



## 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 of the Refrigerator at the Ambassador's Residence**, as described below:

### Project Specifications Repair and Maintenance of Refrigerator at the Residence

No.	Project Requirements	Yes	No
1	Conduct inspection and diagnosis of the refrigerator's defrost system.	<input type="checkbox"/>	<input type="checkbox"/>
2	Perform necessary repairs and corrective maintenance.	<input type="checkbox"/>	<input type="checkbox"/>
3	Replace defective parts with genuine or manufacturer-approved components (if required) and provide warranty on parts.	<input type="checkbox"/>	<input type="checkbox"/>
4	Test and ensure proper cooling, defrost operation, and temperature control.	<input type="checkbox"/>	<input type="checkbox"/>
5	Submit a service report indicating findings, repairs, and recommendations.	<input type="checkbox"/>	<input type="checkbox"/>
6	Complete the service within the agreed timeframe.	<input type="checkbox"/>	<input type="checkbox"/>
7	Agree to the Send Bill Agreement payment arrangement and submit invoice upon completion of services.	<input type="checkbox"/>	<input type="checkbox"/>

### Statement of Compliance

We hereby certify that we have reviewed and fully understood the above Project Specifications and the attached Scope of Work. We confirm that our company is capable of providing the required services and agrees to comply with all stated requirements, conditions, and standards.

All services shall be rendered in accordance with applicable regulations, manufacturer's recommendations, and best industry practices.

**Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
سفارت خانہ جمہوریہ فلپائن  
ISLAMABAD



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 1700H on 10 February 2026**, either delivered to the Embassy or sent to the aforementioned email address.

The Embassy intends to complete the procurement on or before 06 March 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, 07 February 2026



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# **Scope of Work of the Repair and Maintenance of the Refrigerator- Ambassador's Residence**

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## **Scope of Work**

**Project:** Inspection, Diagnosis, and Repair of Defrost System of the Refrigerator

**Location:** Ambassador's Residence, Embassy of the Republic of the Philippines, Islamabad, Pakistan

### **I. Purpose**

The refrigerator unit is experiencing operational issues, specifically:

- Freezer not cooling properly
- Refrigerator compartment freezing

These issues indicate potential malfunction of the defrost system and related components. The purpose of this engagement is to inspect, diagnose, and resolve the identified problems to restore normal and efficient operation.

### **II. Scope of Services**

The service provider shall provide the following services:

#### **A. Inspection and Diagnosis**

- Conduct a complete technical inspection of the refrigerator unit.
- Assess the condition and performance of the defrost system.
- Check related components, including but not limited to:
  - Defrost heater
  - Defrost thermostat
  - Defrost timer/control board
  - Evaporator fan
  - Temperature sensors
  - Compressor and condenser system
- Identify the root cause(s) of cooling and freezing issues.

- Prepare a diagnostic report outlining findings and recommended actions.

#### **B. Repair and Maintenance**

- Perform necessary repairs based on diagnostic results.
- Replace defective or worn-out components, subject to approval.
- Clean and remove ice buildup, debris, and blockages from the system.
- Recalibrate temperature controls and sensors.
- Test electrical connections and safety components.
- Ensure proper airflow and circulation.

#### **C. Testing and Commissioning**

- Conduct operational testing after repair.
- Verify that:
  - Freezer cooling is within standard operating range.
  - Refrigerator compartment maintains proper temperature.
  - Defrost cycle functions correctly.

#### **D. Documentation and Reporting**

- Submit a service report detailing:
  - Inspection results
  - Identified issues
  - Repairs performed
  - Parts replaced
  - Test results
  - Maintenance recommendations
- Provide warranty information for parts and labor, if applicable.

### **III. Deliverables**

#### **A. The service provider shall deliver the following:**

- Diagnostic and inspection report
- Completed repair and maintenance services
- Fully operational refrigerator unit
- Post-repair testing results
- Final service completion report
- Warranty documentation (if applicable)



**B. The contractor shall be responsible for the following:**

- Provide qualified and certified technicians.
- Supply all necessary tools, equipment, and materials.
- Use genuine or manufacturer-approved replacement parts.
- Follow manufacturer guidelines and safety standards.
- Comply with applicable health, safety, and environmental regulations.
- Coordinate site visits and work schedules with the client.
- Maintain cleanliness of the work area.

**C. The client shall:**

- Provide access to the refrigerator unit and work site.
- Ensure availability of power supply during inspection and testing.
- Designate a contact person for coordination.
- Review and approve repair recommendations, if required.

**D. Work Schedule:**

- Inspection and diagnosis shall commence upon issuance of the Notice to Proceed.
- Repair works shall begin after approval of diagnostic findings.
- Completion timeline shall be proposed by the contractor in the bid submission.

**E. Payment Terms**

**Send Bill Agreement**

**Payment shall be made in accordance with the agreed billing terms upon:**

- Satisfactory completion of all services
- Submission of complete and accurate invoice
- Acceptance of deliverables by the client

**F. Warranty and Liability**

- The contractor shall provide a minimum warranty of six months on workmanship and replaced parts (if applicable).
- The contractor shall be responsible for damages caused by improper service or negligence.