

20 November 2025

Subject: URGENT Invitation to Bid and Request for Submission of Technical and Financial Quotations for the Procurement of Heating, Ventilation and Air Conditioning (HVAC) Units for the Philippine Embassy Complex in Islamabad, Pakistan

Following the completion of preliminary technical evaluations and Request for Quotations (RFQ) consultations, the Embassy of the Republic of the Philippines in Islamabad hereby invites qualified and experienced suppliers to submit sealed bids for the **supply, delivery, installation, testing, and commissioning of new Heating, Ventilation and Air Conditioning (HVAC) Units** for the Philippine Embassy Complex.

This procurement forms part of the Embassy's urgent efforts to restore reliable climate control in all mission facilities and ensure continuity of operations during Islamabad's increasingly severe weather conditions.

I. PROJECT TITLE

Procurement of HVAC Units for the Philippine Embassy Complex in Islamabad, Pakistan

II. PROJECT BACKGROUND

Since its official turnover in 2016, the Philippine Embassy Complex has not undergone any major replacement or upgrade of its Heating, Ventilation, and Air Conditioning (HVAC) systems. Nearly a decade of continuous use—combined with irregular servicing and resource constraints—has severely affected performance, resulting in frequent breakdowns, uneven cooling, and high energy consumption.

The Complex currently operates ninety-nine (99) units, including cassette-type, split-type, and standalone AC systems installed across the Chancery, ATN Shelter, Recreational Area, Guard Room, Driver's Room, and the Ambassador's Residence. Most of these units are approximately nine (9) years old and are increasingly difficult to repair due to aging components and limited spare parts availability. Initial assessments also indicate that several units are already beyond economical repair.

However, recent scoping suggests that not all 99 units may require replacement. Instead of a one-to-one unit replacement, the Embassy is now considering a systems-based approach that evaluates the appropriate cooling tonnage per room, area, and building. This method recognizes that certain spaces may be over- or under-served by the current configurations installed during the original construction.

To determine the accurate total air-conditioning load and avoid unnecessary procurement, **the Embassy requires that each prospective bidder deploy a qualified HVAC professional during the ocular inspection to conduct an industry-standard load calculation—including, but not limited to, the ACCA Manual J, ASHRAE Handbooks or an equivalent professional methodology.** This engineering analysis must determine the precise capacity requirements for each area of the Complex to ensure:

- optimal cooling and heating performance
- energy-efficient operation

- cost-effective system sizing
- long-term sustainability and reliability

This professional recalculation will guide the Embassy in finalizing the definitive list and specifications of units for replacement.

III. SCOPE OF REQUIREMENTS

Bidders must provide a **turnkey solution** covering assessment validation, supply, installation, testing, commissioning, and handover. The project includes:

A. Technical Assessment Validation

- Verification of existing AC conditions (cassette, split-type, standalone)
- Confirmation of units feasible for repair versus full replacement or upgrade
- Documentation of final recommended replacement list

B. Supply and Delivery of New HVAC Units

- High-efficiency inverter units (cassette/split/standalone as applicable)
- Eco-friendly refrigerants (R410A, R32, or manufacturer's compliant equivalent)
- Capacity matching as recommended in the consolidated RFQ analysis
- Delivery under Delivered Duty Paid (DDP) terms to the Embassy

C. Installation, Testing, and Commissioning

- Dismantling and environmentally compliant disposal of defective units
- Installation of new units with proper electrical and refrigerant connections
- Testing, commissioning, performance verification, and balancing
- Provision of operation manuals and user orientation

D. Documentation and Warranties

- Warranty certificates, commissioning reports, and installation checklists
- As-installed unit list with location, capacity, and serial numbers
- Optional maintenance contracts (quoted separately)

IV. GENERAL TECHNICAL SPECIFICATIONS

A. Minimum HVAC Specifications

Category	Specification
Technology	Inverter technology (required)
Refrigerant	R410A, R32, or equivalent eco-friendly refrigerant
Efficiency	Must meet international energy-efficiency standards
Cassette-Type Units	2.0–4.0 ton range (or per final assessment)
Split-Type Units	1–2 ton range (or per final assessment)
Standalone Units	Heavy-duty, commercial-grade 96-8 ton range (or per final assessment)

B. Electrical Requirements

- 220–240V, 50 Hz
- Soft start mechanism to avoid voltage spikes
- Surge protection inclusion strongly preferred

C. Installation Materials

- Pipes (insulated)
- Drainage piping with proper slope
- Wall brackets or ceiling mounts (as applicable)
- Electrical cabling and breakers
- Remote controls for all units
- Covers for inner and outer units

D. Mandatory Warranty

- **Minimum 10 years** on compressor
- **Minimum five (5) years** on parts (e.g. circuit boards) and labor

- Manufacturer's longer warranty shall prevail

V. SUPPLIER'S ADMINISTRATIVE, TECHNICAL, AND OPERATIONAL OBLIGATIONS

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

- **Deployment of Qualified HVAC Professionals**
 - Licensed or qualified HVAC engineer to perform ocular inspection, load calculation, and certification.
 - Certified HVAC technicians for installation, refrigerant charging, insulation, and testing.
 - Electrical technicians for proper wiring, breaker sizing, grounding, and safety compliance.
- **Provision of Logistics, Tools, and Equipment**
 - Supply all tools, lifting devices, vehicles, PPE, and installation equipment.
 - Contractor shall not request equipment, tools, or manpower from the Embassy.
- **Compliance with Embassy Security Protocols**
 - Security screening of personnel; adherence to visitor rules and movement restrictions.
- **Workforce Availability and Continuity**
 - Assign standby personnel to prevent delays.
 - Coordinate working hours with Embassy staff.
- **Compliance with Safety and Installation Standards**
 - Follow international and local HVAC standards.
 - Maintain clean, hazard-free work areas.
 - Proper disposal of old units, packaging, and debris.
- **Coordination with Embassy Project Monitoring Team**
 - Allow inspection of equipment and installation procedures.
 - Cooperate during testing, commissioning, and punch-list resolution.
 - Submit complete documentation, O&M manuals, and warranty records.

VI. AFTER-SALES SUPPORT AND WARRANTY REQUIREMENTS

- **Local Service Presence** – Must provide technical support and emergency response in Pakistan.
- **Spare Parts Availability** – Minimum 5 years post-installation.
- **Warranty** – See requirements in Section IV-D.
- **Preventive & Corrective Maintenance** – Capable of performing periodic inspections and emergency service. Annual preventive maintenance or servicing of all units free of charge within warranty period
- **Optional Maintenance Packages**
If available, bidders should quote separately for:
 - 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 54,038,888**.
- 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 HVAC units;
 - **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:** Tuesday, 25 November 2025, 1000H-1200H
- **Venue:** Philippine Embassy, Diplomatic Enclave, Islamabad
- Attendance during the site inspection is strongly encouraged to ensure full understanding of project scope, site conditions, and other requirements.

IX. SUBMISSION OF BIDS

Deadline: Monday, 01 December 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 HVAC units or models;
 - After-sales service plan and local service availability in Pakistan (provide contact details); and
 - Portfolio of at least three (3) comparable HVAC projects within the last 10 years.
- All the above documents must also be placed inside an envelope. This envelope must be marked **“Technical Proposal”**.
- Please ensure that the Technical Proposal is signed by a duly authorized company representative.

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 the Financial Proposal is signed by a duly authorized company representative.

NOTE: Both envelopes should be sealed and then be placed inside a larger envelope labeled: **“Procurement of HVAC Units - Do not open before date of bid opening”**

C. Additional Instructions for Submission of Bids:

1. By Courier:

- Label the larger envelope **“Procurement of HVAC Units - Do not open before date of bid opening”**
- Send a confirmation photo via email before sealing, showing both “Technical” and “Financial” sealed 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
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2. By Personal Delivery:

- Label the larger envelope **“Procurement of HVAC Units - 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 and Embassy highly encourages their use to ensure compliance with each and every requirement of this procurement project.

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.*