



Jordan Petroleum Refinery Company Limited.

Terms of Reference (TOR)

**Calibration of Storage Tanks at Jordan Petroleum Refinery
(Zarqa Site)**

TOR No: (1152/1/2021) Rev.2

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1. REFINERY TANKS FARM OVERVIEW

Jordan Petroleum Refinery Company, hereinafter referred to as "JPRC" is located in Zarqa, 30 Km north-east of Amman. Tanks farm in the refinery stores raw crude, intermediate products and finished products in high, mid and low size tanks.

All tanks are equipped with conventional wired Tank Gauging system (Radar) supplied by Emerson, in addition to that the operations staff collect data manually from tanks farm through mechanical tank gauges.

2. OBJECTIVES:

Jordan Petroleum Refinery Company Limited (hereinafter "JPRC" or the "Company") seeks to carry out tanks re-calibration in accordance with the applicable Standards of API MPMS 2.2 as required of its existing storage tanks no. 188 , 189, 34 &1 located at the refinery sites in Zarqa, as specified thereof in the ToR.

3. SCOPE OF WORK

The scope of work outlined hereunder is only indicative and not exhaustive. All activities are required to be completed by the service provider within their quoted prices. Additionally, based on past experience, the Bidder shall include any other tasks that are considered essential to complete this job in a safe, environmentally sound and economical manner, such tasks shall be clearly stated, explained and priced in the offering stage, where these tasks may be accepted or rejected as desired by JPRC.

- A) Taking all external and internal strapping measurements as per API MPMS 2.2 codes.
- B) Arranging all equipment, measuring tape, and assistants required for the calibration job.
- C) Calculating and preparing the calibration charts and tables, and accuracy and uncertainty calculations as per measurements taken on site in line with related procedures and best practices.

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4. BIDDER QUALIFICATIONS AND DUTIES:

- The Bidder shall demonstrate, through detailed documents, his previous relevant international and local experience in storage tanks calibration of similar size and services, other related qualifications shall be considered as advantage.
- The Bidder shall be fully acquainted with the current international codes, regulations and standards especially API-MPMS 2.2, and shall apply all those relevant to the service.

5. DURATION OF THE SERVICE:

- The Bidders shall provide their own estimation of the necessary time to conduct the service for each tank noting that the internal physical survey if required shall be with shortest period.
- JPRC will make all reasonable efforts to handle the storage tanks to the Bidder as soon as possible and issue the required entry permits to tank bottom.

6. PAYMENTS:

- Payments will be released within 30 days for each tank according to work completion upon submission of Final Calibration Report accepted by JPRC.

7. PERFORMANCE GUARANTEE

Awarded Bidder (contractor) should submit within (10) days of tender award, a performance guarantee (bank guarantee) or a crossed cheque equals (10%) of the total amount through a local bank in Jordan, to guarantee the supply of service according to contract.

8. TAXATION:

- The Contractor shall be responsible of comprehending and abiding to the Jordanian tax laws.
- Accordance to Jordan prevailing law, Contractor should pay 6 per thousand of the total contract value to cover the REVENUE STAMPS during 10 days from awarding date.

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- Sales tax: JPRC must deduct (16%) from the foreign or local service and manpower invoices.
- National Contribution tax: JPRC must deduct (1%) from the foreign service and manpower invoices. No National Contribution tax shall apply in case the contract is awarded to a local company.
- Income Tax: JPRC must deduct (10%) from the foreign service and manpower invoices and deduct (5%) from the local service and manpower invoices.
- The Contractor needs to check if there is an agreement between Jordan and the Contractor's Country to avoid duplication of income tax.

If an agreement exist between Jordan and the Contractor's Country, then all of the amounts JPRC will deduct from foreign service and manpower invoices (10%) in Jordan and transferred to the Jordanian income and sales tax department can be retrieved by the Contractor in his own Country, and the amounts that JPRC will deduct from local service and manpower invoices (5%) can be retrieved by the Contractor, through the Jordanian Income and Sales Tax Department, if it has a branch in Jordan or in case the contract is awarded to a local company. If there is no such agreement, then the Contractor will tolerate the income tax from foreign service and manpower invoices (10%), and the amount that we deducted from local service and manpower (5%) can be retrieved, through the Jordanian Income and Sales Tax Department, if the Contractor has a branch in Jordan or in case the contract is awarded to a local company.

- After the project completion, the Contractor must provide JPRC with a taxation clearance form stating that it has completely and fully paid all required taxes. Only after that JPRC may release the Performance Guarantee.

9. REPORTING:

All works, activities relevant to the services, selected calibration technologies, accuracies and uncertainties, calibration tables, etc.. shall be professionally reported in a detailed manner, and shall be submitted to JPRC for review and comments in a timely manner as indicated below.

1. Draft Final Calibration Report shall be submitted upon completion of the required Scope of Work.

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2. Final Report shall be submitted within one week of receipt of comments from JPRC on the Draft Final Calibration Report and will incorporate the comments made on the Draft Final Calibration Report.
3. All reports shall be in English language.
4. All reports shall be submitted in hardcopies and electronic copies (PDF and Excel sheets for calibration table).

10. INSTRUCTIONS TO BIDDERS

A- Content of the Technical Proposal:

In general, the Technical Proposal shall demonstrate by the quality of its content the Bidder's knowledge of the requirements of the Services, and its understanding of the tasks set forth in the Scope of Work.

The Technical Proposal shall comprise the Bidder's discussion of the service, comprehension, work program, manpower input, curricula vitae and details of Bidder's experience.

The Bidder shall explain his approach to the execution of this service in the Technical Proposal, providing the devices and instruments models that will be utilized in the tank calibration, as well as a copy of their calibration certificates.

B- Work Program:

A clear description of the methodology and work plan to be used by the Bidder to perform the Scope of Work.

C- Deviations from the Scope of Work

In its offer to this Tender, the Bidder shall clearly explain its deviation from the Scope of Work, if any.

D- Content of the Commercial Proposal

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- (a) The Commercial Proposal shall be on a lump sum basis and shall include all costs associated with such services exclusive of, if any, taxes and duties imposed under the Jordanian applicable laws on the Bidder (Item 8. Taxation).
- (b) Proposal must remain valid for 90 days after the Closing Date of the Tender. During this period, the Bidder is expected to keep available the professional staff proposed for the assignment. JPRC will make its best effort to complete negotiations within this period.
- (c) Any offer after the a/m Closing Date will not be accepted.
- (d) Price schedule: The price shall be quoted as per specified format given in Annexure-B. The price should be quoted for all the items as per scope of work.

E- General:

- 1- Before submitting the proposal, the complete Tender Specification should be read properly. If the Bidder find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning and interpretations, such matter shall be brought to the attention of JPRC, at least four working days before/prior to the date of filling/submission of the Proposal.
- 2- Tender must contain any other information / enclosures as may be needed to complete the schedule job in all respect on a separate page.
- 3- Submission of proposal will be the conclusive evidence as to the fact that the Bidder has fully satisfied themselves as to the nature and scope of the work to be done, sites conditions and all other factors, affecting the performance of the contract and the cost thereof.
- 4- The Contractor shall cover the insurance of all workmen and other personnel employed by the Contractor and subcontractor against accident, injury & death till the completion of job.
- 5- The safe custody of material is the responsibility of the Contractor till job completion.
- 6- In order to achieve the Tender goal in a very smooth & safe manner, all the Bidders are required to comply with JPRC HSE requirements during job execution.
- 7- Proper safety precautions and measures to be taken care of on the principle of "Safety Comes First" during the entire contract period. The Contractor shall be bound to bear any claim or compensation for the accidents, injury and death arising out of negligence

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on their part to ensure such safety measures including the expenditure for defense legal proceedings.

- 8- Workmen engaged in electrical work should be provided with gloves, and footwear's of adequate insulation value.
- 9- Workmen engaged in toxic chemicals, etc.. should be provided with gumboots, gloves, goggles mask and other protective attachment depending upon the depth of expected hazard.
- 10-All safety requirements depending on the nature of work should be provided to minimize the occurrence of accidents.
- 11-Responsibility of the Contractor: The Contractor shall be responsible for any damage caused to the property and/or machinery (including its any part) of JPRC, directly and/or indirectly incidental to and connected with the execution of the work and shall be liable to indemnify the value of such damaged property and/or machinery.
- 12-The Contractor shall complete the tank strapping and calibration work for each of Tanks No. 188 , 189, 34 &1 within a maximum period of two (2) working days per tank, commencing from the date the tank is made available for calibration.
- 13-The Contractor shall maintain strict confidentiality of all technical, operational, commercial, and other information obtained during the execution of the tank calibration services. Such information shall not be disclosed to any third party or used for any purpose other than the performance of the contracted work without the JPRC's prior written approval. This obligation shall remain in effect after completion of the services.

11. JPRC RESPONSIBILITIES

- 11.1 Facilitate access of the Supplier personnel and machinery to the site.
- 11.2 Provide the Contractor with available data related to the storage tanks & project scope.

12. SUBMISSION OF OFFERS

Offers must be submitted in sealed envelopes on or before the closing date on Thursday 30/7/2026 not later than 12:30 (Jordan Local Time) – Offers received after that time will be disregarded.

13. DELIVERY DELAY LIQUIDATED DAMAGES

Delivery delay liquidated damages: in the event that the Supplier failed to complete the required services, and/or necessary documents/reports within the specified delivery period,

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the sum of JOD (100) per day or any part thereof should be paid by him to the Company, not exceeding 15% of Tender award price.

14. E-INVOICING

The Tenderer shall be registered in the national E-invoicing system.

15. LEGAL DISPUTES AND APPLICABLE LAW

The courts of Amman, shall have exclusive jurisdiction to adjudicate any and all disputes and/or disagreements and/or claims that may arise between the Parties in connection with the interpretation and/or the implementation of the provisions of this Agreement. For the purposes of this clause, “the Courts of Amman” means the Court of First Instance or the Magistrate Court, as applicable, located in the Justice Palace building in the Abdali area of Amman, or in any area to which it may be relocated in the future. Jordanian laws shall be the laws applicable to this Agreement.

16. ATTACHED ANNEXURES:

- Annex A. Tanks list and specifications.
- Annex B. Price schedule.
- Annex C. Acceptable Calibration Technologies & Technology Selection.

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Annex (A) : Tanks list and specifications:

1. Cylindrical Tanks Specifications

Tank No.	Fluid Type	Capacity (M ³)	Diameter (m)	Height (m)	Storage Temp (°C)	Shell Courses No.	Roof Type	Heating Coil	Insulation	Wind Girder	Location	Material of Construction
1. 188	Diesel	10000	29	16.41	Ambient	9	Fixed	No	No	Yes 1	Zarqa	C.S/ SS41 *
2. 189	Diesel	10000	29	16.41	Ambient	9	Fixed	No	No	Yes 1	Zarqa	C.S / SS41 *
3. 34	Gasoline	4500	24.38	11.06	Ambient	7	Floating	No	No	Yes 1	Zarqa	C.S
4. 1	Gasoline	10000	30.5	14.6	Ambient	9	Floating	No	No	Yes 1	Zarqa	C.S

*Equivalent to ASTM A36

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Annex (B): Price schedule

Item No.	Description of Work	Basis of Offer	Price excluding taxes and government fees	Price including taxes and government fees
1.	Calibration of storage tanks Nos. 188 , 189, 34 &1	Lump Sum*		
Grand Total (in figures)				
Grand Total excluding taxes and government fees (in words):				
Grand Total including taxes and government fees (in words):				
Time required to execute and deliver the complete project works (working days):				
* The above prices are inclusive of all taxes and fees (if any) arising from the supply of service and/or the execution of the project. A detailed price breakdown (Break Down Price) shall be submitted, specifying the basic prices before taxes and fees, in addition to the percentage and value of all taxes and fees in detail, leading to the total price inclusive of all taxes and fees; in addition to the financial costs arising from all works required as per the specifications and conditions stated in the Tender documents, including all costs of labor, equipment, etc.				

Name of the bidding company	
Signature and stamp	
Date	

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Annex (C): Acceptable Calibration Technologies & Technology Selection:

1- Acceptable Calibration Technologies

Following is a list of the calibration technologies acceptable for tank calibrations along with the reference standard the methods' implementation should comply to. The methods are arranged in the order of priority, based on the most efficient means of calibration for a given set of conditions.

- 1.1- Internal Electro Optical Distance Ranging Method (EODR), API Chapter 2.2D
- 1.2- Internal Electro Optical Distance Ranging Method (EODR), API Chapter 2.2F
- 1.3- Optical Reference Line Method (ORLM), API Chapter 2.2B
- 1.4- Optical Triangulation Method, API Chapter 2.2C
- 1.5- Manual Strapping Method (Strapping), API Chapter 2.2A

2- Technology Selection Guidelines

- 3.1- If EODR is selected External and internal EODR shall be used.
- 3.2- Tank bottom shall be calibrated by a physical survey. In a physical survey, bottom elevations shall be sighted along radii every 45 degrees. Along these radii, elevations should be obtained at equally spaced intervals not more than 3 meters from the tank's center to its shell.