CONSULATE OF PAKISTAN – GLASGOW

45 Maxwell Drive, Glasgow, Scotland G41 5JF

INVITATION TO TENDER

Supply, Delivery and Installation of a Fully Equipped Modular Office Cabin / Converted Office Container

Tender Reference: CPG/OC/2026/001
Date of Issue: 10 November 2026
Tender Closing Date: 25 November 2026
Project Location: 45 Maxwell Drive, Glasgow G41 5JF
Indicative Budget: £6,000

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1. INVITATION TO TENDER

The Consulate of Pakistan in Glasgow invites competitive quotations from reputable and experienced UK-based manufacturers, suppliers and contractors for the supply, delivery and installation of a fully functional modular office cabin or shipping container converted into professional office accommodation.

The proposed office accommodation must be suitable for immediate occupation, with a comfortable, secure and professional working environment, including appropriate heating, electrical installations, insulation, lighting and internal office partitions.

Both new and high-quality refurbished units will be considered, provided they meet the required specifications and are supplied in excellent working condition.

2. DIMENSIONS AND GENERAL REQUIREMENTS

The Consulate is seeking a modular office cabin or converted container with either of the following approximate external dimensions:

- **Preferred Size:** 30 feet (length) × 10 feet (width)
- **Alternative Size:** 28 feet (length) × 10 feet (width)
- **Height:** Standard suitable office height with adequate internal headroom.

The unit must be structurally sound, weatherproof, fully insulated and suitable for year-round use in Scotland.

3. INTERNAL OFFICE LAYOUT

The proposed cabin must incorporate the following arrangement:

A. Two Separate Private Offices

- One private office positioned at each end of the cabin.
- Each private office should measure approximately **8 feet × 10 feet.**
- Full-height internal partition walls separating the private offices from the central area.
- Each office must have an internal access door.
- Appropriate lighting, heating, electrical sockets and ventilation.

B. Central Office / Reception Area

The remaining central section must provide an open-plan office, reception or general working area.

Approximate central space:

- 30-foot unit: 14 feet × 10 feet.
- 28-foot unit: 12 feet × 10 feet.

C. External Access Doors

- Two external entrance doors must be installed in the central section.
- One door on each of the two opposite long sides of the cabin.
- Both doors must have secure locking arrangements and be suitable for regular office use.

The supplier should provide a proposed floor plan showing the internal offices, partitions, doors and windows.

4. HEATING, INSULATION AND COMFORT

The entire cabin must be suitable for use throughout the year, including during cold Scottish winters.

The following are required:

- Effective electric heating arrangements in both private offices and the central office area.
- Wall-mounted electric heaters, panel heaters or another suitable fixed heating system.
- Properly insulated walls, roof and floor.
- Double-glazed windows where practical.
- Suitable ventilation to maintain a comfortable working environment.
- Effective weatherproofing and protection against damp and condensation.

All heating systems must be fully installed, tested and operational before handover.

5. ELECTRICAL AND LIGHTING REQUIREMENTS

The cabin must be provided with a complete, professionally installed electrical system, including:

- Adequate LED ceiling lighting throughout.
- Multiple electrical power sockets in each private office and the central area.
- Electrical distribution board and appropriate circuit protection.
- Electrical wiring suitable for computers, printers, office equipment and heating systems.
- Provision for internet and network cabling.
- Suitable external electrical connection point.
- Electrical installation testing and relevant certification.

6. WINDOWS, DOORS AND INTERNAL FINISHES

The cabin should be supplied with:

- Secure, double-glazed windows providing suitable natural light.
- Two external entrance doors in the central section.
- Two internal office doors.
- Durable, easy-to-clean office flooring.
- Professionally finished internal walls and ceilings.

- Suitable internal decoration in neutral office colours.
- Secure external door locks and window fittings.
- A clean, presentable exterior appropriate for use at diplomatic premises.

7. CONDITION AND HANDOVER

The Consulate will consider quotations for:

1. New purpose-built modular office cabins.
2. High-quality refurbished modular office cabins.
3. Professionally converted shipping containers suitable for office use.

All proposed units must be fully finished, clean, weatherproof and ready for occupation, subject only to the necessary site utility connections.

The supplier must clearly identify any works, equipment or services excluded from the quotation.

8. DELIVERY AND INSTALLATION

The successful supplier will be expected to arrange delivery to:

Consulate of Pakistan
45 Maxwell Drive
Glasgow, Scotland G41 5JF

The quotation should separately identify, where applicable:

- Transportation and delivery charges.
- Crane or lifting equipment charges.
- Positioning and installation costs.
- Ground preparation or foundation requirements.
- Electrical connection requirements.
- Any additional site-related charges.

Suppliers are encouraged to advise whether a site inspection will be necessary before confirming the final price.

9. BUDGET

The Consulate has an **indicative budget of approximately £6,000** for the proposed office cabin or converted office container.

Suppliers are requested to submit their most competitive quotation, preferably including the completed unit, heating, electrical fittings, internal partitions and delivery.

The quotation must clearly state whether VAT, delivery and installation are included.

Suppliers who cannot meet the full specification within the indicative budget are welcome to submit a competitively priced alternative, including refurbished or previously used units.

10. TENDER SUBMISSION REQUIREMENTS

Interested suppliers should provide:

- Company name, registered address and contact details.
- Description and dimensions of the proposed unit.
- Detailed specifications of the office cabin.
- Proposed internal floor plan.
- Photographs of the proposed unit or similar completed installations.
- Confirmation of heating and insulation arrangements.
- Details of electrical fittings and certification.
- Total quotation with VAT and delivery costs clearly identified.
- Estimated manufacturing, refurbishment or preparation time.
- Expected delivery and installation timescale.
- Warranty details and after-sales support.
- Payment terms and quotation validity period.

11. TENDER EVALUATION

Quotations will be assessed on the following criteria:

- Compliance with the requested dimensions and internal layout.
- Overall price and value for money.
- Quality and condition of the proposed unit.
- Suitability of heating, insulation and electrical systems.
- Delivery and installation arrangements.
- Supplier reputation, experience and warranty support.
- Availability and proposed completion timescale.

The Consulate reserves the right to seek clarification, negotiate pricing, request modifications or decline any quotation without obligation to award a contract.

12. SUBMISSION OF QUOTATIONS

All interested suppliers are invited to submit their quotations, technical specifications and relevant photographs to:

Consulate of Pakistan – Glasgow
45 Maxwell Drive, Glasgow G41 5JF

Email: copglasgowfinance@gmail.com
Telephone: 0141 4275755
Submission Deadline: 25 November 2026

Issued by:
Consulate of Pakistan
Glasgow, Scotland

