



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**PHILIPPINE RECLAMATION AUTHORITY**  
7<sup>th</sup> floor, Legaspi Towers 200 Bldg., 107 Paseo de Roxas St., Legaspi Village, 1226 City of Makati  
Tel. No.: (02) 8459-5000 • Facsimile No.: (02) 8815-2662  
Website: [www.pea.gov.ph](http://www.pea.gov.ph) • Email: [info@pea.gov.ph](mailto:info@pea.gov.ph)

**Request for Proposal**  
**Consulting Services for the Appraisal of Two (2) Real Properties of PRA**

1. The Philippine Reclamation Authority (PRA) shall be engaging the services of two (2) Appraisal Firms in the determination of the fair market value of the following PRA properties through Small Value Procurement pursuant to Section 53.9 of the Revised IRR of R.A. No. 9184:

PROPERTY NO.	TCT/OCT/CCT NO.	LOCATION	AREA (m <sup>2</sup> )
1	3905	Lot 32 Block 12, North Reclamation Area, Cebu City	336.00
2	4897	Lot 31 (Alley), North Reclamation Area, Cebu City	414.50

2. The Approved Budget for the Contract is **Ninety-Eight Thousand Six Hundred Seventy-Two Pesos (P98,672.00)** or **Forty-Nine Thousand Three Hundred Thirty-Six Pesos (P49,336.00)** per appraiser inclusive of applicable taxes and fees. Only proposals not exceeding the ABC shall be considered.
3. The Appraisal Firm must have at least ten (10) years of experience in real estate appraisal, must be accredited with the Central Bank (Bangko Sentral ng Pilipinas) and the Team Leader to be assigned to the project must be a Licensed Real Estate Appraiser with at least five (5) years of experience in appraisal works.
4. The detailed responsibilities and deliverables are in the attached Terms of Reference (TOR) for the Project.
5. The PRA shall evaluate proposals using the Quality-Cost Based Evaluation (QCBE) procedure. The criteria and rating for the selection of the Consultant are as follows:

Proposal		Weight
Technical Proposal: <ul style="list-style-type: none"><li>• Quality of Personnel to be assigned to the Project</li><li>• Applicable Experience of the Consultant/Firm</li><li>• Plan of Approach and Methodology</li></ul>	35% 35% 30%	60%
Financial Proposal		40%

6. The Appraisal Firm must submit the following documents:

- A. Mayor's/Business Permit\*;
- B. PhilGEPS Registration Number\*;
- C. Valid PRC License Card of the Proposed Team Leader;
- D. Bangko Sentral ng Pilipinas Accreditation;
- E. Curriculum Vitae of the Proposed Team Leader (using prescribed form);
- F. Relevant Services Carried Out in the Last Five (5) Years of the Appraisal Firm (using prescribed form); and
- G. Duly accomplished Financial Proposal Form using the prescribed format.

Note: \* **Valid Certificate of Platinum Membership** issued by PhilGEPS may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

7. The aforementioned documents must be submitted to the BAC Secretariat **on or before December 29, 2020, 3:00 PM** at the PRA Office, 7th Floor, Legaspi Towers 200 Bldg., 107 Paseo de

Roxas Street, Legaspi Village, Makati City or electronically at [bac@pea.gov.ph](mailto:bac@pea.gov.ph). The Proposals must be addressed to Atty. Joseph John M. Literal, BAC Chairperson.

8. The PRA reserves the right to reject any and all bids, annul the procurement process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, the BAC Secretariat may be reached at phone number 8459-5000 local 7800 or email address [bac@pea.gov.ph](mailto:bac@pea.gov.ph).

***ORIGINAL SIGNED***  
**Atty. JOSEPH JOHN M. LITERAL**  
BAC Chairperson

## TERMS OF REFERENCE

### APPRAISAL OF TWO (2) REAL PROPERTIES OF PHILIPPINE RECLAMATION AUTHORITY

#### I. BACKGROUND

The Philippine Reclamation Authority (PRA) shall engage the services of two (2) independent appraisers to determine the current fair market values and zonal values of two (2) PRA properties located in Cebu City for their proposed disposition.

#### II. SUBJECT PROPERTIES / DESCRIPTION

PROPERTY NO.	LOCATION	TCT NO.	SURVEY NO.	AREA (m <sup>2</sup> )
1	Lot 32 Block 12, North Reclamation Area, Cebu City	3905	Pcs-07-000206	336.00
2	Lot 31 (Alley), North Reclamation Area, Cebu City	4897	Psd-00-080978	414.50

#### III. SCOPE OF SERVICES / EXPECTED OUTPUTS

1. Conduct an ocular inspection of Subject Properties and determine their quality, character, utility, condition and maintenance. Include the land development threshold, restrictions in the area, if any, presence of basic utilities (i.e., water, power, etc.) and classification (i.e., developed or undeveloped) in the description of properties.
2. Determine the local market conditions and holding prices of comparable properties in the area and include supporting documents for verification purposes.
3. Determine the Fair Market Value (FMV) / Equitable Value of Subject Properties per TCT on an "as-is, where-is" basis.
4. Determine the highest and best use of Subject Properties.
5. Indicate the market and assessed values issued by the Assessor's Office with supporting documents.
6. Indicate the current zonal value issued by the BIR with supporting documents.

#### IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **NINETY-EIGHT THOUSAND SIX HUNDRED SEVENTY-TWO PESOS (P98,672.00)** or **FORTY-NINE THOUSAND THREE HUNDRED THIRTY-SIX PESOS (P49,336.00)** per appraiser, inclusive of the twelve (12%) percent Value-Added Tax (VAT). Only proposals not exceeding the ABC shall be considered.

## V. MANNER OF PAYMENT

1. Payment of the contract cost shall be upon acceptance by PRA of the final comprehensive Appraisal Reports submitted by the Winning Consultants.
2. The contract cost shall be at a fixed price. A penalty equivalent to one-tenth (1/10) of one percent (1%) of the contract price shall be imposed for every day of delay in the submission of the appraisal report.
3. Any extension of contract time shall not involve any additional cost.

## VI. REPORTS AND TIME SCHEDULES

The Winning Consultants shall submit their Appraisal Reports in the following manner:

1. Draft appraisal reports shall be submitted within **twenty-five (25)** calendar days from receipt of the Notice to Proceed (NTP).
2. The final comprehensive appraisal reports for each property containing the information / inputs as indicated in the scope of services, supported with the lot and location plans, photographs and other exhibits shall be submitted in three (3) copies and an electronic copy within five (5) calendar days from receipt of PRA's comments, if any, on the draft reports.

## VII. QUALIFICATION OF THE CONSULTANT

1. The appraisal firm must have at least ten (10) years of experience in real estate appraisal.
2. The appraisal firm must be accredited with the Bangko Sentral ng Pilipinas (BSP).
3. The Team Leader to be assigned to the project should be a Licensed Real Estate Appraiser with at least five (5) years of experience in appraisal works.

## VIII. EVALUATION OF PROPOSAL

PRA shall evaluate bids using the Quality Cost-Based Evaluation (QCBE) procedure. The criteria and rating for the selection of the Consultant are as follows:

Proposal		Weight
Technical Proposal: <ul style="list-style-type: none"><li>• Quality of Personnel to be assigned to the Project</li><li>• Applicable Experience of the Consultant / Firm</li><li>• Plan of Approach and Methodology</li></ul>	35% 35% 30%	60%
Financial Proposal		40%

#### **IX. DOCUMENTS TO BE PROVIDED BY PRA**

Certificate of Title, Location Plan and Letter of Authority to Inspect the Properties shall be issued to the Winning Consultants upon the issuance of the Notice to Proceed.

#### **X. DOCUMENTS TO BE SUBMITTED BY THE CONSULTANT**

The Consultants shall submit one (1) photocopy each of the following documents:

1. Mayor's / Business Permit;
2. PhilGEPS Registration Number;
3. BSP Accreditation;
4. PRC License Card of the Proposed Team Leader;
5. Curriculum Vitae of Proposed Team Leader (Annex "A");
6. Relevant Services Carried Out in the last five (5) years that Best Illustrate Qualifications (Annex "B"); and
7. Financial Proposal form (Annex "C").

In lieu of the Mayor's Permit and PhilGEPS Registration Number, a Valid Certificate of Platinum Membership issued by PhilGEPS may be submitted.

#### **XI. UNDERTAKING OF THE WINNING CONSULTANTS**

1. Prior to the submission of the final appraisal reports to PRA, the Winning Consultants shall submit a draft report and attend an Assessment Conference to be scheduled by PRA. The conference aims to clarify the factors that were considered by the Appraisers in coming up with the values.
2. The Winning Consultants shall make themselves or any of their representatives available should any of the appraised properties become subject of inquiries.
3. The Winning Consultants shall treat the appraised values of all PRA's assets as strictly confidential.



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 7378386  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** Consulting Services for the Appraisal of Two (2) Real Properties of PRA at Cebu City  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PRA-BAC-20-0038	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Consulting Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Consulting Services		
<b>Approved Budget for the Contract:</b>	PHP 98,672.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	Angela Estribor Rodrigo Project Management Officer B 7th Flr., Legaspi Tower 200, 107 Paseo de Roxas, Legaspi Village Makati City Metro Manila Philippines 1226 63-2-84595000 Ext.7203  bac@pea.gov.ph	<b>Date Published</b>	22/12/2020
		<b>Last Updated / Time</b>	21/12/2020 10:29 AM
		<b>Closing Date / Time</b>	29/12/2020 17:00 PM

#### Description

Request for Proposal  
 Consulting Services for the Appraisal of Two (2) Real Properties of PRA

1. The Philippine Reclamation Authority (PRA) shall be engaging the services of two (2) Appraisal Firms in the determination of the fair market value of the following PRA properties through Small Value Procurement pursuant to Section 53.9 of the Revised IRR of R.A. No. 9184:

#### PROPERTY

NO. TCT/OCT/CCT NO. LOCATION AREA (m2)

- 
- 1 3905 Lot 32 Block 12, North Reclamation Area, Cebu City 336.00  
 2 4897 Lot 31 (Alley), North Reclamation Area, Cebu City 414.50

2. The Approved Budget for the Contract is Ninety-Eight Thousand Six Hundred Seventy-Two Pesos (P98,672.00) or Forty-Nine Thousand Three Hundred Thirty-Six Pesos (P49,336.00) per appraiser inclusive of applicable taxes and fees. Only proposals not exceeding the ABC shall be considered.

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5. The PRA shall evaluate proposals using the Quality-Cost Based Evaluation (QCBE) procedure. The criteria and rating for the selection of the Consultant are as follows:

-----  
Proposal Weight  
-----

Technical Proposal: 60%

- Quality of Personnel to be assigned to the Project 35%
- Applicable Experience of the Consultant/Firm 35%
- Plan of Approach and Methodology 30%

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Financial Proposal 40%  
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6. The Appraisal Firm must submit the following documents:

- Mayor's/Business Permit\*;
- PhilGEPS Registration Number\*;
- Valid PRC License Card of the Proposed Team Leader;
- Bangko Sentral ng Pilipinas Accreditation;
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- Relevant Services Carried Out in the Last Five (5) Years of the Appraisal Firm (using prescribed form); and
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8. The PRA reserves the right to reject any and all bids, annul the procurement process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, the BAC Secretariat may be reached at phone number 8459-5000 local 7800 or email address bac@pea.gov.ph.

Atty. JOSEPH JOHN M. LITERAL  
BAC Chairperson

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Appraisal of Two (2) Real Properties of PRA	TCT/OCT/ CCT NO. 3905 and 4897 located at Cebu City	1	Lump Sum	49,336.00
2	Appraisal of Two (2) Real Properties of PRA	TCT/OCT/ CCT NO. 3905 and 4897 located at Cebu City	1	Lump Sum	49,336.00

**Created by** Angela Estribor Rodrigo

**Date Created** 21/12/2020

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED TEAM LEADER**

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

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

Name of Staff: \_\_\_\_\_

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	Inclusive Date

**Employment Record:**

Position Held	Company	From	To



**Certification:**

I, the undersigned, certify that to the best of my 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.

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

**FORMAT OF RELEVANT SERVICES CARRIED OUT IN THE LAST  
FIVE YEARS THAT BEST ILLUSTRATE  
QUALIFICATIONS**

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

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

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

List of Similar Projects Undertaken within the last five years:

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 accompanied 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 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 described (*the Consultancy Firm*).

*(Signature over Printed Name)*

Authorized Representative of the Appraisal Firm

FORMAT OF FINANCIAL PROPOSAL SUBMISSION FORM

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Date

**ATTY. JOSEPH JOHN M. LITERAL**

Chairperson, Bids and Awards Committee  
Philippine Reclamation Authority  
7/F Legaspi Towers 200 Bldg.  
107 Paseo de Roxas  
St. Legaspi Village,  
Makati City

Dear Atty. Literal:

I, the undersigned, as the duly authorized representative of **[Name of Company]**, offer to provide the consultancy services for the Appraisal of Fifteen (15) Real Properties of PRA in accordance with your Terms of Reference. Our Financial Proposal is for the sum of **[amount in words and figures] inclusive of all applicable taxes.**

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

I confirm that I have read, understood and accept the contents of the Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and any agreements that may result in negotiation after the submission of this proposal.

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address: