



INVITATION TO BID

The Embassy of the Republic of the Philippines in Islamabad, Pakistan invites interested reputable service providers to submit written quotations for the procurement of the following, described as follows:

	Project Specifications Repair and Maintenance of Two (2) 37KV_a Generators The project includes, but is not limited to, the following services: • Inspection and diagnosis of two (2) 37KV_a generators • Repair or replacement of damaged/broken switch boards • Repair or replacement of damaged/broken gears and switches • Sourcing and installation of manufacturer-approved or equivalent high-quality parts • Full preventive maintenance of both units (including oil/filter change, battery inspection, load testing, etc.) • Testing and commissioning of both generators to ensure full operational capacity • Submission of final service and maintenance reports All work must be completed in compliance with Embassy-approved materials, safety, and workmanship standards. Payment Terms: Send bill agreement
ABC	Pkr. 300,000.00

For further details, interested providers may contact Ms. Danica Carla Mae M. Torres (Property Officer) at islamabad.pe@dfa.gov.ph, +923326147799. Proposals must be submitted not later than 5:00pm of 24 October 2025, delivered to the Embassy and sent to the aforementioned email.

The Embassy intends to complete the procurement on or before 15 November 2025 and reserves the right not to accept any proposals. Funding for the procurement of the above goods or services shall come from the General Appropriations Act for FY 2025.

Islamabad, 21 October 2025

SCOPE OF WORK

REPAIR AND MAINTENANCE – REPAIR AND MAINTENANCE OF TWO (2) DIESEL GENERATOR SETS (37KVA EACH) OF THE PHILIPPINE EMBASSY IN ISLAMABAD, PAKISTAN

	Specifications
I.	Background This Scope of Work outlines the requirements for the repair and maintenance of two (2) diesel-powered generators with a capacity of 37KVa each. The generators are currently non-operational due to specific component failures and require urgent repair and servicing to restore them to full working condition. The Embassy relies on its generator sets to ensure continuous operations during frequent power interruptions in Islamabad. Both units are currently non-operational, posing a risk to the Embassy's ability to maintain uninterrupted services and to preserve perishable equipment and data during outages. Immediate repair is therefore necessary to restore backup power reliability. 1. Repair and Maintenance of: • Two (2) Generator Sets Generator Details • Quantity: 2 Units • Capacity: 37KVa each • Type: Diesel-powered generators • Current Issues: ○ Damaged or broken switch boards ○ Damaged or broken gears and switches
II.	Objectives To engage a qualified service provider to: • Diagnose, repair, and replace the damaged components. • Conduct maintenance services to ensure optimal functionality. • Restore both generators to fully operational condition.
III.	Scope of Services The selected service provider shall perform the following tasks: 1. Inspection and Diagnosis • Conduct a detailed inspection of both generators.

	• Identify all faults, including but not limited to the reported issues (switch board, gears, and switches). • Provide a diagnosis report with recommended actions and a cost estimate for parts and labor. 2 Repair and Replacement • Repair or replace the damaged switch boards on both generators. • Repair or replace the damaged gears and switches. • Source and install only manufacturer-approved or equivalent high-quality spare parts. 3 Preventive Maintenance • Perform full preventive maintenance, including but not limited to: ○ Oil and filter changes ○ Fuel system checks ○ Battery inspection and testing ○ Electrical system checks ○ Load testing 4 Testing and Commissioning • Conduct operational testing after repairs and maintenance are completed. • Ensure both generators run continuously under load for a specified period (e.g., 1–2 hours). • Submit a test and commissioning report. 5 Reporting and Documentation • Provide a service report detailing the work performed, parts replaced, and overall condition. • Include maintenance recommendations and a suggested maintenance schedule. 6. Duration and Timeline • The entire scope of work must be completed within fifteen (15) working days from the date of contract award or Notice to Proceed.
IV.	Working Hours The Contractor shall perform the work on the following schedule: • Monday to Friday, 8:00 a.m. to 5:00 p.m. • Inclusive of: ○ One (1) hour lunch break ○ Two (2) 15-minute breaks (morning and afternoon)
V.	Contractor's Obligations The Contractor shall: 1. Deploy skilled and qualified personnel. 2. Provide and use high-grade materials approved by the Embassy.

	3. Ensure timely and quality completion of all tasks. 4. Provide a service vehicle for transporting workers and materials. 5. Immediately replace any absent personnel to avoid delays. 6. Secure necessary security clearances and gate pass for all personnel and vehicles. 7. Obtain prior approval for any material or procedural changes; unauthorized modifications will incur financial penalties. The Contractor shall ensure that all personnel observe safety standards and Embassy security protocols at all times. All electrical and mechanical works shall comply with local (Pakistan) safety codes. The Contractor shall be responsible for any injury, accident, or damage resulting from negligence or unsafe practices.	
VI.	Terms of payment: The Contractor shall be paid within thirty (30) days from the submission of the sales invoice and complete supporting documents All payments shall be inclusive of all applicable taxes and other lawful charges. Hence, the quoted price shall be inclusive of all applicable local taxes, duties, and charges in Pakistan, as well as any costs related to transportation, labor, and materials. Warranty The Contractor shall provide a minimum six (6) months warranty on all replaced parts and workmanship. Any defect arising within the warranty period shall be corrected within three (3) working days from notification by the Embassy, at no additional cost.	
VII.	Liability Clauses: 1. The Embassy reserves the right to unilaterally terminate the contract and impose corresponding financial penalties if the Contractor fails to meet acceptable standards of workmanship or procedure. 2. The Embassy may terminate the contract at any time, with or without cause, by serving a written notice to the Contractor.	

VIII.	Confidentiality Clause The Contractor shall ensure that all personnel assigned to the Embassy sign a Non-Disclosure Agreement (NDA) and adhere strictly to confidentiality and security protocols during and after the engagement.
IX.	Deliverables The following outputs are required of the Contractor: • Diagnostic Report and Cost Estimate (prior to major repair work) • Service Report indicating components repaired/replaced • Preventive Maintenance Checklist • Testing and Commissioning Report (with load test results) • Warranty Certificate (minimum 6 months) • Photographic documentation (before and after repair)
X.	General Conditions • The Embassy reserves the right to reject any work that does not meet the required standards or specifications. • Any changes in scope or cost must have prior written approval of the Embassy. • The Contractor shall maintain professional conduct within Embassy premises. • All work shall be coordinated with the Embassy's Property Officer and Admin Section. The Embassy reserves the right to inspect progress at any time during implementation. • Any violation of Embassy regulations shall be ground for termination of contract.

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Cannot Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Cannot Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.