

Pro-Forma–Financial Proposal

[Company Letterhead]

FINANCIAL PROPOSAL

Project: Heating, Ventilation and Air Conditioning (HVAC) Units for the Philippine Embassy Complex 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 declare that we have read and fully understood the financial requirements and payment terms of the Embassy of the Republic of the Philippines in Islamabad for its HVACs Procurement Project.

We commit to abide by the following conditions:

1. The total bid amount does not exceed the Approved Budget for the Contract (ABC) of **PKR 54,038,888**.
2. We agree to the **Preferred Payment Schedule** of the Procuring Entity as follows, unless otherwise mutually adjusted upon award of contract:
 - a. **30%** – Upon verified delivery and installation of HVAC units;
 - b. **45%** – Upon successful commissioning and testing;
 - c. **25%** – After final inspection, punch list resolution, and acceptance.
3. We agree that all payments shall be made only upon issuance of the corresponding Statement of Work Accomplished and Acceptance Certificates, and within fifteen (15) working days thereafter.
4. 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.**
5. We understand that failure to comply with the financial terms and other bid requirements shall be sufficient grounds for disqualification.

II. FINANCIAL OFFER SUMMARY

[Sample Only]

Item	Description	Qty	Unit Cost (PKR)	Total Cost (PKR)	Remarks
A. Supply of Units					
1	Cassette-type AC Units				
2	Split-type AC Units				
3	Floor-standing Units				
B. Installation Materials					
4	Copper Piping & Insulation				
5	Drainage Piping				
6	Electrical Cables & Breakers				
C. Turnkey Installation					
7	Deinstallation; disposal (if required)				
8	Installation works				
9	Testing & commissioning				
D. Logistics					
10	Delivery (DDP)				

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Item	Description	Qty	Unit Cost (PKR)	Total Cost (PKR)	Remarks
TOTAL PROJECT COST (PKR)				[Insert Total]	Must not exceed ABC [PKR 54,038,888]

III. PRICE VALIDITY

This quotation shall remain valid for a period of _____ calendar days from the date of submission.

IV. DECLARATION

We hereby certify that the above prices are true and correct representations of our offer and that we shall honor them upon award of contract. We also certify that we have the financial and technical capacity to execute the works within the period we proposed, subject to the approval of the Embassy.

V. 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.