



Republic of the Philippines  
Department of Finance  
**PRIVATIZATION AND MANAGEMENT OFFICE**



**REQUEST FOR PROPOSAL**

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

**Solicitation No. PMO-25-53**

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 **Seven Hundred Fifty-Eight Thousand Six Hundred Fourteen Pesos (Php758,614.00)**, 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                                           | 35    |
| i. <i>Years of Existence of the Firm (with at least five (5) years of existence)</i> |       |

|                                                                                                                                                                                                                                                                                                                                                                                                   |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| ii. <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>                                                                                                                                                                                                        |            |
| B. Qualification of personnel who shall be assigned to the project                                                                                                                                                                                                                                                                                                                                |            |
| i. <i>Work Experience in Similar Projects</i><br>- <i>The Team Leader must be a licensed Real Estate Appraiser with at least ten (10) years of work experience;</i><br>- <i>The Team must have a minimum of two (2) licensed Real Estate Appraiser as team members</i><br><br>ii. <i>Educational Background</i><br>- <i>The Team Leader and members must be at least Bachelor's degree holder</i> | 35         |
| 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 documents in a sealed envelope as basis for evaluation:
  - i. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives.
  - ii. Mayor's/Business permit issued by the city or municipality where the principal place of business of the bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
  - iii. Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
  - iv. Latest Income/Business Tax Return
  - v. PHILGEPS Registration Number
  - vi. 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.
  - vii. Curriculum Vitae (CV) of the Firm, using prescribed form (Annex A)
  - viii. 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.
  - ix. Description of the Methodology and Work Plan, using prescribe form (Annex C)
  - x. Statement of all on-going and completed government or private contracts/projects within the last five (5) years (Annex D and E)

*Note:*

- a. *A recently expired Mayor's permit together with the official receipt as proof that consultant has applied for renewal within the period prescribed by the concerned local government unit.*
    - b. *For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.*
    - c. *Certificate of Platinum Membership issued by PhilGEPS may be submitted in lieu of Mayor's Permit and PHILGEPS Registration Number.*
  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 aforecited documentary requirements, and the Financial Proposal must be submitted to the PMO-BAC Secretariat, on or before **5:00 PM of 29 July 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 26 July 2025**.

*Issued this 26<sup>th</sup> day of July 2025.*

sgd  
**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): Seven Hundred Fifty-Eight  
Thousand Six Hundred Fourteen Pesos (Php758,614.00), 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:

| Item No. | Asset Name                             | TCT No.  | Area    | Description | Location                                                                                       |
|----------|----------------------------------------|----------|---------|-------------|------------------------------------------------------------------------------------------------|
| 1        | Mindanao Progress Corp. (MINPROCOR)    | 363054   | 440     | Land        | San Jose Del Monte, Quezon City                                                                |
| 2        | Mindanao Progress Corp. (MINPROCOR)    | 363055   | 550     | Land        | San Jose Del Monte, Quezon City                                                                |
| 3        | Mindanao Progress Corp. (MINPROCOR)    | 363056   | 444     | Land        | San Jose Del Monte, Quezon City                                                                |
| 4        | Mindanao Progress Corp. (MINPROCOR)    | 363057   | 509     | Land        | San Jose Del Monte, Quezon City                                                                |
| 5        | Mindanao Progress Corp. (MINPROCOR)    | 363058   | 986     | Land        | San Jose Del Monte, Quezon City                                                                |
| 6        | Development Bank of Rizal (DBR)        | T-190669 | 121     | Land        | Brgy. Tuktukan, Guiguinto, Bulacan                                                             |
| 7        | Development Bank of Rizal (DBR)        | T-190670 | 239     | Land        | Brgy. Tuktukan, Guiguinto, Bulacan                                                             |
| 8        | Development Bank of Rizal (DBR)        | N-259906 | 400     | Land        | Brgy. Tuktukan, Guiguinto, Bulacan                                                             |
| 9        | Development Bank of Rizal (DBR)        | N-265495 | 433     | Land        | 19th Avenue, Brgy. San Roque, Quezon City                                                      |
| 10       | Development Bank of Rizal (DBR)        | N-258621 | 272.9   | Land        | K-6th St., Kamuning, Quezon City                                                               |
| 11       | Development Bank of Rizal (DBR)        | N-260571 | 676     | Land        | Lot 1-A Religion St., San Antonio Subdivision, Brgy. Nagkaisang Nayon, Novaliches, Quezon City |
| 12       | Development Bank of Rizal (DBR)        | T-169922 | 220,820 | Land        | Brgy. Pao, San Jose, Tarlac                                                                    |
| 13       | Development Bank of Rizal (DBR)        | N-40550  | 379     | Land        | Brgy. Munting Dilao (Mambugan), Antipolo City,                                                 |
| 14       | Technology Resources Corporation (TRC) | C-352906 | 367     | Land        | Congress Village, Bagumbong, Caloocan City                                                     |
| 15       | Technology Resources Corporation (TRC) | T-39836  | 823     | Land        | 397 Quirino Ave., Brgy. Pulang Lupa, Las Piñas City                                            |
| 16       | Technology Resources Corporation (TRC) | M-24840  | 851     | Land        | Yanga St., Brgy. Maysilo, Malabon City                                                         |

|    |                                        |                |         |      |                                                       |
|----|----------------------------------------|----------------|---------|------|-------------------------------------------------------|
| 17 | Technology Resources Corporation (TRC) | N-136779       | 209     | Land | San Pedro St., Don Francisco del Monte, Quezon City   |
| 18 | Technology Resources Corporation (TRC) | T-183571       | 10,378  | Land | Brgy. Isio, Cauayan, Negros Occidental                |
| 19 | Technology Resources Corporation (TRC) | 149760         | 1,229   | Land | Louisville 1, Sitio Tac-an, Brgy. Talamban, Cebu City |
| 20 | Technology Resources Corporation (TRC) | T-30378        | 274,216 | Land | Brgy. Butacal, Navitas, Panay, Capiz                  |
| 21 | Technology Resources Corporation (TRC) | T-30379        | 83,160  | Land | Brgy. Butacal, Navitas, Panay, Capiz                  |
| 22 | Technology Resources Corporation (TRC) | T-38979        | 888     | Land | Brgy. Baybay, Roxas City                              |
| 23 | Technology Resources Corporation (TRC) | T-95246        | 10,000  | Land | Brgy. Saravia, Koronadal City, South Cotabato         |
| 24 | Technology Resources Corporation (TRC) | T-95247        | 10,540  | Land | Brgy. Saravia, Koronadal City, South Cotabato         |
| 25 | Technology Resources Corporation (TRC) | T-95248        | 10,000  | Land | Brgy. Saravia, Koronadal City, South Cotabato         |
| 26 | Technology Resources Corporation (TRC) | T-95249        | 10,000  | Land | Brgy. Saravia, Koronadal City, South Cotabato         |
| 27 | Technology Resources Corporation (TRC) | T-95243        | 8,109   | Land | Brgy. Saravia, Koronadal City, South Cotabato         |
| 28 | Technology Resources Corporation (TRC) | T-95244        | 5,000   | Land | Brgy. Saravia, Koronadal City, South Cotabato         |
| 29 | Technology Resources Corporation (TRC) | T-95245        | 8,238   | Land | Brgy. Saravia, Koronadal City, South Cotabato         |
| 30 | Technology Resources Corporation (TRC) | T-116732       | 40,000  | Land | Brgy. Sinawal, General Santos City                    |
| 31 | Technology Resources Corporation (TRC) | T-64953        | 100,000 | Land | Brgy. Lur, Gutalac, Zamboanga DN                      |
| 32 | Technology Resources Corporation (TRC) | T-135058       | 616     | Land | Brgy. Gusa, Cagayan de Oro City                       |
| 33 | Technology Resources Corporation (TRC) | T-77467        | 5,000   | Land | Bo. of Barungcot, Dangcagan, Bukidnon                 |
| 34 | Office of the Ombudsman (OMB)          | 090-2010009088 | 1,344   | Land | Dumangas, Iloilo                                      |
| 35 | Office of the Ombudsman (OMB)          | 090-2010009089 | 25,388  | Land | Dumangas, Iloilo                                      |
| 36 | Office of the Ombudsman (OMB)          | 090-2010009090 | 399     | Land | Dumangas, Iloilo                                      |
| 37 | Office of the Ombudsman (OMB)          | 090-2010009092 | 13,322  | Land | Leganes, Iloilo                                       |
| 38 | Anti-Money Laundering Council (AMLC)   | 057-2018040357 | 1,000   | Land | Capipisa, Tanza, Cavite                               |
| 39 | Anti-Money Laundering Council (AMLC)   | 057-2018041288 | 500     | Land | Capipisa, Tanza, Cavite                               |
| 40 | Anti-Money Laundering Council (AMLC)   | 057-2018040770 | 500     | Land | Capipisa, Tanza, Cavite                               |
| 41 | Anti-Money Laundering Council (AMLC)   | 057-2019042185 | 572     | Land | Capipisa, Tanza, Cavite                               |

## 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*                 |
|-------------------------------------------------------------------------------------|-------------|----------------------------------------------------|
| Mindanao Progress Corporation (MINPROCOR)<br><i>San Jose Del Monte, Quezon City</i> | 5           | Twenty (20) Calendar days from receipt of NTP      |
| Office of the Ombudsman (OMB)<br><i>Dumangas and Leganes, Iloilo</i>                | 4           |                                                    |
| Anti-Money Laundering Council (AMLC)<br><i>Tanza, Cavite</i>                        | 4           |                                                    |
| Development Bank of Rizal (DBR)<br><i>NCR, Bulacan and Tarlac</i>                   | 8           | Twenty-five (25) Calendar Days from receipt of NTP |
| Technology Resource Center (TRC)<br><i>NCR and Visayas</i>                          | 9           |                                                    |
| Technology Resource Center (TRC)<br><i>Mindanao</i>                                 | 11          | Forty-five (45) 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><br>Upon submission of Final Appraisal Reports:<br>1. Mindanao Progress Corp. (MINPROCOR)<br><i>San Jose Del Monte, Quezon City</i><br>2. Office of the Ombudsman (OMB)<br><i>Dumangas &amp; Leganes, Iloilo</i><br>3. Anti-Money Laundering Council (AMLC)<br><i>Capipisa, Tanza, Cavite</i><br>4. Development Bank of Rizal (DBR)<br><i>NCR, Bulacan and Tarlac</i><br>5. Technology Resource Center (TRC)<br><i>NCR and Visayas</i> | Seventy percent (70%) of the Contract Price |
| <b>B. Second Payment</b><br>Upon submission of Final Appraisal Reports:<br>1. Technology Resource Center (TRC)<br><i>Mindanao</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<br><br>iii. <i>Years of Existence of the Firm (with at least five (5) years of existence)</i><br>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<br><br>iii. <i>Work Experience in Similar Projects</i><br>- <i>The Team Leader must be a licensed Real Estate Appraiser with at least ten (10) years of work experience;</i><br>- <i>The Team must have a minimum of two (2) licensed Real Estate Appraiser as team members</i><br><br>iv. <i>Educational Background</i><br>- <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. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives.
2. Mayor’s/Business permit issued by the city or municipality where the principal place of business of the bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
4. Latest Income/Business Tax Return
5. PHILGEPS Registration Number.
6. 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.
7. Curriculum Vitae (CV) of the Firm, using prescribed form (Annex A).
8. 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.
9. Description of the Methodology and Work Plan, using prescribe form (Annex C).
10. Statement of all on-going and completed government or private contracts/projects within the last five (5) years (Annex D and E).

*Note:*

- a. A recently expired Mayor’s permit together with the official receipt as proof that consultant has applied for renewal within the period prescribed by the concerned local government unit.*
- b. For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor’s/Business permit.*
- c. Certificate of Platinum Membership issued by PhilGEPS may be submitted in lieu of Mayor’s Permit and PHILGEPS Registration Number.*

## H. Liquidated Damages

If the Consultant fails to deliver any or all of the Services within the period(s) specified in this Terms of Reference (TOR), the PMO shall, without prejudice to its other remedies under this TOR and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the PMO may consider termination of services.

## 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 Performance Security                                                                                                                                                                                                                                                                                                                                                                                                                  | Amount of Performance Security<br>(Not less than the<br>Percentage of the ABC) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank.<br><br><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.<br><br><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)                                                                                                                                                                                                                                                                                                                                                                                                     | 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 and returned to the Consultant after the issuance of the Certificate of Final Acceptance subject to the following conditions:

- a. There are no pending claims against the Consultant or the surety company filed by the PMO;

- b. The Consultant has no pending claims for labor and materials filed against it; and
- c. Other terms specified in the TOR.

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

Except with the prior written consent of the PMO, the Consultant shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant make public the recommendations formulated in the course of, or as a result of, the Services. For purposes of this clause, “confidential information” means any information or knowledge acquired by the Consultant arising out of, or in connection with, the performance of the Services under this TOR that is not otherwise available to the public.

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 with an or any 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” condition.
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 area 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 list of sources and comparable properties 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.
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. Include the latest approved Schedule of Market Values (SMV) of the respective LGU where the property is located.
12. 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.
13. Submit the final report in two (2) hard copies and one (1) soft copy.
14. 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.

15. 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

---

Bidder's Address

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

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**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)

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

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: