

18 November 2025

Subject: URGENT Invitation to Bid and Request for Submission of Technical and Financial Quotations for the Supply, Delivery, Installation and Commissioning of Three (3) Generator Sets for the Philippine Embassy Complex

Following the completion of preliminary evaluations and consultations, the Embassy of the Republic of the Philippines in Islamabad hereby invites qualified and experienced suppliers and contractors to submit sealed bids for the *supply, delivery, installation, and commissioning* of three (3) brand-new diesel-powered generator sets for the Embassy Complex.

This project forms part of the Embassy's continuing commitment to maintaining reliable power supply and uninterrupted operations amid recurring power outages in Islamabad.

I. PROJECT TITLE

**Procurement of Generator Sets for the Philippine Embassy
in Islamabad, Pakistan**

II. PROJECT BACKGROUND

The Embassy is planning to upgrade its current generator sets (both 37 kVA) to ensure a more reliable, efficient, and resilient power supply for its facilities. To strengthen operational continuity and enhance overall electrical safety, the Embassy intends to install new, appropriately rated generator sets capable of sustaining full power loads for both the Chancery and the Ambassador's Residence, as well as the entire Embassy Complex.

III. GENERAL SPECIFICATIONS CHECKLIST

Specification	Chancery Generator Sets (Combined Capacity ~500 kVA)	Residence Generator Set
Standby Capacity	150–200 kVA (primary) + 300–400 kVA (backup)	Minimum 80 kVA
Power Factor	0.8	0.8
Fuel Type	Diesel	Diesel
Phase Voltage Frequency	3-phase, 400V, 50 Hz	3-phase, 400V, 50 Hz
Cooling System	Radiator or water-cooled	Radiator or water-cooled
Control Panel	Digital, automatic (auto start/stop), ATS panel	Digital, automatic (auto start/stop), ATS panel
	Synchronizing panel	-
Sound Attenuation	Required (soundproofing)	Required (proper soundproofing to reduce the sound to appropriate decibels and canopy)
External Fuel Tank	Required	Required
Voltage Regulation	±1 %	±1 %
Alternator	Brushless, self-exciting	Brushless, self-exciting
Battery Charger	Automatic	Automatic
Warranty	Minimum 3 to 5 years or 3,000 to 5,000 operating hours or better	Minimum 3 to 5 years or 3,000 to 5,000 operating hours or better
Accessories & Cabling	Included	Included

Specification	Chancery Generator Sets (Combined Capacity ~500 kVA)	Residence Generator Set
Civil Work	Proper earthing of the gensets; exhaust ventilation for chancery units	Proper foundation and earthing of the gensets
Delivery Terms	DDP to Embassy, Diplomatic Enclave, Sector G-5, Islamabad	Same
Installation	Full turnkey installation and commissioning	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	Same

IV. TURNKEY INSTALLATION REQUIREMENTS

The successful bidder shall be responsible for the following:

Requirement	Details
Turnkey Installation Inclusion :	Site Survey and Engineering Design - Assessment of load requirements - Selection of optimal genset location - Electrical and mechanical design plans - Noise and vibration control planning 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) Mechanical Installation - Delivery and placement of the generator sets - Assembly of any 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 - Fuel piping and return lines - Fuel filtration and ventilation systems Electrical Installation Power cabling and connections to the main distribution panel - Installation and configuration of Automatic Transfer Switch (ATS) - Installation of synchronizing panel (for the indoor gensets) - Grounding/earthing of the genset and electrical system - Integration with building management systems (BMS) - Control panel setup and user interface configuration 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 Testing and Commissioning - Load testing and trial runs (with dummy or actual load) - Safety and compliance inspections - Voltage, frequency, and phase synchronization (for the indoor gensets) - Tuning and optimization for site conditions 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

Requirement	Details
Disposal of Old Generator Sets	: Assistance in the disposal of old generator sets

V. SUPPLIER'S ADMINISTRATIVE OBLIGATIONS

Bidders must commit to the following administrative, personnel, and operational requirements:

- **Deployment of Qualified Technical Personnel**
Provide certified generator technicians and licensed electrical engineers for delivery, installation, load testing, commissioning, and turnover.
- **Provision of Logistics, Tools, and Handling Equipment**
Supply all necessary lifting tools, delivery vehicles, electrical tools, safety gear, and installation hardware.
No equipment, tools, or manpower shall be requested from the Embassy.
- **Compliance with Embassy Security and Access Protocols**
Ensure that all workers undergo security screening, follow visitor access rules, and adhere to Embassy movement restrictions.
- **Workforce Availability and Continuity**
Assign standby or reliever personnel to prevent any delay during installation, load testing, or commissioning activities.
- **Safety, Electrical Standards, and Housekeeping Compliance**
Observe international and local electrical safety standards; maintain orderly work areas and ensure proper disposal of wastes, packaging, and installation debris.
- **Coordination with Embassy Engineering/Maintenance Staff**
Allow inspection of all equipment, wiring, and installation procedures; cooperate with Embassy representatives during testing, acceptance, and punch-listing.

VI. TECHNICAL AND AFTER-SALES SUPPORT REQUIREMENTS

To ensure long-term operability and reliability of the generator sets, bidders must demonstrate compliance with the following:

- **Local Service Presence in Pakistan**
Bidders must have a verifiable technical support office or authorized service partner within Pakistan capable of responding to service calls within reasonable time.
- **Availability of Spare Parts and Consumables**
Provide assurance of readily available spare parts, filters, lubricants, and consumables for at least five (5) years after project completion.
- **Warranty Coverage**
Offer a minimum warranty of:
 - **Three (3) years** minimum on parts and labor;
 - **Five (5) years** on ATS and Sync panels; and
 - **Three (3) to five (5) years or 3,000-5,000 running hours** (whichever comes first) on engine and alternator, or manufacturer's standard warranty, whichever is higher.
- **Preventive and Corrective Maintenance Capability**
Demonstrate the ability to provide both periodic (scheduled) preventive maintenance and emergency corrective maintenance within reasonable response times, free of charge under warranty.
- **Installation, Testing, and Commissioning Support**
Deliver full installation services, including electrical integration, load testing, synchronization, and training of Embassy personnel on operation and basic troubleshooting.
- **Optional Maintenance Packages**

If available, bidders should quote separately for:

- Annual preventive maintenance packages
- Extended warranty bundles
- Multi-year service agreements after warranty period

These shall not form part of the bid price but may be evaluated separately for the procurement.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC) AND PAYMENT TERMS

- Approved Budget for the Contract (ABC): **PKR 54,220,826.60.**
- The total contract amount shall not exceed the ABC including taxes. Validity period of quotation should be indicated.
- Bidders must submit a detailed cost breakdown (labor, materials, logistics, etc.) as part of its financial proposal.
- **Preferred Payment Schedule:**
 - **30%** – Upon verified delivery and installation of gensets and fuel tanks;
 - **45%** – Upon successful commissioning and testing;
 - **25%** – After final inspection, punch list resolution, and acceptance.
- Payments shall be made within fifteen (15) working days from the issuance of the corresponding Statement of Work Accomplished and Acceptance Certificates.
- Bidders may expressly agree to the **preferred payment schedule** or propose their own payment schedule as long as **any request for advance payment does not exceed 15% of the total contract price they are proposing.** The maximum advance payment allowable under DFA procurement rules is 15% of the total contract price. Suggesting any higher percentage is grounds for disqualification.

VIII. SITE INSPECTION

- **Schedule:** Thursday, 20 November 2025, 1400H-1800H
- **Venue:** Philippine Embassy, Diplomatic Enclave, Islamabad
- Attendance during the site inspection is strongly encouraged to ensure full understanding of project scope, site conditions, and integration requirements.

IX. SUBMISSION OF BIDS

Deadline: Saturday, 29 November 2025, 1600H

A. Technical Proposal

- Printed on official company letterhead.
- Includes:
 - Statement of compliance with Embassy specifications;
 - Detailed work plan and implementation schedule;
 - Company profile, registration, and technical credentials;
 - List of manpower and equipment;
 - Warranty;
 - Technical brochures and data sheets for proposed generator models;
 - After-sales service plan and local service availability in Pakistan (provide contact details); and
 - Portfolio of at least three (3) comparable generator installation projects within the last five (5) years.
- All the above documents must also be placed inside an envelope. This envelope must be marked **“Technical Proposal”**.

B. Financial Proposal

- Printed on official company letterhead.
- Includes:
 - Statement of compliance with Embassy's financial specifications;
 - Total financial offer and detailed cost breakdown (equipment, materials, labor, taxes, and other charges); and
 - Quotation validity period.
- All the above documents must also be placed inside an envelope. This envelope must be marked "**Financial Proposal**".
- Please ensure that both the Technical and Financial Proposals are **signed** by a duly authorized company representative.
- Both envelopes should be sealed and then be placed inside a larger envelope labeled: "**Procurement of Generator Sets**"

C. Additional Instructions for Submission of Bids:

1. By Courier:

- Label the larger envelope "**Procurement of Generator Sets - Do not open before date of bid opening**"
- Send a confirmation photo via email before sealing, showing both "Technical" and "Financial" envelopes enclosed.
- Send the Bid Documents to the following address:

EMBASSY OF THE REPUBLIC OF THE PHILIPPINES Attention: Rain Mendoza and Shujaat Ali Umer Zhou-Enlai Avenue, Plot Nos. 3, 4, and 5, Diplomatic Enclave, Sector G-5, Islamabad

2. By Personal Delivery:

- Label the larger envelope "**Procurement of Generator Sets - Do not open before date of bid opening**"
- Submit the larger envelope **unsealed** for verification of contents by the Embassy's Procurement Team before sealing.

D. For ease of submission, **pro-forma documents** for the Technical and Financial Proposals are attached for bidders' guidance. Editable versions may be requested via email.

E. PLEASE NOTE that failure to comply with the above requirements may result in disqualification. Late or incomplete submissions shall not be accepted.

X. CONTACT DETAILS FOR CONFIRMATION AND INQUIRIES

Interested bidders must confirm their ocular inspection participation and may direct queries to:

- Landline: 051.8487500
- Contact Emails: economics.ph@gmail.com and rain.mendoza@dfa.gov.ph; copy furnish islamabad.pe@dfa.gov.ph

We look forward to your participation and appreciate your continued support for the Embassy's infrastructure maintenance efforts.

Very truly yours,

[sgd]

RAIN R. MENDOZA

Third Secretary and Vice Consul

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

*Attachments: Annex A Pro-forma for Technical Proposal; and
 Annex B Pro-forma for Financial Proposal.*