

Pro-Forma–Technical Proposal

[Company Letterhead]

TECHNICAL PROPOSAL

Project: Procurement of Waterproofing Services for the Philippine Embassy in Islamabad, Pakistan

Date: [Insert Date]

Submitted by: [Company Name]

Contact Person: [Name, Designation]

Contact Details: [Mobile Number (WhatsApp, Viber), Email]

I. STATEMENT OF COMPLIANCE

We, [Company Name], hereby confirm that we have examined the specifications for the Waterproofing of the Philippine Embassy Complex identified below:

A. The job order shall cover the following major structures within the Embassy compound:

Structure	Approximate Roof Area (sq. ft.)
Chancery & Consular Section	21,694
Ambassador's Residence	3,000
Lanai Area	1,966
ATN Shelter	1,309
Guard House	251
Driver's Lounge	186

B. 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.
- **Note:** Contractors are expected to provide a detailed and realistic implementation schedule, taking into account weather conditions and Embassy operations. The entire project duration **shall not exceed forty-five (45) calendar days** from the date of issuance of the Notice to Proceed and must, in any case, be **completed no later than 15 December 2025**.

C. Bidders must commit to:

- Providing skilled personnel and high-quality waterproofing materials;
- Supplying own logistics, vehicles, and equipment;
- Complying with Embassy security protocols for worker access;
- Ensuring consistency in approved materials and procedures;
- Assigning relievers to prevent project delays;
- Observing safety and workmanship standards;
- Submitting a detailed cost breakdown (labor, materials, logistics, etc.);

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- Indicating quotation validity period; and
- Providing a minimum **three-year warranty** for workmanship and materials, with detailed coverage.
- **Note:** The Embassy is presently undertaking a repainting project of its buildings and perimeter fence. Bidders shall ensure that waterproofing activities do not cause damage or discoloration to newly painted surfaces. The contractor shall assume full responsibility for the **protection, repair, and restoration** of any affected areas resulting from their work.

We undertake to perform the required works in full compliance with the Embassy's terms, conditions, and specifications.

II. PROJECT UNDERSTANDING AND APPROACH

Describe understanding of the project, methods to be used, and your waterproofing approach. This section assesses *how well* the contractor understands the Embassy's needs and constraints—and whether they have a logical, site-aware plan. In this section, bidders are expected to write a short narrative that covers:

A. Project Understanding

- Their interpretation of the Embassy's needs (e.g., "The project involves waterproofing of the Chancery, Ambassador's Residence, and ancillary structures to prevent water seepage and structural degradation.").
- Awareness of site challenges (e.g., ongoing Embassy operations, limited access, or weather patterns in Islamabad).

B. Methodology | Methods to be Used

- The waterproofing system or materials they plan to use (e.g., membrane type, primer, protective coating).
- Steps or process (surface preparation, application, curing time, testing, etc.).
- Quality control and safety measures.

C. Waterproofing Approach

- Their overall strategy or rationale (why they chose a certain system or technique).
- How they'll minimize disruption to Embassy operations.
- How they'll ensure timely completion within the required 45 days or on or before 15 December 2025.

III. IMPLEMENTATION SCHEDULE

[Sample Only; Gantt Chart or any other presentation strategies may be used]

Activity	Duration (Days)	Target Start	Target Completion
Site preparation			
Repair and surface treatment			
Waterproofing application			
Inspection and handover			

IV. MATERIALS AND METHODS

List all materials to be used (brand, type, quantity, warranty) and describe the waterproofing method and system to be applied.

V. MANPOWER AND EQUIPMENT PLAN

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[Sample Only]

Role	Number of Workers	Duration	Remarks
Supervisor			
Technician			
Laborer			

Equipment/Tools to be used: [List]

VI. WARRANTY OFFER

Provide full details of warranty period, coverage, and post-project service arrangements.

VII. COMPANY PROFILE

Attach or summarize:

- Business registration
- Relevant licenses/certifications
- List of similar completed projects (last 3–5 years; show pictures and/or finished contracts)
- At least two client references and contact details

VIII. VALIDITY OF PROPOSAL

This quotation shall remain valid for **[number of days]** days from the date of submission.

IX. AUTHORIZED SIGNATORY

Signature :	
Name :	
Designation :	
Passport or CNIC No. :	
Date :	
Company Seal :	

Note: The matrices labeled “**Sample Only**” are provided for reference and guidance. Bidders may revise or adapt them based on their own strategies, methodologies, and implementation plans. These samples are **not mandatory formats** nor do they guarantee the completeness of a bid. Bidders are encouraged to propose approaches that best demonstrate their understanding of the project requirements and their capacity to deliver the works effectively.