



## 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 its **Team Building Activity (TBA)**, described as follows:

	Project Specifications
	<p><b>Team Building Coordination Services</b> for our upcoming team building event. The selected bidder will be responsible for the <b>full management and facilitation</b> of the activity, including but not limited to:</p> <p><b>Scope of Services:</b></p> <ol style="list-style-type: none"><li>1. <b>Activity Facilitation</b></li><li>2. <b>Transportation</b></li><li>3. <b>Meals and Refreshments</b></li><li>4. <b>Venue and Accommodation</b></li><li>5. <b>T-shirt</b></li></ol> <p><b>Bid Requirements:</b></p> <p>Interested bidders are requested to submit the following:</p> <ul style="list-style-type: none"><li>• Company profile and relevant experience</li><li>• Proposed team building program/outline</li><li>• Itemized financial proposal (inclusive of all services)</li><li>• Portfolio or client references from similar past events</li><li>• Business registration documents and permits</li></ul> <p>Payment Terms: Send bill agreement</p>
<b>ABC</b>	<b>Pkr. 1,500,000.00</b>

For further details, interested providers may contact Mr. Christian Glenn B. Baggas, Administrative Officer and Attachè at [islamabad.pe@dfa.gov.ph](mailto:islamabad.pe@dfa.gov.ph)/[christian.baggas@dfa.gov.ph](mailto:christian.baggas@dfa.gov.ph) , +923315727965. Proposals must be submitted not later than 5:00pm of 13 October 2025, delivered to the Embassy and sent to the aforementioned email.

The Embassy 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, 10 October 2025



# Technical Specifications for the Embassy's Team Building Activities, 25-26 October 2025

**OFFICE: EMBASSY OF THE REPUBLIC OF THE PHILIPPINES IN  
ISLAMABAD, PAKISTAN**

**PROJECT: Team Building Activities (TBA) on 25-26 October 2025**

**Approved Budget for the Contract: Pkr. 1,500,000.00**

I.	<b>Background</b>  The Embassy of the Philippines in Islamabad, Pakistan intends to procure the services of a tour provider in the conduct of its Team Building Activities on 25-26 October 2025 in Murree, Pakistan
II.	<b>Objective</b>  To foster camaraderie and rapport among all personnel of the Embassy through the conduct of Team Building Activities
III.	<b>Qualifications of the Service Provider:</b>  <ol style="list-style-type: none"><li>1) Reputable image and experience in handling team building activities;</li><li>2) Located in Islamabad;</li><li>3) Should be registered and licensed to conduct tours;</li><li>4) Should be knowledgeable of the different proposed sites in Murree;</li><li>5) Should be knowledgeable of the general surroundings in Murree; and</li><li>6) Should be in contact with appropriate security agencies.</li></ol>
IV.	<b>General Provisions</b> The Service Contractor shall provide the following: <ol style="list-style-type: none"><li>1) Hotel Rooms, conference hall, meals, snacks, and other necessary supplies for the TBA;</li><li>2) Facilitator(s) for the TBA proper and coordinator with the intended venue and other destinations in Murree;</li><li>3) Uniform shirts for all participants in accordance with the design provided by the Embassy;</li><li>4) Transport vehicles including driver(s) and fuel for the round-trip travel from Islamabad to Murree, and back to Islamabad;</li><li>5) Price quotations for the above- mentioned services and other necessary services for the successful conduct of TBA; And</li><li>6) The number of participants will be nineteen, but the <b>contract price</b> will vary based on</li></ol>

	the actual number of attendees.
V.	<b>Evaluation and Selection Criteria</b>  Bid proposals shall be evaluated in accordance with RA 9184 and its Revised IRR
VI.	<b>Payment Scheme</b> <ul style="list-style-type: none"> <li>• Payment through check in local currency</li> <li>• 50% advance upon signing of contract, notice of award and notice to proceed</li> <li>• 50% within thirty (30) days after the successful delivery of services for the TBA.</li> <li>• All payments shall be inclusive of all applicable taxes and other lawful charges</li> </ul>
VII	<b>Penalty Clause</b> Failure to comply with the Terms and Conditions of the Contract and Technical Specifications will result in the payment of corresponding penalties/liquidated damages based on the contract price