



27 September 2025

**Subject: URGENT Request for 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 submit **Bids/Quotations** for a job order for waterproofing the buildings of the Philippine 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).

New prospective bidders are requested to attend the site inspection scheduled on **2 October 2025, Thursday, 1400H-1800H** to better understand the requirements and conditions of the four buildings to be covered.

I. PROJECT TITLE

Waterproofing Services for the Philippine Embassy Building Complex

II. SCOPE OF WORK

The job order shall cover the following buildings of the Embassy Compound:

- Chancery or Main Office Building (Roof Area: approximately 20,754 square feet) + Consular Section (Roof Area: approximately 940 square feet)
- Ambassador's Residence (Roof Area: approximately 2,999.69 square feet)
- Lanai Area (Roof Area: approximately 1,965.50 square feet)
- ATN Shelter (Roof Area: approximately 1,308.40 square feet)
- Guard House (Roof Area: approximately 250.73 square feet)
- Driver's Lounge (Roof Area: approximately 185.625 square feet)

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 should propose the **estimated duration and most suitable time for conducting the work**, taking into account weather patterns and Embassy activities. 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. (Please note that the project must be completed *ideally* before the end of November 2025, or *at the latest*: by the second week of December 2025.)

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;
- Proper waste management and environmental compliance, including daily housekeeping; safe handling, storage, and disposal of chemicals, wastewater, and debris; no on-site dumping; segregation and off-site removal with disposal receipts; and adherence to applicable Pakistani regulations and Embassy rules;
- Minimum of three-year 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.
- The total contract price agreed upon by both Parties shall be no more than **PKR 15,105,812.10**, payable as follows:
 - **15% Advance Payment** upon signing of the contract.
 - **30% Progress Payment** upon completion of site preparation and mobilization.
 - **30% Progress Payment** upon satisfactory completion of all waterproofing and leak-proofing works.
 - **25% Final Payment** upon joint inspection, punch list resolution, and final acceptance by the Primary Party.

All payments shall be made within fifteen (15) working days from issuance of corresponding Statement of Work Accomplished and Acceptance Certificates.

- 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.

VI. OCULAR INSPECTION

- Ocular Inspection Schedule: **2 October 2025, Thursday, 1400H-1800H**
- Venue: Philippine Embassy, Diplomatic Enclave, Islamabad

Interested bidders are requested to submit a complete and itemized quotation, based on the specifications outlined in this request.

VII. SUBMISSION OF BIDS

The deadline for submission of quotations is **13 October 2025, Monday, 1200H**. Interested suppliers are required to submit (by courier or personal delivery) their offers in two (2) separate **sealed** envelopes, as follows:

1. **Technical Proposal**

- 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.
- The envelope should be clearly marked "**Technical Proposal**".

2. **Financial Proposal**

- Must be printed on the company's official letterhead.
- Should state the total financial offer, broken down into itemized costs (materials, labor, and/or applicable taxes, and other charges).
- The envelope should be clearly marked "**Financial Proposal**".

Both envelopes should then be enclosed in one larger **sealed** envelope, addressed to the Philippine Embassy in Islamabad, and labeled "**Procurement of Waterproofing Service- DO NOT OPEN BEFORE DATE OF BID OPENING.**"

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. 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 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 blue ink, appearing to read "Alix", is written over the printed name.

JUAN PAOLO G. ALIX

First Secretary and Consul / BAC Chair

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





