



16 October 2025

**Subject: URGENT Request for Submission of New Bids
for the Waterproofing of the Philippine Embassy Complex**

Following the **Declaration of Failure of Bidding** on **16 October 2025**, the Embassy of the Republic of the Philippines in Islamabad once again invites qualified and experienced contractors to participate in the **Re-Bidding and Submission of New Quotations** for the waterproofing of the Embassy Building Complex.

This project forms part of the Embassy's continuing commitment to maintaining safe, secure, and functional premises for its operations and for the Filipino community in Pakistan.

I. PROJECT TITLE

**Procurement of Waterproofing Services for the Philippine Embassy
in Islamabad, Pakistan**

II. SCOPE OF WORK

The job order shall cover the following major structures within the Embassy compound:

Structure	Approximate Roof Area (sq. ft.)
Chancery & Consular Section	21,694
Ambassador's Residence	3,000
Lanai Area	1,966
ATN Shelter	1,309
Guard House	251
Driver's Lounge	186

Expected services include:

- Cleaning and surface preparation of all rooftop areas;
- Identification and assessment of existing cracks, holes, and signs of leakage;
- Repair and sealing of said defects as part of remedial action;
- Repair, replacement and/or construction/installation of additional materials as preventive measures to ensure long-term protection against water ingress;
- Application of appropriate waterproofing materials (e.g., membranes, sealants, coatings) across all roofs and relevant parts;
- Final inspection and validation of the waterproofing application to ensure long-term durability.

Contractors are expected to provide a detailed and realistic implementation schedule, taking into account weather conditions and Embassy operations. The entire project duration **shall not exceed forty-five (45) calendar days** from the date of issuance of the Notice to Proceed and must, in any case, be **completed no later than 15 December 2025**.

III. CONTRACTOR OBLIGATIONS

Bidders must commit to:

- Providing skilled personnel and high-quality waterproofing materials;
- Supplying own logistics, vehicles, and equipment;
- Complying with Embassy security protocols for worker access;
- Ensuring consistency in approved materials and procedures;
- Assigning relievers to prevent project delays;
- Observing safety and workmanship standards;
- Submitting a detailed cost breakdown (labor, materials, logistics, etc.);
- Indicating quotation validity period; and
- Providing a minimum **three-year warranty** for workmanship and materials, with detailed coverage.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC) AND PAYMENT TERMS

- **Approved Budget for the Contract (ABC):** *PKR 15,105,812.10*
- The total contract amount shall not exceed the ABC.
- **Payment Schedule:**
 - **15%** – Advance payment upon signing of the contract;
 - **30%** – After completion of site preparation and mobilization;
 - **30%** – Upon satisfactory completion of waterproofing works;
 - **25%** – After final inspection, punch list resolution, and acceptance.
- Payments shall be made within **15 working days** from issuance of the corresponding Statement of Work Accomplished and Acceptance Certificates.
- Bidders must expressly agree to the 15% limit for advance payment, as per DFA procurement rules.

V. ADDITIONAL SUBMISSION REQUIREMENTS

Along with the quotation, bidders must submit:

- Portfolio of similar waterproofing projects (within last 3-5 years);
- At least **two client references** (with contact information) for comparable projects;
- Copies of relevant licenses, certifications, and material warranties; and
- Technical brochures for proposed waterproofing systems, if applicable.

VI. OCULAR INSPECTION

Schedule: Friday, 17 October 2025, 1500H-1800H

Venue: Philippine Embassy, Diplomatic Enclave, Islamabad

Attendance in the site inspection to **new** bidders is strongly encouraged to ensure full understanding of the project scope and conditions.

VII. SUBMISSION OF BIDS

Deadline: Tuesday, 28 October 2025, 1200H

Please note: To submit a proper bid, bidders must prepare two (2) envelopes containing the following:

A. Technical Proposal (one envelope)

- Must be printed on the company's official letterhead.

- Should contain the detailed technical offer, including:
 - Statement of compliance with the Embassy's waterproofing service specifications and scope of work.
 - Validity period of the quotation.
 - Recommended implementation schedule and duration;
 - List of materials to be used, methods of application, and warranty coverage.
 - Company profile, including relevant licenses, certifications, and track record of similar completed projects.
 - List of manpower and equipment to be deployed.
- All the above documents must be placed inside an envelope. The envelope must then be marked "**Technical Proposal**" on the cover.

B. Financial Proposal (another envelope)

- Must be printed on the company's official letterhead.
- Should contain statement of compliance with the Embassy's financial specifications.
- Should state the total financial offer, broken down into itemized costs (materials, labor, and/or applicable taxes, and other charges).
- All the above documents must also be placed inside an envelope. This envelope must be marked "**Financial Proposal**" on the cover.

Please ensure that both the Technical and Financial Proposals are **signed** by a duly authorized company representative.

Both envelopes should then be enclosed in one larger envelope, addressed to the Philippine Embassy in Islamabad, and labeled "**Procurement of Waterproofing Services**"

C. Additional Instructions for Submission of Bids

1. By Courier:

- Label the larger envelope "**Procurement of Waterproofing Services**"
- Send a confirmation photo via email before sealing, showing both "Technical" and "Financial" envelopes enclosed.
- Send the Bid Documents to the following address:

EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
 Zhou-Enlai Avenue, Plot Nos. 3, 4, and 5, Diplomatic Enclave,
 Sector G-5, Islamabad

2. By Personal Delivery:

- Label the larger envelope "**Procurement of Waterproofing Services**"
- Submit the larger envelope **unsealed** for verification of contents by the Embassy's Procurement Team before sealing.

D. For ease of submission, **pro-forma documents** for both the Technical and Financial Proposals are provided for the bidders' guidance. Editable versions may be requested via email by interested bidders.

E. PLEASE NOTE that failure to comply with the foregoing bidding requirements may result in the bid not being considered, as inconsistent or incomplete submissions hinder the Embassy's ability to properly compare and evaluate offers. Late submissions and proposals not in accordance with the above instructions shall not be accepted.

VIII. CONTACT INFORMATION FOR CONFIRMATION AND INQUIRIES

Interested bidders must confirm their ocular inspection schedule and may direct queries to:

- Contact Emails: economics.ph@gmail.com and rain.mendoza@dfa.gov.ph; copy furnish islamabad.pe@dfa.gov.ph
- Landline: **051.848.7500**

We look forward to your participation and appreciate your continued support for the Embassy's infrastructure maintenance efforts.

Very truly yours,

SGD.

JUAN PAOLO ALIX

BAC Chairperson

*On behalf of the Embassy of the Republic of the Philippines
in Islamabad, Pakistan*

*Attachments: Annex A Pro-forma for Technical Proposal; and
Annex B Pro-forma for Financial Proposal.*