



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 Re-Sealing of Window Sills and Glass Panel at the Ambassador's Residence**, as described below:

Project Specifications
<p>The required services include the inspection and assessment of window sills and glass panels, identification of existing or potential sealing issues, removal of defective sealant, re-sealing works, testing for watertightness, and preventive maintenance to ensure proper sealing, durability, and protection against water leakage.</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. 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, 26 January 2026

Scope of Work of the Repair and Maintenance Services for Re-Sealing of Window Sills and Glass Panels - Ambassador's Residence

Scope of Work

Project: Re-Sealing of Window Sills and Glass Panels

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

1. Purpose

This project involves the repair and maintenance of the Ambassador's Residence through the re-sealing of all window sills and glass panels to prevent water leakage and maintain the condition of the residence.

2. Scope of Services

The service provider shall:

- Inspect all window sills and glass panels at the Ambassador's Residence
- Remove old or damaged sealant
- Clean and prepare surfaces for re-sealing
- Supply and apply appropriate sealant for window sills and glass panels
- Ensure proper, neat, and watertight sealing
- Clean the work area and remove all debris after completion

3. Deliverables

- All window sills and glass panels properly re-sealed
- Work completed to acceptable quality and safety standards

4. Timeframe

- The project shall be completed within **thirty (30) calendar days** from the issuance of the Notice to Proceed.

5. Warranty

- The service provider shall provide a **six (6) month warranty** covering both workmanship and materials, effective from the date of final acceptance of the completed works.
- Any defects, failures, or issues arising from poor workmanship or defective materials within the warranty period shall be corrected by the service provider at no additional cost to the Embassy.