

TBN (Total Base Number): min. _____ mg KOH/g

Pour point (max.): _____ °C

Fuel economy requirement: Yes (ILSAC / resource conserving) No preference

e. Additives / Special Requirements

Additive features required:

Detergent / dispersant Anti-wear (ZDDP, etc.) Friction modifier

Anti-oxidant Anti-rust / corrosion inhibitor Foam inhibitor Other (_____)

Compatibility: For engines with DPF / after-treatment Non-DPF only Both acceptable

Packaging: 1 L 4 L / 5 L 20 L pail 200 L drum IBC / bulk Other (_____)

Label & branding: Buyer's own brand (private label) Supplier brand Co-branding

Language on label / MSDS: English Local language (_____) Both

3) Volume & Term

Monthly quantity: _____ (Unit: L kL MT)

Annual total: _____

Lot per shipment: _____

(Partial shipment: Allowed Not allowed)

Quantity tolerance: $\pm 5\%$ $\pm 10\%$ Other (_____)

Contract tenor: Spot 6 months 12 months Other (_____)

Start month: _____



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4) Delivery (Logistics & Ports / Warehouse)

- Incoterms:
 - EXW / FCA (supplier warehouse: _____)
 - FOB (load port: _____)
 - CFR / CIF (discharge port: _____)
 - DAP / DDP (delivery point: _____)
- Mode of transport: Container vessel Truck / tank lorry Other (_____)
- Receiving facility: Buyer's warehouse Third-party logistics (3PL) Other
- Storage conditions / restrictions (temperature, stacking, hazmat rules):
- Special requirements (detail: _____) None

5) Pricing

- Price basis: Per litre Per drum / pail Per MT Other (_____)
- Currency: USD EUR Other (_____)
- Price type: Fixed price Formula / index-linked (detail: _____)
- Price validity: _____ days from quotation date

6) Payment Terms

- Mode: L/C at sight Usance L/C (tenor: ____ days) SBLC
- T/T advance (%) T/T post-shipment (days)
- Issuing bank rating: _____
- Advising / Confirming bank: _____
- Rules: UCP600 URC522
- Security: Performance Bond (____%) Not required

7) Shipping Documents

- Commercial invoice Packing list B/L or CMR/AWB
- Certificate of origin (incl. routing via third country: _____)
- COA / Quality certificate for each batch
- MSDS / SDS HS code: _____

8) Compliance & Legal

- Sanctions / export-control compliance declaration: Provided To be provided

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- Import permit & customs responsibility: Buyer Seller Joint (per Incoterms)
- Local regulations on lubricants (eco-labels, waste oil rules, etc.):
 - Buyer to ensure Seller to ensure Joint
- Anti-bribery & AML / CFT clauses: Accepted Negotiable
- Governing law: _____
- Arbitration (seat): _____

9) Schedule & Operations

- First delivery (ETD / ETA): _____
- Supply schedule (monthly / quarterly): Attached To be discussed
- Strategic stock / safety stock: Required Not required
- 24/7 operations contact: Dept: _____
- Contact person: _____

10) Validity / Exclusivity / Confidentiality

- Quotation validity requested: _____ business days from issuance
- Territorial exclusivity:
 - Requested (scope: _____ / period: _____)
 - Not requested
- NDA / NNN: To sign Already signed
- 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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