

Request for Proposal

Selection of a Consultant for the Appraisal of BCDA Land Assets

1. The Bases Conversion and Development Authority (BCDA) is a government corporation mandated to transform former military bases and properties into premier centers of economic growth as stipulated in its mandate - Republic Act No. 7227 otherwise known as the “Bases Conversion and Development Act of 1992”.
2. The Bases Conversion and Development Authority (BCDA) intends to procure and engage the services of an Appraisal Firm/Consultant in the determination of the Market Value of Land and Market Rent of properties for appraisal listed in the attached Terms of Reference (TOR) for the Project, using the appropriate valuation methodologies. The detailed responsibilities and deliverables of the Appraisal Firm/Consultant are likewise indicated in the attached TOR for the Project.
3. The Approved Budget for the Contract is Nine **Hundred Thousand Hundred Pesos (Php 900,000.00)**, inclusive of VAT and all applicable taxes and fees.
4. The Appraisal Firm/Consultant must have the following qualifications:
 - a. The Firm must be registered online with the Philippine Government Electronic; Procurement System (<http://www.philgeps.gov.ph>) as a legitimate service provider for government requirements;
 - b. Should have at least ten (10) years of experience in real estate appraisal; and
 - c. 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.
5. The Appraisal Firm/Consultant shall be evaluated based on the Quality Based Evaluation (QBE) procedure.
6. The criteria and rating for the selection of the winning Consultant are as follows:

| | Evaluation Criteria | Score |
|----|---|--------------|
| A. | Applicable experience of the Consultant | 40% |
| B. | Qualification of personnel who shall be assigned to the project | 50% |
| C. | Plan of Approach and Project Methodology | 10% |
| | TOTAL SCORE | 100% |

7. The Appraisal Firm/Consultant is required to submit the following documents to be used by BCDA as basis for its evaluation:
 - Annex A: Valid and current Mayor’s/Business Permit (city or municipal)/Municipal License, where the principal place of business of the prospective bidder is located;
 - Annex B: PhilGEPS Registration;
 - Annex C: 2020 Income/Business Tax Return

- Annex D: Duly Notarized Omnibus Sworn Statement
- Annex E: Curriculum Vitae of the Firm (using the prescribed form) and Company Profile
- Annex F: Curriculum Vitae of the Assigned Team Leader (using the prescribed form) and duly notarized
- Annex G: Description of the Methodology and Work Plan (using the prescribed form)

Note : The Certificate of Platinum Membership issued by PhilGEPS may be submitted in lieu of Mayor's Permit (Annex A) and PhilGEPS Registration (Annex B)

8. The Appraisal Firm/Consultant is also required to submit its **Financial Proposal** using the prescribed format in a separate sealed envelope together with the above-mentioned requirements/documents. 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 for a period of forty-five (45) calendar days from the date stated in the Notice to Proceed (NTP) and/or until the full delivery and acceptance by BCDA of all the requirements as agreed with the Appraisal Firm/Consultant.
10. The **Proposal** composed of the aforementioned Annexes A to G, and the Financial Proposal, must be submitted not later than **0 December 2021 at 5:00 p.m.** at the BCDA Records Administration Division (RAD), Bases Conversion and Development Authority (BCDA) Corporate Office, 2/F, Bonifacio Technology Center, 31st Street, corner 2nd Avenue, Bonifacio Global City, Taguig City. Proposals shall be addressed to **Engr. Richard Brian M. Cepe**, Vice President of Land and Assets Development Department.
11. The BCDA reserves the right to accept or 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.
12. For further information, your office may contact BCDA Land Management Officer, Engr. Victor Joy D. Lagria, thru email address vdlagria@bcda.gov.ph and Ms. Rowena M.R. Evidor, thru email address rrevidor@bcda.gov.ph.

RICHARD BRIAN M. CEPE

Vice President

Land and Assets Development Department