

Pro-Forma–Technical Proposal

[Company Letterhead]

TECHNICAL PROPOSAL

Project: Procurement of Generator Sets 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 and understood the specifications, requirements, and conditions for the **Procurement of Three (3) Diesel-Powered Generator Sets** for the Philippine Embassy Complex in Islamabad, Pakistan.

We further declare full compliance with the Embassy's terms and conditions, including but not limited to:

A. General Specifications:

Item	Specification	Statement of Compliance (Yes No)	Remarks
Chancery Generators	Two (2) units with combined standby capacity of approximately 500 kVA (e.g., 150-200 kVA primary and 300–400 kVA secondary)		
Ambassador's Residence Generator	One (1) unit, minimum 80 kVA standby capacity		
Power Factor	0.8		
Phase Voltage Frequency	3-phase, 400V, 50 Hz		
Fuel Type	Diesel		
Cooling System	Radiator or water-cooled		
Control Panels	Digital automatic (auto start/stop), ATS panel(s) Digital automatic (auto start/stop), synchronization panel (for Chancery units)		
Sound Attenuation	Required (soundproof canopy or equivalent)		
External Fuel Tank	Required		
Alternator	Brushless, self-exciting		
Battery Charger	Automatic		
Voltage Regulation	±1%		
Accessories & Cabling	Included		
Delivery Terms	Delivered Duty Paid (DDP) to Embassy, Diplomatic Enclave, Sector G-5, Islamabad		
Installation	Full turnkey installation and commissioning		
Timeline	The bidder must provide a detailed timeline of its plan from supply, delivery, installation to commissioning of the generator sets upon the issuance of the Notice to Proceed		

B. Turnkey Installation Requirements

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Requirement	Details	Statement of Compliance (Yes No)	Remarks
1. Site Survey and Engineering Design	- Assessment of load requirements - Selection of optimal genset location - Electrical and mechanical design plans - Noise and vibration control planning		
2. Civil and Structural Works	- Construction of concrete foundation or generator plinth - Installation of canopy or shelter (for the outdoor genset) - Drainage system (to avoid water accumulation near genset) - Mounting of antivibration pads or base frame (as necessary)		
3. Mechanical Installation	- Delivery and placement of the generator sets - Assembly of dismantled components (e.g., exhaust silencer, radiator) - Exhaust system routing and ducting (including flue pipes and silencers) - Fuel system setup: - Day tank and/or external bulk fuel tank (external tank purchase to be determined) - Fuel piping and return lines - Fuel filtration and ventilation systems		
4. Electrical Installation	- Power cabling and connections to the main distribution panel - Installation and configuration of Automatic Transfer Switch (ATS) - Installation of synchronizing panel (for indoor gensets) - Grounding/earthing of genset and electrical system - Integration with building management systems (BMS) - Control panel setup and user interface configuration		
5. Auxiliary Works	- Battery installation and charging system• Cooling system connections (e.g., radiator piping or air ducting for airflow) - Installation of ventilation systems (intake and exhaust fans, louver dampers) - Fire protection or suppression systems, if required by code		
6. Testing and Commissioning	- Load testing and trial runs (with dummy or actual load) - Safety and compliance inspections• Voltage, frequency, and phase synchronization (for indoor gensets) - Tuning and optimization for site conditions		
7. Documentation and Handover	- As-built diagrams and schematics - Operation and Maintenance (O&M) manual - Warranty and service documentation - Staff orientation or basic training on genset operation		
Operation Manual	Required for all units upon commissioning		
Disposal of Old Generator Sets	Assistance in the removal and disposal of old generator sets		

C. Contractor's Administrative Obligations:

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Requirement	Details	Statement of Compliance (Yes No)	Remarks
Personnel and Materials	Contractor must provide skilled, qualified personnel and high-quality units and materials in accordance with approved specifications.		
Logistics and Equipment	Contractor shall supply its own logistics, vehicles, tools, and equipment necessary for the completion of the works.		
Security Compliance	All workers and personnel must comply with Embassy security protocols for access to the premises. The Contractor shall coordinate worker clearance and scheduling with the Embassy's Administrative Section.		
Relievers and Continuity	The Contractor must assign adequate relievers or backup personnel to ensure continuity of work and to prevent project delays due to worker absence.		
Safety and Workmanship Standards	Strict observance of safety practices, quality workmanship, and adherence to environmental and occupational health standards are mandatory throughout the project duration.		

D. After-Sales Support:

Requirement	Details	Statement of Compliance (Yes No)	Remarks
Local Service Presence	The Contractor must maintain a local service presence in Pakistan, capable of providing technical support and emergency response.		
Spare Parts Availability	Spare parts and consumables items must be readily available for at least two (2) years after project completion.		
Maintenance Capability (during warranty period)	Contractor must demonstrate the ability to support both preventive and corrective maintenance for all gensets, free of charge during warranty period.		
Maintenance Packages (after warranty period)	Maintenance packages, if offered, should be quoted separately as optional items and not form part of the total contract price.		

II. PROJECT UNDERSTANDING AND APPROACH

Describe understanding of the project, methods to be used, and your 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

Briefly describe your understanding of the Embassy's requirements, such as:

- The need to replace aged generator units to ensure uninterrupted power for critical Embassy functions;
- Integration with existing power distribution systems;
- Compliance with Embassy's operational, safety, and security restrictions.

B. Implementation Approach and Methodology

Outline your method for:

- Managing supply, delivery, installation, and commissioning;
- Coordinating turnkey activities;

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- Ensuring high-quality workmanship, adherence to standards, and minimal disruption to Embassy operations.

C. Project Management and Quality Control

- Indicate your quality assurance methods, testing protocols, and risk mitigation measures to guarantee timely completion and compliance with technical specifications.

III. IMPLEMENTATION SCHEDULE

[Sample Only–bidders may use their own format, such as Gantt Chart]

Activity	Duration (Days)	Target Start	Target Completion
Site Survey and Engineering Design			
Civil and Structural Works			
Delivery and Placement			
Electrical and Mechanical Installation			
Testing and Commissioning			
Handover and Staff Orientation			

IV. MATERIALS, EQUIPMENT, AND SYSTEM DESCRIPTION

Provide details of proposed generator sets and accessories.

[Sample Only]

Component	Brand Model	Rating Specification	Quantity	Remarks
Generator Set				
Alternator				
Control Panel				
ATS Panel				
Synchronizing Panel				
Soundproof Canopy				
External Fuel Tank				
Cables and Accessories				
Other Components				

V. MANPOWER AND EQUIPMENT PLAN

[Sample Only]

Role	No. of Personnel	Duration	Remarks
Project Manager			
Electrical Engineer			
Mechanical Engineer			
Technician			
Laborers			
Safety Officer			

Major Equipment | Tools to be Used: [List here: e.g., crane/lifter, testing equipment, welding tools, etc.]

VI. WARRANTY OFFER

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Details	Statement of Compliance (Yes No)	Remarks
Minimum 3 years or 3,000 operating hours warranty (whichever comes first);		Provide full details of warranty coverage and post-installation service arrangements
Coverage of parts, labor, and service		
Optional maintenance packages		Provide full details but price to be quoted separately in the Financial Proposal

VII. COMPANY PROFILE AND TECHNICAL CREDENTIALS

Details	Statement of Compliance (Yes No)	Remarks
Business registration and licenses		Attach it to the Technical Proposal
At least three (3) comparable generator installation projects completed in the last five (5) years		Provide brief descriptions and attach photos, if available
At least two (2) client references with contact details		Attach it to the Technical Proposal
Certifications or partnerships with generator manufacturers, if applicable		Attach it to the Technical Proposal

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.