



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سفارت خانہ جمہوریہ فلپائن

ISLAMABAD



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
	<p>Repair and Maintenance of the Ambassador's Residence</p> <p>The project includes, but is not limited to, the following services:</p> <ul style="list-style-type: none">- Repair and installation of New "Black-out" Window Blinds- Repair and re-upholster of current dining seats (3" quality foam" and high-quality fabric)- Installation of new 3" quality foam and high-quality fabric on dining seats- Repair and installation of washroom mirrors- Compliance with Embassy-approved materials, security, and workmanship standards <p>Payment Terms: Send bill agreement</p>
ABC	Pkr. 700,000.00

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 12:00noon of 10 October 2025, delivered to the Embassy and sent to the aforementioned email.

The Embassy intends to complete the procurement on or before 31 October 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, 07 October 2025



Zhou-Enlai Avenue, Plot No. 3, 4 & 5, Diplomatic Enclave, G-5, Islamabad, Pakistan.

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SCOPE OF WORK

REPAIR AND MAINTENANCE - INSTALLATION OF THE WINDOW BLINDS, SEAT CUSHIONS AND WASHROOM MIRRORS INSIDE THE AMBASSADOR'S RESIDENCE

	Specifications	
I.	Objective To provide quality installation services for window blinds, seat cushions, and washroom mirrors at the Ambassador's Residence, ensuring functionality, durability, and aesthetic alignment with the existing interior	
II.	Contract Duration The duration of the contract shall be for fifteen (15) days once the project started.	
III.	Areas of Operation The scope of work shall cover relevant areas within the Ambassador's Residence, located in the Philippine Embassy Building Complex, which includes: - The Residence proper - Designated seating and washroom areas	
IV.	Working Hours The Contractor shall perform the work on the following schedule: <ul style="list-style-type: none"> • Monday to Friday, 8:00 a.m. to 5:00 p.m. • Inclusive of: <ul style="list-style-type: none"> ○ One (1) hour lunch break ○ Two (2) 15-minute breaks (morning and afternoon) 	
V.	Contractor's Obligations The Contractor shall be responsible for the following: 1. Provision of skilled workers with experience in the installation of window blinds, seat cushions, and mirrors. 2. Supply of all necessary tools, materials, and equipment required for the job. 3. Provision of a service vehicle for transport of personnel and materials. 4. Replacement or relievers in case any assigned worker is unable to report to work. 5. Timely completion of work in accordance with agreed-upon schedules and quality standards.	Statement of Compliance

	<p>6. Securing and presenting security clearances/gate passes for all personnel entering the premises.</p> <p>7. Ensuring that the approved materials are used throughout the project; any changes without prior consent may result in financial penalties</p>	
VI.	<p>Roles and Responsibilities:</p> <p>The Contractor's team shall:</p> <ol style="list-style-type: none"> 1. Measure, prepare, and install window blinds in accordance with design and functional specifications. 2. Install or replace seat cushions securely and in alignment with the design of the furniture or space. 3. Install washroom mirrors safely and according to specified dimensions and placements. 4. Ensure cleanliness and orderliness of the work area during and after installation. 5. Perform inspection and testing to ensure proper installation and functionality of all items. 	
VII.	<p>Terms of payment:</p> <p>Payments shall be within thirty (30) days, upon completion of the work.</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
VIII.	<p>Liability Clauses:</p> <ol style="list-style-type: none"> 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. 	
IX.	<p>Confidentiality Clause</p> <p>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.</p>	

Technical details/ measurement of the following:

Window Blinds

Black-out design

GROUND FLOOR

Venetian Mini Blinds:

- Kitchen:
Width 73.3" x Length 49.5" = 25.22 ft²
- Hall:
Width 92.25" x Length 44.5" = 28.50 ft²
- Locked Bed:
Width 29.88" x Length 24" = 4.98 ft²

Roller Blinds:

- Width 47.75" x Length 65.5" = 21.71 ft²
- Width 47.38" x Length 65.5" = 21.54 ft²
- Width 47.17" x Length 65.5" = 21.49 ft²
- Width 62.88" x Length 65.5" = 28.59 ft²
- Width 71.13" x Length 65.5" = 32.34 ft²
- Width 50.38" x Length 65.5" = 22.91 ft²
- Width 50.38" x Length 65.5" = 22.91 ft²
- Width 50.38" x Length 65.5" = 22.91 ft²
- Width 51.5" x Length 65.5" = 23.42 ft²
- Width 42" x Length 65.5" = 19.10 ft²
- Width 48" x Length 65.5" = 21.83 ft²
- Width 46.63" x Length 65.5" = 21.21 ft²
- Width 23.75" x Length 48" = 7.92 ft²

Study:

- Width 29.5" x Length 73.5" = 15.09 ft²
- Width 71.5" x Length 73.5" = 36.49 ft²
- Width 72.38" x Length 73.5" = 36.93 ft²
- Width 72.75" x Length 73.5" = 37.13 ft²
- Width 71" x Length 73.5" = 36.23 ft²
- Width 29.5" x Length 73.5" = 15.09 ft²
- Width 119" x Length 53.5" = 44.21 ft²

Bed No 1 (Ground Floor):

- Width 119.5" x Length 53" = 43.98 ft²

FIRST FLOOR

Bed No 1 (First Floor):

- Width 119.5" x Length 65" = 53.94 ft²

Bed No 2 (First Floor):

- Width 119.5" x Length 56" = 46.47 ft²

Hall (First Floor):

- Width 119.5" x Length 65" = 53.94 ft²
- Width 47.75" x Length 86" = 28.51 ft²
- Width 47.38" x Length 86" = 28.29 ft²
- Width 47.38" x Length 86" = 28.29 ft²
- Width 63" x Length 86" = 37.62 ft²
- Width 70.88" x Length 86" = 42.32 ft²
- Width 50.38" x Length 86" = 30.08 ft²
- Width 50.38" x Length 86" = 30.08 ft²
- Width 50.38" x Length 86" = 30.08 ft²
- Width 50.38" x Length 86" = 30.08 ft²
- Width 51.25" x Length 86" = 30.60 ft²
- Width 46.63" x Length 86" = 27.84 ft²
- Width 46.75" x Length 86" = 27.92 ft²

Bed No 3 (First Floor):

- Width 46.75" x Length 98" = 31.81 ft²
- Width 191.5" x Length 48" = 63.83 ft²
- Width 127" x Length 48" = 42.33 ft²
- Width 23.88" x Length 48" = 7.95 ft²

Seat Cushion

3" quality foam and high quality fabric

Re-upholster

- Width 18" x Length 18" = 2.25 ft²

New Seat Cushion

- Width 19" x Length 19" = 2.51 ft²

Washroom Mirrors

1. Width 41" x Length 23.5"
2. Width 82.375" x Length 36"
3. Width 74.375" x Length 24"
4. Width 63.75" x Length 24"

Note:

Bidders 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 on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on 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.