



INVITATION TO BID

The Embassy of the Republic of the Philippines in Islamabad, Pakistan invites interested reputable service providers to submit written quotations for the procurement of the following, described as follows:

	Project Specifications
	<p>Repair and Maintenance of the Ambassador's Residence</p> <p>The project includes, but is not limited to, the following services:</p> <ul style="list-style-type: none">- Repair and fixing of washroom shower enclosures (Master's Bedroom and Guestrooms)- Repair of washroom exhaust fans and lighting fixtures- Replacement of door knobs throughout the residence- Inspection and repair of water geysers- Repair and polishing of the main staircase- Repair and repainting of the dining area wall- General surface preparation, sealing, painting, and finishing- Compliance with Embassy-approved materials, security, and workmanship standards
ABC	Pkr. 300,000.00
	<p>Repair and Maintenance – Repair and Maintenance of Embassy Complex</p> <p>The project includes, but is not limited to, the following services:</p> <ul style="list-style-type: none">- Repair and painting of walls in the four main structures, guard house, and driver's lounge (includes the repair of front wall)- Repair and polishing of the Embassy stairs.- Repair of various Embassy doors, including:<ul style="list-style-type: none">o Automatic main dooro Wooden and glass side doorso Back glass doors
ABC	Pkr. 2,100,000.00

For further details, interested providers may contact Ms. Danica Carla Mae M. Torres (Property Officer) at islamabad.pe@dfa.gov.ph, +923326147799. Proposals must be submitted not later than 5:00 PM of 05 October 2025, delivered to the Embassy and sent to the aforementioned email.

The Embassy intends to complete the procurement on or before 25 June 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.

Islamabad, 02 October 2025



SCOPE OF WORK

REPAIR AND MAINTENANCE – REPAIR AND MAINTENANCE OF THE AMBASSADOR’S RESIDENCE

	Specifications	
I.	<p>Objective To ensure high-quality repair and maintenance services are provided at the Ambassador’s Residence within the Embassy of the Republic of the Philippines in Pakistan. The scope includes:</p> <p>1. Repair and Maintenance of:</p> <ul style="list-style-type: none"> • Shower enclosures in the Master’s Bedroom and Guestrooms • Washroom exhaust fans and lighting • Door knobs throughout the residence • Water geysers <p>2. Staircase:</p> <ul style="list-style-type: none"> • Repair and polishing of the residence’s main staircase <p>3. Dining Area:</p> <ul style="list-style-type: none"> • Repair and repainting of the dining room wall 	
II.	<p>Contract Duration The total duration of the contract shall be fifteen (15) days, commencing upon the official start of the project as indicated in the Notice to Proceed.</p> <p>Warranty Period</p> <ul style="list-style-type: none"> • The Contractor shall provide a minimum warranty of six (6) months from the date of final acceptance of the completed work. • During the warranty period, the Contractor shall, at no additional cost to the Embassy, correct any defects or deficiencies due to poor workmanship, substandard materials, or non-compliance with approved specifications. • All warranty repairs must be addressed within five (5) working days of receiving written notice from the Embassy. 	
III.	<p>Areas of Operation All repair and maintenance works will be conducted within the Ambassador’s Residence located inside the Embassy Complex.</p>	
IV.	<p>Working Hours The Contractor shall perform the work on the following schedule:</p> <ul style="list-style-type: none"> • Monday to Friday, 8:00 a.m. to 5:00 p.m. • Inclusive of: <ul style="list-style-type: none"> ○ One (1) hour lunch break ○ Two (2) 15-minute breaks (morning and afternoon) 	
V.	<p>Contractor’s Obligations The Contractor shall:</p> <ol style="list-style-type: none"> 1. Deploy skilled and qualified personnel. 2. Provide and use high-grade materials approved by the 	Statement of Compliance

	<p>Embassy.</p> <ol style="list-style-type: none"> 3. Ensure timely and quality completion of all tasks. 4. Provide a service vehicle for transporting workers and materials. 5. Immediately replace any absent personnel to avoid delays. 6. Secure necessary security clearances and gate pass for all personnel and vehicles. 7. Obtain prior approval for any material or procedural changes; unauthorized modifications will incur financial penalties. 	
VI.	<p>Roles and Responsibilities:</p> <ol style="list-style-type: none"> 1. The Contractor shall be responsible for the following tasks: 2. Clean and prepare all building surfaces, including removal of dust, debris, and residues. 3. Inspect washrooms, walls, and ceilings to identify cracks, leaks, holes, or structural damage. 4. Repair and fix washroom shower enclosures in the Master's Bedroom and Guestrooms, ensuring proper alignment, sealing, and functionality. 5. Repair all identified damage prior to any painting, sealing, or finishing work. 6. Apply appropriate leak-proofing, sealing, and finishing materials uniformly and neatly. 7. Ensure all repair, polishing, and painting tasks are completed to a high standard and undergo final inspection by the Embassy. 	
VII.	<p>Terms of payment:</p> <p>The Contractor shall be paid on a monthly basis from the submission of the sales invoice and complete supporting documents</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
VIII.	<p>Liability Clauses:</p> <ol style="list-style-type: none"> 1. The Embassy reserves the right to unilaterally terminate the contract and impose corresponding financial penalties if the Contractor fails to meet acceptable standards of workmanship or procedure. 2. The Embassy may terminate the contract at any time, with or without cause, by serving a written notice to the Contractor. 	
IX.	<p>Confidentiality Clause</p> <p>The Contractor shall ensure that all personnel assigned to the Embassy sign a Non-Disclosure Agreement (NDA) and</p>	

	adhere strictly to confidentiality and security protocols during and after the engagement.	
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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.

SCOPE OF WORK

REPAIR AND MAINTENANCE – REPAIR AND MAINTENANCE OF EMBASSY COMPLEX

	Specifications
I.	<p>Objective To provide quality repairs and maintenance services within the Embassy of the Republic of the Philippines in Pakistan, including:</p> <ol style="list-style-type: none"> 1. Repair and painting of walls in the four main structures, guard house, and driver's lounge (includes the repair of front wall) 2. Repair and polishing of the Embassy stairs. 3. Repair of various Embassy doors, including: <ul style="list-style-type: none"> ○ Automatic main door ○ Wooden and glass side doors ○ Back glass doors
II.	<p>Contract Duration The total duration of the contract shall be two (2) months, commencing upon the official start of the project as indicated in the Notice to Proceed.</p> <p>Warranty Period</p> <ul style="list-style-type: none"> • The Contractor shall provide a minimum warranty of six (6) months from the date of final acceptance of the completed work. • During the warranty period, the Contractor shall, at no additional cost to the Embassy, correct any defects or deficiencies due to poor workmanship, substandard materials, or non-compliance with approved specifications. • All warranty repairs must be addressed within five (5) working days of receiving written notice from the Embassy.
III.	<p>Areas of Operation The scope of work shall cover the following areas within the Embassy Complex:</p> <ol style="list-style-type: none"> 1. Four major buildings: <ul style="list-style-type: none"> a. Chancery (Embassy) b. Official Residence c. Recreation Center d. ATN Shelter 2. Embassy Stairs 3. Exterior and interior walls 4. Guard House 5. Driver's Lounge
IV.	<p>Working Hours The Contractor shall perform the work on the following schedule:</p> <ul style="list-style-type: none"> • Monday to Friday, 8:00 a.m. to 5:00 p.m. • Inclusive of: <ul style="list-style-type: none"> ○ One (1) hour lunch break ○ Two (2) 15-minute breaks (morning and afternoon)

V.	Contractor's Obligations The Contractor shall be responsible for the following: <ol style="list-style-type: none"> 1. Deploy skilled workers and supply high-grade, approved materials. 2. Provide a service vehicle for the transport of workers and materials. 3. Ensure timely completion, smooth execution, and high-quality workmanship. 4. Provide immediate replacement personnel if any worker is absent. 5. Secure necessary security clearances and gate pass for all personnel and vehicles. 6. Use only assessed and approved materials and methods. Unauthorized changes in materials or procedures will incur financial penalties. 	Statement of Compliance
VI.	Roles and Responsibilities: <ol style="list-style-type: none"> 1. Clean and prepare building surfaces, including removing dust, debris, and residue. 2. Inspect roofs and walls to identify cracks, holes, or structural damage. 3. Repair all identified damage prior to painting or sealing. 4. Apply appropriate leak-proofing, sealing, and finishing materials uniformly. 5. Ensure all repair, polishing, and painting tasks are completed to standard and inspected. 6. Repair of front wall and its barb wires 	
VII.	Terms of payment: The Contractor shall be paid on a monthly basis from the submission of the sales invoice and complete supporting documents All payments shall be inclusive of all applicable taxes and other lawful charges.	
VIII.	Liability Clauses: <ol style="list-style-type: none"> 1. The Embassy reserves the right to unilaterally terminate the contract and impose corresponding financial penalties if the Contractor fails to meet acceptable standards of workmanship or procedure. 2. The Embassy may terminate the contract at any time, with or without cause, by serving a written notice to the Contractor. 	
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