



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 Repair and Maintenance of the Embassy's HVAC System The project includes, but is not limited to, the following services: • Full inspection and diagnosis of the existing HVAC system, including indoor and outdoor units • Repair or replacement of defective components (e.g., compressors, blowers, thermostats, electrical parts, filters, ducting, etc.) • Detection and sealing of refrigerant (Freon) leaks • Refilling of Freon or appropriate refrigerant in accordance with manufacturer specifications and environmental safety standards • Preventive maintenance (cleaning of coils and filters, lubrication of moving parts, electrical testing, thermostat calibration, drainage checks) • Full testing and commissioning of the system after repairs • Submission of diagnostic, maintenance, and completion reports • All works must be completed in compliance with Embassy-approved materials, safety, and workmanship standards. Payment Terms: Send bill agreement
ABC	Pkr. 800,000.00

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 5:00pm of 24 October 2025, delivered to the Embassy and sent to the aforementioned email.

The Embassy intends to complete the procurement on or before 15 November 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, 21 October 2025

SCOPE OF WORK

REPAIR AND MAINTENANCE – REPAIR AND MAINTENANCE OF THE EMBASSY'S HVAC (Heating, Ventilation, and Air Conditioning) SYSTEM

	Specifications
I.	Background The HVAC (Heating, Ventilation, and Air Conditioning) system of the Embassy requires professional servicing to ensure proper climate control, energy efficiency, and safe operation within the Embassy compound. The system has shown signs of decreased performance, including uneven cooling, irregular temperature regulation, and low refrigerant pressure. This Scope of Work outlines the required services to restore and maintain the HVAC system's optimal functionality, including refilling of Freon or equivalent refrigerant in compliance with environmental standards. The work is considered urgent, as the HVAC system is essential for maintaining a safe and conducive working environment for Embassy personnel and for ensuring the protection of temperature-sensitive equipment and documents.
II.	Objectives To engage a qualified and reputable service provider to: • Diagnose existing issues affecting the HVAC system. • Perform necessary repairs and replacements of faulty components. • Conduct preventive maintenance to ensure continued performance. • Refill Freon or other appropriate refrigerant as required. • Ensure all work meets applicable safety and performance standards.
III.	1. Scope of Services The contractor shall provide all labor, tools, equipment, materials, and supervision required to perform the following services: a. Inspection and Diagnosis • Conduct a complete inspection of the HVAC system, including indoor and outdoor units. • Identify performance issues or malfunctions, including refrigerant levels and possible leaks. • Submit a diagnostic report with recommended repairs and maintenance actions. b. Repair and Replacement • Repair or replace malfunctioning components, including: ○ Compressors ○ Blowers/fans ○ Electrical boards or fuses ○ Thermostats

	○ Damaged or clogged filters ○ Ductwork (if required) ● Detect and seal any refrigerant (Freon) leaks. ● Refill Freon or appropriate refrigerant to manufacturer-recommended levels, ensuring environmental compliance and safety. ● Use only high-quality or embassy-approved replacement parts. c. Preventive Maintenance ● Clean air filters, condenser coils, and evaporator coils. ● Check and tighten all electrical connections. ● Lubricate motors and other moving parts. ● Inspect and clean drain lines to prevent blockages. ● Inspect and calibrate thermostat(s). ● Check refrigerant pressure and ensure proper cooling and heating function. ● Refill Freon as necessary. d. System Testing and Commissioning ● Test the complete operation of the HVAC system after maintenance and repairs. ● Verify and document performance under normal operating conditions. ● Ensure efficient temperature regulation and system balance. ● Submit a Final Service and Maintenance Report signed by the lead technician. 2. Timeline The scope of work must be completed within fifteen (15) to twenty (20) working days from the issuance of the Notice to Proceed. 3. Qualifications of the Service Provider ● Proven experience in servicing commercial-grade HVAC systems. ● Certified HVAC technicians with appropriate refrigerant handling licenses (if applicable under local laws). ● Valid business registration and ability to invoice in accordance with Embassy requirements. ● Ability to supply and use high-quality or genuine parts and refrigerants.
IV.	Working Hours The Contractor shall perform the work on the following schedule: ● Monday to Friday, 8:00 a.m. to 5:00 p.m. ● Inclusive of: ○ One (1) hour lunch break ○ Two (2) 15-minute breaks (morning and afternoon)
V.	Contractor's Obligations The Contractor shall: 1. Deploy skilled and qualified personnel. 2. Provide and use high-grade materials approved by the Embassy. 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.	Terms of payment: The Contractor shall be paid within thirty (30) days from the submission of the sales invoice and complete supporting documents All payments shall be inclusive of all applicable taxes and other lawful charges. Warranty A minimum warranty of one (1) year must be provided on the parts replaced and the workmanship.
VII.	Liability Clauses: 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.
VIII.	Confidentiality Clause The Contractor shall ensure that all personnel assigned to the Embassy sign a Non-Disclosure Agreement (NDA) and adhere strictly to confidentiality and security protocols during and after the engagement.

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.