

## REQUEST FOR PROPOSAL

### CONSULTING SERVICES FOR THE APPRAISAL OF PRIVATIZATION AND MANAGEMENT OFFICE (PMO) HELD ASSETS LOCATED IN VARIOUS LOCATIONS

#### Solicitation No. PMO-25-29

1. The Privatization and Management Office is a government agency mandated to take title to and possession of, conserve, provisionally manage and dispose of government assets and other properties.
2. The PMO intends to procure and engage the services of an Appraisal Firm in the determination of the Fair Market Value (FMV) and Fair Rental Value (FRV) as listed in Section A of the Terms of Reference using appropriate valuation methodologies.
3. The Approved Budget for the Contract is **Five Hundred Fifty-Seven Thousand One Hundred Sixty-Nine Pesos (PhP557,169.00)**, inclusive of all applicable taxes and fees.
4. The Consultant (firm) must have the following qualifications:
  - a. Should have at least five (5) years of experience in real estate appraisal;
  - b. Must be able to assign a licensed Real Estate Appraiser/s with at least ten (10) years of experience in appraisal works;
  - c. Must have handled and finished at least three (3) real estate appraisal projects either in the Philippines or in other countries within the last five (5) years, and;
  - d. Registered with the Philippine Government Electronic Procurement System (<http://www.philgeps.gov.ph>).
5. The detailed responsibilities and deliverables for this Project are in the attached Terms of Reference.
6. The Consultant shall be evaluated using the Quality Cost Based Evaluation (QCBE) procedure under Republic Act (R.A No. 9184), otherwise known as the "Government Procurement Reform Act" and its Implementing Rules and Regulations (IRR). The Technical and Financial Proposals shall be given weights of sixty percent (60%) and forty percent (40%), respectively, for a total of one hundred percent (100%).

The Consultant(s) must pass the required minimum score of seventy (70) points.

Evaluation Criteria for Technical Proposal	Score
A. Applicable experience of the Consultant	
<i>i. Years of Existence of the Firm (with at least five (5) years of existence)</i>	
<i>ii. Experience in Similar Projects (have handled and finished at least three (3) appraisal projects either in the Philippines or in other countries within the last five (5) years)</i>	

B. Qualification of personnel who shall be assigned to the project	
<i>i. Work Experience in Similar Projects</i> - <i>The Team Leader must be a licensed Real Estate Appraiser with at least ten (10) years of work experience;</i> - <i>The Team must have a minimum of two (2) licensed Real Estate Appraiser as team members</i>	35
<i>ii. Educational Background</i> - <i>The Team Leader and members must be at least Bachelor's degree holder</i>	
C. Plan of Approach and Project Methodology	30
<b>TOTAL SCORE</b>	<b>100</b>

Each prospective consultant shall be required to submit their Technical and Financial Proposals simultaneously in a separate sealed envelope.

7. The Consultant is required to submit the following technical documents in a sealed envelope as basis for evaluation:
  - i. Valid and current Mayor's/Business Permit (city or municipal)/Municipal License, where the principal place of business of the prospective bidder is located.
  - ii. Income Tax Return (ITR), Tax Clearance, Securities and Exchange Commission (SEC) registration, registration issued by the Department of Trade and Industry (DTI) and Cooperative Development Authority (CDA)
  - iii. PHILGEPS Registration Number
  - iv. Original notarized Omnibus Sworn Statement (GPBB format revised as of 07/03/2023), accompanied by duly notarized Special Power of Attorney (SPA), Board Resolution or Secretary's Certificate, whichever is applicable.
  - v. Curriculum Vitae (CV) of the Firm, using prescribed form (Annex A)
  - vi. Curriculum Vitae (CV) of the licensed Real Estate Appraiser/s, using prescribed form (Annex B) together with a copy of the license as Real Estate Appraiser.
  - vii. Description of the Methodology and Work Plan, using prescribe form (Annex C)
  - viii. Statement of all on-going and completed government or private contracts/projects within the last five (5) years (Annex D and E)

**Note : Certificate of Platinum Membership** issued by PhilGEPS may be submitted in lieu of Mayor's Permit and Income Tax Return (ITR), Tax Clearance, Securities and Exchange Commission (SEC) registration, registration issued by the Department of Trade and Industry (DTI) and Cooperative Development Authority (CDA)

8. The Consultant is also required to submit its Financial Proposal using the prescribed form (Annex F) in a separate sealed envelope. The Financial Proposal shall not exceed

the Approved Budget for the Contract (ABC) and shall be deemed to include the cost of all taxes, duties, fees, levies and other charges imposed under applicable laws.

Proposals received in excess of the ABC shall be automatically rejected.

9. The contract shall be effective upon receipt of the Notice to Proceed (NTP) provided that all documentary requirements are complied with and until the full delivery of the requirement and acceptance by the PMO is accomplished by the Consultant.
10. The Proposal composed of the aforementioned documentary requirements, and the Financial Proposal must be submitted to the PMO-BAC Secretariat, on or before **5:00 PM of 28 April 2025**, at the Ground Floor, Privatization and Management Office, 104 Gamboa Street, Legaspi Village, Makati City. The proposal shall be addressed to **ATTY. CARLO C. TABALOC, PMO-BAC Chairperson**.
11. The PMO reserves the right to accept or reject any and all proposals, annul the procurement process or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected Consultant.

In the event two or more prospective Consultants have been post-qualified as Highest Rated and Responsive Bidder (HRRB), the PMO shall use “draw lots” or similar methods of chance as tie breaking method.

12. For further information, your office may contact PMO-BAC Secretariat at [BAC@pmo.gov.ph](mailto:BAC@pmo.gov.ph) or at telephone number (02) 8893-7096 (from Monday to Friday, 8:00AM to 5:00PM) starting 16 April 2025.

**ATTY. CARLO C. TABALOC**  
*Chairperson, PMO-BAC*

## TERMS OF REFERENCE

### CONSULTING SERVICES FOR THE APPRAISAL OF PRIVATIZATION AND MANAGEMENT OFFICE (PMO) HELD ASSETS LOCATED IN VARIOUS LOCATIONS

**APPROVED BUDGET FOR THE CONTRACT (ABC): Five Hundred Fifty-Seven  
Thousand One Hundred Sixty-Nine Pesos (PhP557,169.00), inclusive of all applicable  
taxes and fees**

#### A. Scope of Services

The Consultant (Firm) undertakes and commits that it will promptly and fully perform the services in accordance with the requirements and specifications of PMO to determine (a) the Fair Market Value (FMV) and (b) Fair Rental Value (FRV) of the following Real Estate Properties:

<b>A</b>					
<b>Lot No.</b>	<b>Asset Name</b>	<b>TCT No.</b>	<b>Area</b>	<b>Description</b>	<b>Location</b>
1	Al-Amanah Islamic Investment Bank of the Philippines (AAIIBP)	T-43446	88	Land	BF Resort Village, Talon Dos, Las Pinas City
2	Al-Amanah Islamic Investment Bank of the Philippines (AAIIBP)	211438	294	Land	France Street, Marikina Greenheights Subd. Phase II, Nangka, Marikina City
3	Al-Amanah Islamic Investment Bank of the Philippines (AAIIBP)	T-611370	260	Land	Marick Subdivision, Sto. Domingo, Cainta
4	Al-Amanah Islamic Investment Bank of the Philippines (AAIIBP)	T-167899	248	Land	Vista Verde, Country Homes, Muntindilaw, Antipolo City
5	Al-Amanah Islamic Investment Bank of the Philippines (AAIIBP)	111215	400.40	Land	Mabilis Street, Pinyahan, Quezon City
6	Carruf Development Corp. (CDC)	CCT No. 7219 (18-N)	77.85	Condominium Unit including fixtures and furniture	LT300 Inc. Condominium, Roxas Boulevard, Manila
7	Carruf Development Corp. (CDC)	CCT No. 7243 (21-B)	119.92	Condominium Unit including fixtures and furniture	LT300 Inc. Condominium, Roxas Boulevard, Manila
8	Central Bank - Board of Liquidators (CB-BOL)	095-2015001851	12,521	Land	San Juan, Molo District, Iloilo City
9	Central Bank - Board of Liquidators (CB-BOL)	095-2015001852	1,576	Land	San Juan, Molo District, Iloilo City
10	Central Bank - Board of Liquidators (CB-BOL)	095-2015001853	14,207	Land	San Juan, Molo District, Iloilo City
11	Central Bank - Board of Liquidators (CB-BOL)	095-2015001849	19,426	Land	Irrigation Road, Barangay Guzman-

					Jessa, Mandurriao District, Iloilo City
12	Central Bank - Board of Liquidators (CB-BOL)	095-2015001850	43,425	Land	Irrigation Road, Barangay Guzman-Jessa, Mandurriao District, Iloilo City
13	Central Bank - Board of Liquidators (CB-BOL)	095-2015001848	10,104	Land	Molo-Arevalo Boulevard, Barangay Calumpang, Molo District, Iloilo City
14	Sta. Clara Lumber Co., Inc. (SCLCI)	T-75148	400	Land	Tagum, Davao del Norte
15	Sta. Clara Lumber Co., Inc. (SCLCI)	T-75149	400	Land	Tagum, Davao del Norte
16	Sta. Clara Lumber Co., Inc. (SCLCI)	T-75151	300	Land	Tagum, Davao del Norte
17	Sta. Clara Lumber Co., Inc. (SCLCI)	T-75150	356	Land	Tagum, Davao del Norte
18	Sta. Clara Lumber Co., Inc. (SCLCI)	T-75152	583	Land	Tagum, Davao del Norte

<b>B</b>					
<b>Lot No.</b>	<b>Asset Name</b>	<b>TCT No.</b>	<b>Area</b>	<b>Description</b>	<b>Location</b>
1	Technology Resource Center (TRC)	452089-R	8,372	Land	Brgy. Palat, Porac, Pampanga
2	Technology Resource Center (TRC)	R-31548	451	Land	Eastsport St., Parkridge Estate Phase 4, Brgy. Mayamot, Antipolo, Rizal
3	Technology Resource Center (TRC)	R-31549	497	Land	Eastsport St., Parkridge Estate Phase 4, Brgy. Mayamot, Antipolo, Rizal
4	Technology Resource Center (TRC)	719833	411	Land	Nieves Hills, Brgy. San Isidro, Angono, Rizal
5	Technology Resource Center (TRC)	719834	411	Land	Nieves Hills, Brgy. San Isidro, Angono, Rizal
6	Technology Resource Center (TRC)	T-904685	163	Land	Fiesta Homes Subdivision, Brgy. San Jose, Dasmariñas City, Cavite
7	Technology Resource Center (TRC)	445830	1,851	Land	Brgy. Bulknin II, Dolores, Quezon
8	Technology Resource Center (TRC)	T-45003	130	Land	Delas Alas Drive, Brgy. Cuta, Batangas City
9	Technology Resource Center (TRC)	T-109594	1,000	Land	Brgy. Matabungkay, Lian, Batangas
10	Technology Resource Center (TRC)	T-109600	500	Land	Brgy. Matabungkay, Lian, Batangas
11	Technology Resource Center (TRC)	T-193789	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan

12	Technology Resource Center (TRC)	T-193790	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan
13	Technology Resource Center (TRC)	T-193791	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan
14	Technology Resource Center (TRC)	T-193792	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan
15	Technology Resource Center (TRC)	T-193793	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan
16	Technology Resource Center (TRC)	T-193794	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan
17	Technology Resource Center (TRC)	T-193795	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan
18	Technology Resource Center (TRC)	T-193796	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan
19	Technology Resource Center (TRC)	T-193797	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan
20	Technology Resource Center (TRC)	T-193798	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan
21	Technology Resource Center (TRC)	T-193799	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan
22	Technology Resource Center (TRC)	T-193800	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan
23	Technology Resource Center (TRC)	T-193801	200	Land	Santa Genoveva Subdivision, Brgy. Mt. View, Mariveles, Bataan

C					
Lot No.	Asset Name	TCT No.	Area	Description	Location
1	National Abaca and Other Fibers Corp. (NAFCO)	(Lot 76, Csd-6510) Untitled	31,475	Land	Mankilam, Tagum City
2	National Abaca and Other Fibers Corp. (NAFCO)	(Lot 25, Csd-6891) Untitled	54,839	Land	Mankilam, Tagum City
3	National Abaca and Other Fibers Corp. (NAFCO)	(Lot 73, Csd-6510) Untitled	39,207	Land	Mankilam, Tagum City
4	Office of the Ombudsman (OMB)	T-142955	500	Land	Laurel, Batangas
5	Office of the Ombudsman (OMB)	T-142956	500	Land	Laurel, Batangas

## B. Performance Period, Deliverables and Terms

Upon receipt of the Notice to Proceed (NTP), provided that all documentary requirements are complied with, the Consultant undertakes to complete and submit each appraisal report within the period specified below, including the form attached as Annex E. Submitted appraisal reports shall be subjected to PMO's review, evaluation, and acceptance. Subsequent submission of each final appraisal report shall not exceed five (5) calendar days after PMO's review.

Asset Name	No. of Lots	Deadline for Submission of Report*
Carruf Development Corp. (CDC) <i>LT300, Roxas Boulevard, Manila</i>	2	15 Calendar days from receipt of NTP
Technology Resource Center (TRC) <i>(Porac, Pampanga and Angono, Rizal)</i>	3	
Al-Amanah Islamic Investment Bank of the Philippines (AAIIBP) <i>Quezon City, Las Pinas City, Marikina City, Antipolo City and Cainta, Rizal</i>	5	20 Calendar days from receipt of NTP
Central Bank - Board of Liquidators (CB-BOL) <i>Molo and Mandurriao, Iloilo City</i>	6	30 Calendar days from receipt of NTP
National Abaca and Other Fibers Corp. (NAFCO) <i>Mankilam, Tagum City</i>	3	
Office of the Ombudsman (OMB) <i>Laurel, Batangas</i>	2	
Technology Resource Center (TRC) <i>(Antipolo, Rizal, Cavite, Batangas, Quezon and Bataan)</i>	20	40 Calendar days from receipt of NTP
Sta. Clara Lumber Co., Inc. (SCLCI) <i>Tagum, Davao del Norte</i>	5	60 Calendar days from receipt of NTP

\*Note: Upon receipt of NTP provided that all documentary requirements are complied with.

### C. Terms of Payment

Description	Amount
<b>A. First Payment</b> Upon submission of Final Appraisal Reports:  1. Al-Amanah Islamic Investment Bank of the Philippines (AAIIBP) <i>Quezon City, Las Pinas City, Marikina City, Antipolo City and Cainta, Rizal</i> 2. Carruf Development Corp. (CDC) <i>LT300, Roxas Boulevard, Manila</i> 3. Central Bank - Board of Liquidators (CB-BOL) <i>Molo and Mandurriao, Iloilo City</i> 4. Technology Resource Center (TRC) <i>Porac, Pampanga and Angono, Rizal</i> 5. National Abaca and Other Fibers Corp.(NAFCO) <i>Mankilam, Tagum City</i> 6. Office of the Ombudsman (OMB) <i>Laurel, Batangas</i>	Seventy percent (70%) of the Contract Price
<b>B. Second Payment</b> Upon submission of Final Appraisal Reports:  1. Sta. Clara Lumber Co., Inc. (SCLCI) <i>Tagum, Davao del Norte</i> 2. Technology Resource Center (TRC) <i>Antipolo, Rizal, Cavite, Batangas, Quezon and Bataan</i>	Thirty percent (30%) of the Contract Price

The payment shall be processed by the PMO within fifteen (15) to thirty (30) calendar days upon the issuance of Certificate of Final Acceptance by PMO's End-User. Subject to liquidated damages as stated in Section H.

### D. Qualifications of the Consultant

1. Should have at least five (5) years of experience in real estate appraisal;
2. Must be able to assign a licensed Real Estate Appraiser/s with at least ten (10) years of experience in appraisal works;
3. Must have handled and finished at least three (3) real estate appraisal projects either in the Philippines or in other countries within the last five (5) years, and;
4. Registered with the Philippine Government Electronic Procurement System (<http://www.philgeps.gov.ph>).

## E. Procedure for the Evaluation of Proposal

The Consultant shall be evaluated using the Quality Cost Based Evaluation (QCBE) procedure. The Technical and Financial Proposals shall be given weights of sixty percent (60%) and forty percent (40%), respectively, for a total of one hundred percent (100%).

The Consultant(s) must pass the required minimum score of seventy (70) points.

The criteria and rating for the selection of the Consultant are as follows:

Evaluation Criteria	Score
D. Applicable experience of the Consultant  iii. <i>Years of Existence of the Firm (with at least five (5) years of existence)</i> iv. <i>Experience in Similar Projects (have handled and finished at least three (3) appraisal projects either in the Philippines or in other countries within the last five (5) years)</i>	35
E. Qualification of personnel who shall be assigned to the project  iii. <i>Work Experience in Similar Projects</i> - <i>The Team Leader must be a licensed Real Estate Appraiser with at least ten (10) years of work experience;</i> - <i>The Team must have a minimum of two (2) licensed Real Estate Appraiser as team members</i>  iv. <i>Educational Background</i> - <i>The Team Leader and members must be at least Bachelor's degree holder</i>	35
F. Plan of Approach and Project Methodology	30
<b>TOTAL SCORE</b>	<b>100</b>

In the event two or more prospective Consultant have been post-qualified as Highest Rated and Responsive Bidder (HRRB), the PMO will use "draw lots" or similar methods of chance as tie breaking method.

## F. Data Assistance to be Provided by PMO

PMO will provide the Consultant all available pertinent documents and technical information necessary in the execution and performance of the services.

## G. Documents to be submitted by the Consultant

The Consultant shall submit the following documents together with the Proposal.

1. Valid and current Mayor's/Business Permit (city or municipal)/Municipal License, where the principal place of business of the prospective bidder is located.
2. Income Tax Return (ITR), Tax Clearance, Securities and Exchange Commission (SEC) registration, registration issued by the Department of Trade and Industry (DTI) and Cooperative Development Authority (CDA)
3. PHILGEPS Registration Number
4. Original notarized Omnibus Sworn Statement (GPBB format revised as of 07/03/2023), accompanied by duly notarized Special Power of Attorney (SPA), Board Resolution or Secretary's Certificate, whichever is applicable.
5. Curriculum Vitae (CV) of the Firm, using prescribed form (Annex A)
6. Curriculum Vitae (CV) of the licensed Real Estate Appraiser/s, using prescribed form (Annex B) together with a copy of the license as Real Estate Appraiser.
7. Description of the Methodology and Work Plan, using prescribe form (Annex C)
8. Statement of all on-going and completed government or private contracts/projects within the last five (5) years (Annex D and E)

*Note: Certificate of Platinum Membership issued by PhilGEPS may be submitted in lieu of Mayor's Permit and Income Tax Return (ITR), Tax Clearance, Securities and Exchange Commission (SEC) registration, registration issued by the Department of Trade and Industry (DTI) and Cooperative Development Authority (CDA).*

## **H. Liquidated Damages**

The Consultant obliges itself to perform and complete all the Services within the period specified in the Terms of Reference (TOR) beginning from the starting date exclusive of such extensions of time as may be mutually agreed upon in writing. Should the Consultant fail to complete the Services within the stipulated time, a penalty of at least equal to one-tenth of one percent (0.001) of the cost for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the services, without prejudice to other courses of action and remedies available under the circumstances.

## **I. Performance Security**

The Consultant shall post a performance security prior to the signing of the contract. The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)
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a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.  <i>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Five percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.  <i>For biddings conducted by LGUs, the Bank Draft/ Guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
d) Performance Securing Declaration (PSD)  <i>PSD Form attached as Annex F.</i>	N/A

The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity, which shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

The performance security may be released by the Procuring Entity after the issuance of the Certificate of Final Acceptance, subject to the following conditions: a) Procuring Entity has no claims filed against the contract awardee or the surety company; b) It has no claims for labor and materials filed against the contractor; and c) Other terms of the contract.

#### **J. Confidentiality Clause**

The Consultant warrants the full confidentiality of all information gathered for the consultancy contract given by PMO, unless the latter indicates the contrary. The Consultant shall not disclose any communication disclosed to him for the purpose of this Services. After the completion of the contract, all materials, data, and other related documents provided must be returned to PMO.

The Consultant shall not be engaged by any person or entity whose business or interests are against the interests of PMO. This prohibition shall subsist for a period of two (2) years after the expiration of the contract.

#### **K. Standard of Services**

The Consultant shall fulfill its obligations under the agreement by using its technical expertise and according to the best-accepted professional and industry standards. The

Consultant shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of PMO. To attain these, the Consultant shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.

The services shall be conducted by the Consultant in accordance with the instructions or directions made or to be made by the PMO at any time before its completion. The Consultant shall conduct regular consultation with PMO in relation to the undertaking of its responsibilities under the Contract Agreement.

#### **L. Conflict of Interest**

Any Consulting Firm which is directly associated or which may be directly associated with any entity having a conflict of interest in or bias against the PMO shall be disqualified from submission of proposal for Consulting Services for the Appraisal of PMO Properties.

In all cases, the Consultant which is indirectly associated or which may be indirectly associated with an entity that may have a conflict of interest in or bias against the PMO shall be required to disclose the extent of such relationship so that PMO may act upon the same accordingly.

#### **M. Subcontracting**

Subcontracting is not allowed.

#### **N. Corrupt, Fraudulent, Collusion, and Coercive Practices**

Any attempt by a Prospective Consultant to influence the Bids and Awards Committee (BAC) for Consulting Services or its authorized representatives in the evaluation of the bids or contract award decision shall result in the rejection of its bid or revocation of award as the case may be, and the implementation of other sanction/s and remedies as provided for by law.

#### **O. Obligations of the Appraiser**

The Consultant shall:

1. To determine the latest market value of the property in its "Present as Is, Where Is Condition", taken into consideration the actual "as is" condition or status of the asset, (i.e., presence of informal settlers) and likewise by providing a market value of "as if vacant".
2. Consider the physical condition of the asset (i.e., landlocked, availability of road right- of-way, presence of creek or canals, prone to flooding, part of fault line, etc.)
3. Consider the condition in the locality in which a particular asset is located, preferably within a 1-kilometer radius from the asset's location.

4. Include the number of occupants/families/lessees in the asset being appraised, if applicable.
5. Include actual pictures taken at different angles, specifying date taken. Include in the shot a member of the appraisal company.
6. Include the source of data (name, address, telephone, and distance from the property being appraised which shall be preferably within one (1) kilometer radius).
7. Incorporate in the listing of sources and comparable of at least successful or actual sales of properties at most, five (5) kilometers radius of the vicinity, if any.
8. Incorporate in the report the zonal value of the property being appraised. If FMV is lower than zonal valuation, please explain variance. Attach a BIR-issued Certificate of Zonal Values of Real Properties for properties appraised, if possible.
9. Incorporate in the report the highest and best use of the properties being appraised.
10. Include in the report a valuation of any improvements found in the property.
11. Submit the accomplished Appraisal Narrative Report Form (Annex G) provided for by the PMO, updated lot and location plan, certified true copy of TCTs and tax declarations, clear and accurate vicinity and tax map of the property identifying the streets/landmarks.
12. Submit the final report in two (2) hard copies and one (1) soft copy.
13. The Consultant, at the request of the Procuring Entity, shall provide an update on the appraisal report of the properties in Section A, free of charge, within one (1) year from the signing of the TOR.
14. The Consultant shall allow the procuring entity to provide a copy of the appraisal reports to the concerned government entity or third-party authorized by PMO.

#### **P. Obligations of PMO**

The PMO shall:

1. Provide information and documents, if necessary and available, pertaining to the property being appraised.
2. Provide necessary letters of authorization, clearances and/or passes to enable the conduct of appraisal.
3. Provide the winning bidder with an inventory list of assets.

4. Pay the appraisal company upon completion and acceptance of the project..

CONFORME:

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Authorized Signature

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Name and Title of Authorized Signatory

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Name of Bidder-Agency

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Bidder's Address

### FORMAT OF CURRICULUM VITAE (CV) OF THE FIRM

**Name of Firm** : \_\_\_\_\_

**Address** : \_\_\_\_\_

**Years of Experience in Real Estate Appraisal** : \_\_\_\_\_

**List of Similar Projects Undertaken within the period from 2020 to 2024:**

Item No.	Name of Client	Project Name/Description	Project Location	Contract Amount	Date Started	Date Completed	List of Supporting Documents Attached

**Note:**

Each project listed above should be duly accomplished by the following supporting documents:

1. Contract or Proposal or any valid agreement between the parties; and
2. Certificate of Completion issued by the Client or a copy of the Official Receipt representing the Final Payment.

Listed Projects without or incomplete supporting documents will not be included in the evaluation.

### CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe *(the Consultancy Firm)*

(Signature over Printed Name)  
Authorized Representative of the Appraisal Firm

(Date)

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**FORMAT OF CURRICULUM VITAE (CV) OF THE REAL ESTATE APPRAISER**


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Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Personnel: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Real Estate Appraiser License No.: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

Years of Experience in Appraisal Works: \_\_\_\_\_

**Education:**

School	Date Attended	Degree Obtained

**Training:**

School	Date Attended

**Employment Record:**

Position Held	Company	From	To

**Certification:**

I, the undersigned, certify that to the best of knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Commitment:**

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

*(Signature)*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of (month) (year) at (place of execution), Philippines. Affiant/s is/are personally know to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her (insert type of government identification card used), with his/her photograph and signature appearing thereon, with no. \_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of (month) (year).

**NAME OF NOTARY PUBLIC**

**Doc. No.** \_\_\_\_\_

**Page No.** \_\_\_\_\_

**Book No.** \_\_\_\_\_

**Series of** \_\_\_\_\_.

## DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

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### A. Description of the Methodology and Work Plan

### B. Identification of Project Problems, Risks, and Suggested Solutions

### STATEMENT OF ON-GOING PROJECTS

List of On-going Government and Private Contracts, including contracts awarded but not yet started, whether similar or not in nature and complexity to the contract to be bid within the last **FIVE (5)** years prior to deadline for the submission and receipt of Eligibility Documents.

Name of Consultant : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name and Location of Project	Description of the Project	Classification (Government/Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration
1						
2						
3						
4						
5						
6						
7						
8						

Attachment/s:

1. Notice of Award and/or Contract; and/or
2. Notice to Proceed issued by the Client (for projects already started).

Submitted by:

\_\_\_\_\_  
Name and Signature of the Authorized Representative of Bidder

Company Name:

Position:

Date:

### STATEMENT OF COMPLETED PROJECTS

List of Completed Government and Private Contracts, including contracts, whether similar or not in nature and complexity to the contract to be bid within the last **FIVE (5)** years prior to deadline for the submission and receipt of Eligibility Documents.

Name of Consultant : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name and Location of Project	Description of the Project	Classification (Government/Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration
1						
2						
3						
4						
5						
6						
7						
8						

Note: This statement shall be supported by: with (whichever is available)

1. Certificate of Completion or equivalent documents certifying that the project has been completed; or
2. Certificate of Acceptance or equivalent documents certifying that the project has been accepted by the proponent or project owner.

Submitted by:

\_\_\_\_\_  
Name and Signature of the Authorized Representative of Bidder

Company Name:

Position:

**Financial Proposal Submission Form**

Date

**ATTY. MAAN VANESSA L. DOCTOR**

*Chief Privatization Officer*

**Privatization and Management Officer**

104 Gamboa Street, Legaspi Village,

Makati City

Dear Atty. Doctor:

I, the undersigned, as the duly authorized representative of **(Name of Company)**, offer to provide the consulting services for the Appraisal of *Privatization and Management Office (PMO) Held Assets located in Various Locations*

Our Financial Offer is for the sum of (amount in words and figures), inclusive of all applicable taxes, for the duration of thirty (30) calendar days from the Consultant's actual receipt of the Notice to Proceed (NTP).

Our Financial Offer shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the Contract.

We confirm that we have read, understood and accepted the contents of the Terms of Reference (TOR), and other forms sent to us.

We understand you are not bound to accept any Bid you receive.

Sincerely yours,

Authorized Signature:

Name of Signatory:

Address: