



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سفارت خانہ جمہوریہ فلپائن
ISLAMABAD

14 July 2025

Subject: URGENT Request for Ocular Inspection and Submission of Bids for the Waterproofing of the Philippine Embassy Complex

The Embassy of the Republic of the Philippines in Islamabad invites qualified and experienced contractors to participate in an **Ocular Inspection** in preparation for submitting quotations for a job order for waterproofing the buildings of the Embassy Complex. This project is part of the Embassy's commitment to maintaining safe, secure, and functional premises for its operations and for the Filipino community in Pakistan.

This waterproofing job shall include both **remedial measures** (identification and repair of existing sources of leaks) and **preventive measures** to ensure long-term protection against water ingress. In other words, the requested waterproofing job should ensure that the four major structures in the Embassy Complex (the chancery, the residence, the recreation area and the ATN center) are **fully protected** from damages that may be caused by rain for the next several years (depending on the warranty period that the bidder can provide).

Prospective bidders are requested to attend the site inspection to better understand the requirements and conditions of the four buildings to be covered. Based on their professional assessment, contractors are expected to recommend the ideal timeframe for conducting the job and provide realistic estimates on how long the work will take.

I. PROJECT TITLE

Waterproofing Services for the Philippine Embassy Building Complex

II. SCOPE OF WORK

The job order shall cover the four (4) major buildings of the Embassy Compound:

- Chancery (Main Office Building)
- Ambassador's Residence
- Recreation Center
- ATN Shelter

Expected services include:

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

Contractors should propose the estimated duration and most suitable time for conducting the work, taking into account weather patterns and Embassy activities.

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

III. CONTRACTOR OBLIGATIONS

Participating contractors must be able to commit to the following:

- Provision of experienced, skilled workers and high-quality waterproofing materials;
- Supply of own transport and logistics, including service vehicles and tools;
- Compliance with Embassy security procedures, including gate pass arrangements for workers;
- Consistency in material and procedure, as agreed during award of contract (unauthorized changes will incur penalties);
- Provision of relievers in case of worker absences to avoid project delays;
- Commitment to timely execution, safety standards, and professional workmanship;
- Submission of detailed cost estimates for labor, materials, logistics, and any other associated expenses;
- Indication of the validity period of their quotation.
- Indication of the exact warranty period for the work done including the coverage and the terms and conditions of the warranty.

IV. TERMS OF PAYMENT

- Payment shall follow a send-bill arrangement, subject to proper invoicing and submission of required supporting documents.
- Bidders are requested to propose their preferred payment terms as part of their quotation.
- The final schedule and method of payment shall be determined by the Embassy and specified in the final contract.

V. ADDITIONAL SUBMISSION REQUIREMENTS

Contractors are requested to submit the following along with their quotations:

- Portfolio of similar waterproofing projects completed within the last 3–5 years;
- Client references (with contact details) for at least two completed projects of comparable scale and complexity;
- Any relevant certifications, licenses, or product warranties related to the waterproofing materials and methods proposed.
- Indication of the warranty period for the work done, including the coverage and terms and conditions of the warranty.
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VI. OCULAR INSPECTION AND SUBMISSION TIMELINE

- Ocular Inspection Schedule: 15-17 July 2025, from 1500H to 1700H
- Venue: Philippine Embassy, Diplomatic Enclave, Islamabad
- Deadline for Submission of Quotations: 18 July 2025
- Subject Line: **Quotation–Waterproofing Services for the Philippine Embassy**

Interested bidders are requested to submit a complete and itemized quotation, based on the specifications outlined in this request. Failure to do so may result in the bid not being considered, as inconsistent or incomplete submissions hinder the Embassy's ability to properly compare and evaluate offers.

Contractors must submit:

- Final quotation with detailed cost estimates;
- Validity period of the quotation;
- Recommended implementation schedule and duration;
- Identify all taxes and surcharges as part of the detailed quotation for submission.

VII. CONTACT INFORMATION FOR CONFIRMATION AND INQUIRIES

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

- Contact Emails: economics.ph@dfa.gov.ph and rain.mendoza@dfa.gov.ph; copy furnish islamabad.pe@dfa.gov.ph
- Mobile Number: **+92.332.614.7799**
- Landline: **051.848.7500**

We appreciate your interest in supporting the operational upkeep of the Philippine Embassy in Islamabad and look forward to receiving your proposals.

For any clarifications, kindly email or call at the contact details above. We look forward to your prompt and competitive quotation.



Very truly yours,

A handwritten signature in black ink, appearing to read "Rain R. Mendoza".

Rain R. Mendoza

Third Secretary and Vice Consul

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