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

BAGONG PILIPINAS

REQUEST FOR QUOTATION OF PRICES

05 November 2026

The Embassy kindly requests your quotation for the renovations, repair and maintenance of the swimming pool inside the Philippine Embassy Chancery in Islamabad, Pakistan.

Please submit your quotation/ rate with the documentary requirements **on or before 10 November 2026**. Quotations may be submitted manually or through email at islamabad.pe@dfa.gov.ph cc: eden.borja@dfa.gov.ph or thru whats app at 3370455775.

Please provide your quotation with the following details:

QTY	UNIT	PARTICULARS	AMOUNT
		Renovation, repair and maintenance of the swimming pool inside the Philippine Embassy Chancery in Islamabad, Pakistan. Installation of canopy and water heater. Location: Embassy of the Republic of the Philippines, Islamabad, Pakistan Terms of Payment: • The invoice shall be addressed to the Embassy of the Philippines in Islamabad, Pakistan. • Payments shall be made through issuance of cheque. • All payments shall be inclusive of all applicable taxes and other lawful charges. • Payment shall be made upon the Embassy's issuance of Certificate of Completion. **PLEASE SEE SCOPE OF WORK**	
		APPROVED BUDGET FOR THE CONTRACT (ABC)	**2,800,000.00**

Please fill-out the details below, and submit this form along with your quotation, and attach copies of the following government documents:

1. Business License
2. National Tax Number Certificate

Company Name/Supplier : _____

Address and Contact Number : _____

Contact Person : _____

Thank you for your cooperation and prompt attention to this request.

Sincerely,

EDEN C. BORJA
Property Officer

SCOPE OF WORK | TECHNICAL SPECIFICATIONS

RENOVATION, REPAIR AND MAINTENANCE OF SWIMMING POOL AREA; INSTALLATION OF CANOPY AND POOL WATER-HEATING SYSTEM
Philippine Embassy Chancery, Islamabad, Pakistan

I. Objective and Scope

To rehabilitate the designated swimming pool area, improve safe use and weather protection, and install a functional pool water-heating system. The Contractor shall supply all labor, materials, equipment, transport, supervision, testing, cleaning and documentation needed for the approved works. No expansion or structural alteration of the pool is authorized without a separate written instruction and approval.

II. Pre-Work Inspection, Measurements and Submittals

- Conduct a joint site survey with the Embassy, document existing conditions with photographs, verify pool dimensions, water depth, surfaces, drains, plumbing, electrical supply, canopy attachment points, and accessibility for materials and equipment.
- Submit an itemized bill of quantities (BOQ), measured drawings/site layout, work methodology, construction schedule, product datasheets, samples and color/finish options for Embassy approval before procurement or demolition.
- Identify concealed damage, cracks, leaks, corroded components, inadequate drainage, unsafe electrical arrangements and structural concerns; report findings and proposed remedies in writing. Any work beyond the approved BOQ requires prior written authorization and agreed cost/time implications.
- Confirm whether "pool tiles" means internal pool lining, pool coping, surrounding deck, or all three. Mark exact areas and quantities on the approved drawings.

III. Swimming Pool Repair and Finishes

- Isolate and drain the pool safely if required; protect pumps, filtration equipment, pipework, adjacent structures, landscaping, and occupied areas. Provide temporary barriers and warning signs.
- Remove existing tiles only within approved areas; remove loose mortar and unsound substrate, clean and prepare surfaces, and dispose of debris lawfully. Do not damage sound structural concrete or waterproofing.
- Inspect pool shell and deck for cracking, hollow areas, seepage, defective joints, uneven levels and drainage issues. Perform only approved repairs using products compatible with immersion/wet-area service.
- Repair and level substrates to the approved elevations; preserve correct coping height, safe transitions and positive drainage away from buildings. No trip hazards, ponding or sharp exposed edges.
- Apply a compatible waterproofing system where required by the approved design, including joints, penetrations and corners, in accordance with manufacturer instructions. Conduct an agreed water-tightness test before covering concealed work.
- Install approved pool-rated tiles for submerged surfaces, if included; use approved slip-resistant, outdoor wet-area tiles for decks and coping. Specify tile dimensions, thickness, slip-resistance rating, finish, adhesive, grout, expansion joints and sealants in the approved materials schedule.
- Use suitable pool-chemical-resistant grout and flexible movement-joint sealants; maintain alignment, consistent joint widths and smooth, safe edges. Allow manufacturer-required curing time before filling or use.

- Check and reinstate disturbed skimmers, return fittings, drains, access covers, ladders, handrails and other existing fixtures; replace defective items only where specifically included in the priced BOQ.
- Perform final drainage, surface, water-tightness and finish inspections; clean tiles and remove residue without damaging new surfaces.

IV. Pool Water-Heating System

- Propose a complete, appropriately sized pool-heating solution, supported by calculations based on measured pool volume, desired operating temperature, local climate, heating time and available electrical/gas infrastructure. The heating technology, capacity and fuel/power source require Embassy approval before award or purchase.
- Include equipment, controls/thermostat, temperature sensor, isolation valves, bypasses, strainers, pipework, supports, protective devices, weatherproof enclosure (if applicable) and connection to existing circulation equipment as required for a fully functioning installation.
- Provide a qualified electrical/mechanical installer; verify supply capacity, dedicated circuit protection, earthing/bonding, residual-current protection where applicable, safe separation from wet areas, and compliance with applicable local requirements and manufacturer instructions.
- Demonstrate safe integration with filtration and circulation systems, flow interlocks, over-temperature protection, leak-free operation and automatic shutdown on inadequate flow or faults.
- Commission and demonstrate the heater at agreed operating conditions; supply manufacturer warranty, operation/maintenance manuals, safety instructions and staff orientation.

V. Canopy Supply and Installation

- Submit a dimensioned canopy design showing footprint, clearance, height, posts, foundations/anchors, drainage, material and finish, and relationship to pool access, lighting, services and surrounding structures. Confirm whether canopy is fixed or retractable before bidding.
- Design and install a durable outdoor canopy suitable for local wind, rain, sunlight and corrosion exposure. Provide documented structural/anchorage adequacy by a suitably qualified professional where required; do not attach to existing structures without confirming their load capacity and written approval.
- Specify frame material and protective finish, roof/membrane material, UV and water resistance, fasteners, drainage/gutters and downpipes, and corrosion protection; avoid sharp edges, obstructed exits and hazardous low clearances.
- Protect underground/embedded services during excavation or drilling; make good all affected paving, walls, finishes and landscaping. Demonstrate stability, drainage and safe operation of any moving parts.

VI. Site Safety, Security and Environmental Controls

- Provide a site-specific safety plan covering work near water, electricity, cutting, dust, hot works, lifting, working at height and temporary access restrictions; furnish PPE, barricades, signage, fire protection and first aid.
- Submit names, CNIC details and vehicle particulars of all personnel in advance and comply with Embassy security vetting, access restrictions, escort requirements and photography/confidentiality rules. No subcontracting without written approval.

- Restrict noisy, dusty or disruptive activities to approved hours; protect adjacent Embassy operations, utilities and property. Obtain prior permission for any service interruption, hot work or work outside normal hours.
- Remove waste regularly; do not discharge debris, cement slurry, chemicals or contaminated pool water into unauthorized drains. Repair any damage caused by the Contractor at its own cost.

VII. Duration and Work Schedule

Contract duration: thirty (30) calendar days from the date specified in the Notice to Proceed (9 November 2026), subject to a feasible Embassy-approved schedule and timely approvals. Working hours: Monday–Friday, 0800H–1700H, including a one-hour lunch break and two 15-minute breaks, unless otherwise approved. The Contractor shall identify material lead times, curing periods, testing and commissioning in the schedule. Any extension requires written approval under the contract.

VIII. Contractor Obligations and Quality Assurance

- Deploy competent personnel for tiling, waterproofing, plumbing, electrical/mechanical work and canopy fabrication/installation; provide adequate supervision and transport.
- Submit to the Embassy, prior to deployment, the complete names of all personnel assigned to the project, together with legible copies of their Computerized National Identity Cards (CNICs), for security screening and access clearance. Any subsequent personnel replacements or additions shall likewise require prior submission of the corresponding information and documents and approval by the Embassy before deployment.
- Use new, genuine, fit-for-purpose materials and submit product specifications, samples, certifications and warranties for approval. Substitutions require written approval before use.
- Maintain a daily work log, photographic record and inspection checkpoints, particularly before covering waterproofing, embedded services, anchors or concealed connections.
- Coordinate access and temporary shutdowns with the Embassy-designated technical focal person; immediately report incidents, hidden defects and foreseeable delays.
- No unauthorized variation or additional payment is permitted. Any proposed variation must state technical justification, price and schedule effects and obtain prior written approval.

IX. Inspection, Testing, Handover and Acceptance

- Complete joint inspection against the approved BOQ and drawings, including surface flatness, slip-resistant finish, drainage, waterproofing/water retention, safe fixtures, canopy stability and heater operation.
- Conduct a documented pool leak/water-retention test, heater commissioning and safety checks, and canopy water-shedding/functional inspection as appropriate to the approved design; agree objective acceptance criteria before work starts.
- Rectify punch-list items at no additional cost; provide completion photographs, as-built sketches, product warranties, manuals, commissioning records and a maintenance/cleaning schedule.
- The Embassy shall issue a Certificate of Completion/Acceptance only after satisfactory inspection, tests and rectification of defects; contractor self-certification alone is insufficient.

X. Warranty and Defect Rectification

Minimum workmanship warranty: twelve (12) months from final acceptance, without prejudice to longer manufacturer warranties. Defects attributable to workmanship or nonconforming materials shall be corrected at no additional cost. The Contractor shall acknowledge a written defect notice promptly and commence urgent safety/leak rectification without delay; ordinary

defects shall be remedied within five (5) working days where practicable, or within a written schedule approved by the Embassy if replacement parts or curing are necessary.

XI. Pricing, Payment and Contract Conditions

- Bids shall separately price (A) pool repairs/tiling, (B) heating system and (C) canopy, with measured quantities, unit rates, taxes, delivery, installation, testing and disposal included. Clearly identify provisional or excluded work.
- Payment shall be made in accordance with the approved contract, following submission of a valid invoice, required supporting documents and Embassy acceptance, subject to applicable procurement, accounting and auditing requirements. No advance payment is presumed.
- The Embassy may exercise remedies for delay, defective work or default only as provided in the signed contract and applicable rules. Any termination, liquidated damages or retention provisions must be expressly defined in the procurement/contract documents.
- The Contractor shall be responsible for damage or injury attributable to its acts or omissions and maintain insurance appropriate to the nature and risks of the work, if required under the final contract.

XII. Technical Particulars to Confirm Before the Commencement of the Project

- Exact pool dimensions, surface areas and tile replacement boundaries; pool-shell condition and waterproofing requirements.
- Canopy location, dimensions, fixed/retractable type, frame/roof specification, anchoring method and drainage arrangement.
- Heating technology, target water temperature, required capacity, existing electrical/gas capacity, filtration compatibility and safety requirements.
- Approved tile slip-resistance performance, pool-immersion suitability, color/finish, material brands or equivalent performance standards.

Prepared as a technical draft. Final measurements, design parameters, compliance standards and procurement conditions must be confirmed by the Embassy and a qualified technical professional before issuance.