



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سفارت خانہ جمہوریہ فلپائن

ISLAMABAD



INVITATION TO BID

The Embassy of the Republic of the Philippines in Islamabad, Pakistan invites interested suppliers or contractors to submit written quotations for the procurement and installation of the following items at the Ambassador's Residence:

	Project Specification
	Project Title: Procurement and Installation of the ff: Window Blinds. - 43 Seat Cushions - 34 Washroom Mirrors - 5 Location: Ambassador's Residence, Embassy of the Philippines, Islamabad
ABC	PKr. 600,000.00

OCULAR INSPECTION:

Schedule: 2 October 2025, Thursday, 0900H-1500H

Venue: Philippine Embassy, Diplomatic Enclave, Islamabad

TERMS OF PAYMENT:

Payment shall follow a send-bill arrangement, subject to proper invoicing and submission of required supporting documents.

For further details, interested providers may contact Ms. Danica Carla Mae M. Torres (property Officer) at islamabad.pe@dfa.gov.ph, +92-3326147799. Proposals must be submitted not later than 5:00 PM of 04 October 2025, delivered to the Embassy and sent to the aforementioned email. The Embassy intends to complete the procurement on or before 31 October 2025 and reserves the right not to accept any proposals. Funding for the procurement of the above goods or services shall come from the General Appropriations Act for FY 2025.



Very truly yours,

JUAN PAOLO G. ALIX

First Secretary and Consul / BAC Chairperson

On behalf of the Embassy of the Republic of the Philippines
In Islamabad, Pakistan

Zhou-Enlai Avenue, Plot No. 3, 4 & 5, Diplomatic Enclave, G-5, Islamabad, Pakistan.

Tel: +(92) 51 8487500 Fax: +(92) 51 8487513

Website: <https://www.isdpe.com.pk>; E-mail: islamabad.pe@dfa.gov.ph

SCOPE OF WORK

REPAIR AND MAINTENANCE – INSTALLATION OF THE WINDOW BLINDS, SEAT CUSHIONS AND WASHROOM MIRRORS INSIDE THE AMBASSADOR’S RESIDENCE

	Specifications	
I.	Objective To provide quality installation services for window blinds, seat cushions, and washroom mirrors at the Ambassador’s Residence, ensuring functionality, durability, and aesthetic alignment with the existing interior.	
II.	Contract Duration The duration of the contract shall be for fifteen (15) days once the project started.	
III.	Areas of Operation The scope of work shall cover relevant areas within the Ambassador’s Residence , located in the Philippine Embassy Building Complex , which includes: <ul style="list-style-type: none"> - The Residence proper - Designated seating and washroom areas 	
IV.	Duty Timing 8:00 a.m. to 5:00 p.m., with one (1) hour lunch break and two (15)mins. break	
V.	Contractor’s Obligations The Contractor shall be responsible for the following: <ol style="list-style-type: none"> 1. Provision of skilled workers with experience in the installation of window blinds, seat cushions, and mirrors. 2. Supply of all necessary tools, materials, and equipment required for the job. 3. Provision of a service vehicle for transport of personnel and materials. 4. Replacement or relievers in case any assigned worker is unable to report to work. 5. Timely completion of work in accordance with agreed-upon schedules and quality standards. 6. Securing and presenting security clearances/gate passes for all personnel entering the premises. 7. Ensuring that the approved materials are used throughout the project; any changes without prior consent may result in financial penalties. 	Statement of Compliance
VI.	Roles and Responsibilities: The Contractor’s team shall: <ol style="list-style-type: none"> 1. Measure, prepare, and install window blinds in accordance with design and functional specifications. 2. Install or replace seat cushions securely and in alignment with the design of the furniture or space. 3. Install washroom mirrors safely and according to specified dimensions and placements. 	

	<ol style="list-style-type: none"> 4. Ensure cleanliness and orderliness of the work area during and after installation. 5. Perform inspection and testing to ensure proper installation and functionality of all items. 	
VII.	Terms of payment: <ol style="list-style-type: none"> 1. Payments shall be within thirty (30) days, upon completion of the work. 2. All payments shall be inclusive of all applicable taxes and lawful charges. 	
VIII.	Liability Clauses: <ol style="list-style-type: none"> 1. The Embassy reserves the right to terminate the contract unilaterally and impose penalties should the work be found substandard or non-compliant with specifications. 2. The Embassy may also terminate the contract with or without cause by issuing a formal written notice to the Contractor. 	
IX.	Confidentiality Clause The Contractor shall ensure that each member of its personnel assigned to the Embassy premises signs and abides by a Non-Disclosure Agreement (NDA) to protect the confidentiality of the premises and any sensitive information encountered.	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Cannot Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Cannot Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.

Approved On Behalf of the Philippine Embassy:



JUAN PAOLO G. ALIX
BAC Chairperson



Conformé (Contractor):
[Signature/s]
[Name of the Bidder/ Bidder's Authorized Representative/s]
[Position] _____
[Date]: _____