



29 August 2025

Subject: URGENT Request for Technical Assessment + Preliminary Quotation for the Procurement of Heating, Ventilation and Air Conditioning (HVAC) Units for the Philippine Embassy Complex

I. INTRODUCTION

The Embassy of the Republic of the Philippines in Islamabad invites qualified and experienced suppliers and service providers to undertake an **urgent technical assessment** of the Embassy's Heating, Ventilation, and Air Conditioning (HVAC) units and to submit **preliminary quotations** for the procurement, installation, and commissioning of new units, as may be recommended. This initiative is part of the Embassy's commitment to ensuring a safe, efficient, and fully functional working and living environment for its operations and for the Filipino community in Pakistan.

The Embassy Complex currently operates a total of **ninety-nine (99) air-conditioning units**, comprising **cassette (40), split-type (39), and standalone (20)** units. A detailed breakdown by location is provided in **Annex A**. Most of these units are nearly nine (9) years old and have not been regularly serviced or properly maintained. Given their age, declining performance, and excessive energy consumption, the Embassy requires a professional assessment to determine the most appropriate course of action—whether repair, refurbishment, or replacement—with preference for modern, energy-efficient, and environmentally compliant models.

Prospective suppliers are requested to attend a **site inspection** to assess the condition of all units and recommend repair, wherever applicable, and suitable replacements, including technical specifications and warranty coverage. Based on their professional assessment, suppliers are expected to provide: (1) a list of units for repair, if any, and a list of units for replacement; (2) justification for the proposed replacement of units; (3) recommendations on the most appropriate models and configurations; and (3) preliminary quotations covering the supply, installation, and after-sales servicing of the proposed units.

II. OBJECTIVES

- To conduct a comprehensive technical evaluation of all existing HVAC/AC units at the Embassy Complex.
- To provide professional justification for replacement, where necessary, based on technical condition, efficiency, cost-effectiveness, and sustainability.
- To recommend suitable replacement models, capacities, and configurations.
- To provide a preliminary quotation for the supply, installation, and commissioning of new units, including after-sales service and warranty options.

III. SCOPE OF WORK

The prospective supplier/service provider shall:

- Conduct an on-site inspection and assessment of all existing HVAC/AC units at the Embassy Complex.
- Prepare a technical report on the current condition of each unit, identifying key issues such as age, efficiency, repair viability, and availability of spare parts.

- Provide written justification for the recommended replacement of units, highlighting energy efficiency, operational reliability, and cost considerations.
- Recommend replacement specifications, including unit type, capacity, energy efficiency rating, and refrigerant compliance.
- Submit a preliminary quotation covering:
 - Supply of new HVAC/AC units (per unit, by type, capacity, and brand)
 - Installation and commissioning costs
 - Removal and proper disposal of old units
 - Warranty coverage and after-sales service
 - Optional maintenance contract proposals

IV. DELIVERABLES

- Technical Assessment Report of existing HVAC/AC units.
- Preliminary Quotation/Proposal for recommended replacements, broken down by type and capacity.
- Optional Maintenance Service Plan Proposal.

V. SITE INSPECTION

A site inspection will be scheduled at the Embassy Complex from 1 to 5 September 2025 to allow suppliers to assess the condition of the units and gather the necessary information for their proposals. Attendance is strongly encouraged to ensure accurate assessment and quotation.

VI. SUBMISSION OF PROPOSALS

Interested suppliers are requested to submit their **technical assessment report and preliminary quotation** via email to the Embassy not later than **12 September 2025**. Submissions must include:

- Company profile and relevant experience in HVAC supply and installation
- Copy of valid business registration and operating licenses
- Details of authorized service partnerships, if any
- Subject Line: **Quotation–HVACs for the Philippine Embassy**

All submissions should be addressed to:

Rain R. Mendoza
Email: islamabad.pe@dfa.gov.ph

Copy: **Shujaat Ali Umer**
Email: economics.ph@gmail.com
Landline: **051.848.7500**

VII. OTHER CONDITIONS

- All quotations must be valid for at least 60 days from submission.
- Contractors must identify all taxes and surcharges, if any, as part of the detailed quotation for submission.
- All recommended units must comply with energy efficiency standards and use environmentally friendly refrigerants.
- Contractors must also submit recommended implementation schedule and duration.
- The Embassy reserves the right to accept or reject any or all quotations, and to annul the procurement process at any time, without incurring any liability.

- The final schedule and method of payment shall be determined by the Embassy and specified in the final contract.

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.

We appreciate your interest in supporting the operational upkeep of the Philippine Embassy in Islamabad and look forward to your participation in this bidding exercise.

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 dark ink, appearing to read "Rain R. Mendoza", written over a horizontal line.

Rain R. Mendoza

Third Secretary and Vice Consul

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

Annex A: Inventory of Existing HVAC/AC Units

Location	Cassette AC	Split-type AC	Standalone AC	Subtotal
Main Building (Offices, Hall and Lobby)	40	27	18	85
Server Room	0	1	0	1
Guard Room	0	1	0	1
Driver's Room	0	1	0	1
Ambassador's Residence	0	9	2	11
Total	40	39	20	99