



## INVITATION TO BID

The Embassy of the Republic of the Philippines in Islamabad, Pakistan invites interested and reputable service providers to submit written quotations for the **procurement of repair and maintenance services for water heaters/geysers at the Ambassador's Residence**, as described below:

	Project Specifications
	<p>The required services include the inspection, diagnosis of general heating problems, repair, testing, and preventive maintenance of water heaters/geysers to ensure safe and efficient operation.</p> <p>Kindly refer to the attached Scope of Work/Technical Specifications for detailed requirements.</p> <p>Payment Terms Send Bill Agreement - Payment shall be made in accordance with the agreed billing terms upon satisfactory completion of the services and submission of the corresponding invoice.</p>

For further details, interested service providers may send their inquiries via email to [islamabad.pe@dfa.gov.ph](mailto:islamabad.pe@dfa.gov.ph). Proposals must be submitted **no later than 5:00 PM on 30 January 2026**, either delivered to the Embassy or sent to the aforementioned email address.

The Embassy intends to complete the procurement on or before 28 February 2026 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 2026.

Islamabad, 22 January 2026

# **Scope of Work of the Repair and Maintenance Services for Water Heaters/Geysers - Ambassador's Residence**

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## **1. Background**

The Ambassador's Residence is equipped with multiple water heaters/geysers that provide hot water for residential use. Some units have been experiencing general heating-related issues and require professional assessment, repair, and ongoing maintenance to ensure safe, efficient, and reliable operation.

## **2. Objective**

The objective of this procurement is to engage a qualified service provider to diagnose, repair, service, and maintain the water heaters/geysers installed at the Ambassador's Residence, ensuring their proper functioning in accordance with manufacturer specifications and applicable safety standards.

## **3. Scope of Work**

The service provider shall perform, but not be limited to, the following tasks:

### **3.1 Inspection and Diagnosis**

- Conduct a comprehensive inspection of all installed water heaters/geysers.
- Identify and diagnose general heating problems, performance issues, or operational inefficiencies.
- Assess electrical, mechanical, and safety-related components relevant to heating performance.

### **3.2 Repair Services**

- Carry out necessary repairs to address identified heating problems and related faults.
- Repair or replace defective components, subject to prior approval where applicable.
- Ensure restored units operate safely and effectively.

### **3.3 Preventive Maintenance**



- Perform routine maintenance services, including cleaning, calibration, and functional testing.
- Check thermostats, heating elements, safety valves, wiring, and related components.
- Recommend preventive measures to minimize future heating problems.

### **3.4 Testing and Commissioning**

- Test each serviced unit to confirm proper heating performance and safe operation.
- Verify that repairs and maintenance meet acceptable technical and safety standards.

### **3.5 Reporting and Recommendations**

- Provide a brief service report detailing findings, work performed, and parts replaced (if any).
- Submit recommendations for future maintenance, repair, or replacement where necessary.

## **4. Deliverables**

- Diagnosed and serviced water heaters/geysers in functional working condition.
- Written service and maintenance report.
- Maintenance schedule or recommendations for continued operation.

## **5. Service Standards**

- All work shall be performed by qualified and experienced technicians.
- Services must comply with applicable local regulations, safety standards, and manufacturer guidelines.
- The service provider shall ensure minimal disruption to the residence during service delivery.

## **6. Duration of Services**

The services shall be carried out within an agreed timeframe from the date of contract award, with specific scheduling coordinated with the residence management.

### **6.1 Mobilization and Initial Inspection**

- The service provider shall mobilize and commence inspection within **1 working day** of contract award.
- Comprehensive inspection and diagnosis of all water heaters/geysers shall be completed within **1 working day** from commencement.

#### **6.2 Repair Services**

- Identified repair works shall be carried out within **2-3 working days** following completion of the inspection and receipt of necessary approvals.
- Any requirement for additional time due to procurement of spare parts shall be communicated in writing and agreed upon in advance.

#### **6.3 Preventive Maintenance and Testing**

- Preventive maintenance, testing, and commissioning of all serviced units shall be completed concurrently with repair works or no later than **1 working day** after repairs are finalized.

#### **6.4 Reporting and Close-Out**

- The final service and maintenance report, including recommendations and maintenance schedules, shall be submitted within **1 working day** after completion of all services.

#### **6.5 Overall Completion Period**

- The entire scope of work shall be completed within a maximum period of **6 working days** from the date of contract award, unless otherwise approved in writing by the Embassy/Residence Management.

### **7. Warranty and Liability**

- The service provider shall provide a warranty on workmanship and replaced parts (if applicable).
- The service provider shall be responsible for any damage caused due to negligence during service delivery.