

Request for Quotation

Selection of a Consultant for the Appraisal of Various Properties

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 in the determination of the Market Value of Land, Retail Units, Accommodation Value, and Market Rent of properties for appraisal listed in Annex "A" using the appropriate valuation methodologies.
3. The Approved Budget for the Contract is **Six Hundred Fourteen Thousand Pesos (PHP614,000.00)**, inclusive of all applicable taxes and fees.
4. The Appraisal Firm must have the following qualifications:
 - a. Should have at ten (10) years of experience in real estate appraisal; and
 - b. 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 Consultant must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.gov.ph>) as a legitimate service provider for government requirements.
6. The detailed responsibilities and deliverables are in the attached Terms of Reference (TOR) for the Project.
7. The Consultant shall be evaluated based on the Quality Based Evaluation (QBE) procedure.

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

Evaluation Criteria	Score
A. Applicable experience of the Consultant	35%
B. Qualification of personnel who shall be assigned to the project	35%
C. Plan of Approach and Project Methodology	30%
TOTAL SCORE	100%

8. The Consultant is required to submit the following documents to be used by BCDA as basis for evaluation by BCDA

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 Number

Annex C : 2016 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 prescribed form)

Annex G : Description of the Methodology and Work Plan (using prescribed form)

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

9. The 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.

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

10. The contract shall be effective for a period of one (1) month from the date stated in the Notice to Proceed (NTP) and until the full delivery of the requirement and acceptance by the BCDA is accomplished by the Consultant.
11. The **Proposal** composed of the aforementioned Annexes A to G, and the Financial Proposal must be submitted *on or before 07 May 2018, 4:00 p.m.* at the BCDA Central Receiving and Releasing Area (CRRA), Bases Conversion and Development Authority (BCDA) Corporate Office, 2/F, Bonifacio Technology Center, 31st Street, corner 2nd Avenue, Bonifacio Global City, Taguig City. The bids shall be addressed to Engr. Richard Brian M. Cepe, Head of Land and Assets Development Department.
12. 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.
13. For further information, your office may contact BCDA Land Management Officer Ms. Lorna A. Enriquez thru telephone number 575-1754 or email address laenriquez@bcda.gov.ph.



RICHARD BRIAN M. CEPE
Head, Land and Assets Development Department

Properties for 2018 Appraisal

A. BONIFACIO GLOBAL CITY (BGC) LOTS (CITI CENTER)

	Property	Lot Area (sqm)
1	Avida Towers Turf BGC	4,140
2	Capital House	2,066
3	Falcon 1 & 2 Park Triangle Corporate Plaza	3,580
4	Alveo park Triangle	2,442
5	Park Triangle Residences	4,000
6	West Gallery Place	4,859
7	East Gallery Place	4,859
8	Verve Residences	6,329
9	Corporate Plaza	7,012
10	The Meridien	6,329
11	The Suites Retail	6,623

B. EASTGATE LOT (Simon Paz)

	Property	Lot Area per Villa (sqm)
1	Eastgate Lot (BGC)	3,099

C. STP LOT (Pamayanang Diego Silang, Taguig City)

	Property	Lot Area (sqm)
1	STP Lot (portion)	6,411

D. ASEAN VILLAS

	Property	Lot Area per Villa (sqm)	Floor Area per Villa (sqm)
21	Clark Villas	1220	554

E. NAVY VILLAGE

	Land Use	Lot Area (sqm)	Floor Area Ratio (FAR)	Buildable Floor Area
1	STP	8,033	-	-
2	Institutional 1	8,435	5	42176
3	Institutional 2	8,749	5	43745
4	Institutional 3	5,969	5	29874
5	Institutional 4	8,994	5	44971
6	Institutional 5	6,170	5	30851
7	Institutional 6	8,996	5	44981
8	Institutional 7	8,085	5	40423
9	Institutional 8	8,996	5	44981
10	Sub-Station	4,045	-	-
11	Mixed Use 1	8,554	7	59881
12	Mixed Use 2	8,998	7	62986
13	Mixed Use 3	10,368	7	72577
14	Mixed Use 4	9,243	7	64704
15	Mixed Use 5	11,903	7	83319
16	Mixed Use 6	11,633	7	81428
17	Mixed Use 7	8,891	7	62234
18	Mixed Use 8	8,996	7	62973
19	Mixed Use 9	8,848	7	61935
20	Mixed Use 10	7,358	7	51506
21	Mixed Use 11	236	7	1654
22	Pasong Tamo Widening	6,795	-	-
23	Pasong Tamo Pedestrian Strip	2,393	-	-
24	Road Right of Way	38,726	-	-
25	Recreational / Open Space	38,992	-	-
TOTAL		258,406		

Terms of Reference

Consulting Services for the Appraisal of Various Properties

BUDGET: SIX HUNDRED FOURTEEN THOUSAND PESOS (Php614,000.00), inclusive of all applicable taxes and fees

I. Background	<p>The Bases Conversion and Development Authority (BCDA) is mandated under Republic Act No. 7227, as amended by Republic Act No. 7917, to accelerate the sound and balanced conversion into alternative productive uses of the Clark and Subic military reservations and their extension, to raise funds by the sale of portions of Metro Manila Military Camps; and to apply said funds for the development and conversion into alternative productive uses of these properties.</p> <p>There is a need to engage the services of an independent property under the pertinent provisions of RA 9184, otherwise known as the “Government Procurement Reform Act” and its implementing rules and regulations pertaining to consulting services to determine the current valuation of various properties which will be used as one of the basis in determining the baseline value in the disposition and/or development of the properties.</p>																																												
II. Description of Objective Consulting Services	<p>The Consulting Services required under this Terms of Reference (TOR) shall be the determination of the Market Value of Land and Retail Units, Accommodation Value and Market Rent of properties for appraisal listed below using the appropriate valuation methodologies.</p> <p>A. CITI CENTER LOTS (Bonifacio Global City, Taguig City)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 5%;"></th> <th style="width: 70%;">Property</th> <th style="width: 25%;">Lot Area (sqm)</th> </tr> </thead> <tbody> <tr><td>1</td><td>Avida Towers Turf BGC</td><td style="text-align: center;">4,140</td></tr> <tr><td>2</td><td>Capital House</td><td style="text-align: center;">2,066</td></tr> <tr><td>3</td><td>Falcon 1 & 2 Park Triangle Corporate Plaza</td><td style="text-align: center;">3,580</td></tr> <tr><td>4</td><td>Alveo park Triangle</td><td style="text-align: center;">2,442</td></tr> <tr><td>5</td><td>Park Triangle Residences</td><td style="text-align: center;">4,000</td></tr> <tr><td>6</td><td>West Gallery Place</td><td style="text-align: center;">4,859</td></tr> <tr><td>7</td><td>East Gallery Place</td><td style="text-align: center;">4,859</td></tr> <tr><td>8</td><td>Verve Residences</td><td style="text-align: center;">6,329</td></tr> <tr><td>9</td><td>Corporate Plaza</td><td style="text-align: center;">7,012</td></tr> <tr><td>10</td><td>The Meridien</td><td style="text-align: center;">6,329</td></tr> <tr><td>11</td><td>The Suites Retail</td><td style="text-align: center;">6,623</td></tr> </tbody> </table> <p>B. EASTGATE LOT (Bonifacio Global City, Taguig City)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 5%;"></th> <th style="width: 30%;">Property</th> <th style="width: 20%;">Lot Area (sqm)</th> <th style="width: 45%;">Floor Area Ratio (FAR)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Eastgate Lot</td> <td style="text-align: center;">3,099</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>		Property	Lot Area (sqm)	1	Avida Towers Turf BGC	4,140	2	Capital House	2,066	3	Falcon 1 & 2 Park Triangle Corporate Plaza	3,580	4	Alveo park Triangle	2,442	5	Park Triangle Residences	4,000	6	West Gallery Place	4,859	7	East Gallery Place	4,859	8	Verve Residences	6,329	9	Corporate Plaza	7,012	10	The Meridien	6,329	11	The Suites Retail	6,623		Property	Lot Area (sqm)	Floor Area Ratio (FAR)	1	Eastgate Lot	3,099	3
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C. STP LOT (Pamayanang Diego Silang, Taguig City)

Property		Lot Area (sqm)
1	STP Lot (portion)	6,411

D. CLARK ASEAN VILLAS (Clark Base Base, Pampanga)

Property	Lot Area per Villa (sqm)	Floor Area per Villa (sqm)
21	Clark Asean Villas	554

E. NAVY VILLAGE (Fort Bonifacio, Taguig City)

	Land Use based on Master Plan	Lot Area (sqm)	Floor Area Ratio (FAR)	Buildable Floor Area
1	STP	8,037	-	-
2	Institutional 1	8,440	5	42,200
3	Institutional 2	8,745	5	43,725
4	Institutional 3	5,973	5	29,865
5	Institutional 4	9,001	5	45,005
6	Institutional 5	5,820	5	29,100
7	Institutional 6	8,485	5	42,425
8	Institutional 7	8,087	5	40,435
9	Institutional 8	8,998	5	44,990
10	Institutional 9	11,905	5	59,525
11	Sub-Station	4,045	-	-
12	Mixed Use 1	8,556	7	59,892
13	Mixed Use 2	9,003	7	63,021
14	Mixed Use 3	10,370	7	72,590
15	Mixed Use 4	9,245	7	64,715
16	Mixed Use 5	11,633	7	81,431
17	Mixed Use 6	9,112	7	63,784
18	Mixed Use 7	9,223	7	64,561
19	Mixed Use 8	9,302	7	65,114
20	Mixed Use 9	7,558	7	52,906
21	Mixed Use 10	287	7	2,009
22	Pasong Tamo Widening	6,165	-	-

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Consulting Services for the Appraisal of Various Properties

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III. Scope of Services / Deliverables	<p>The Consultant shall provide the following services:</p> <ol style="list-style-type: none"> a. Conduct an ocular inspection / identification of the properties for appraisal; b. Undertake the valuation study using the appropriate valuation methodology to come up with the following: <ul style="list-style-type: none"> ▪ Market Value of Land for BGC Lots ▪ Market Value of Retail Units for BGC Lots ▪ Market Value and Accommodation Value for Eastgate Lot in BGC ▪ Market Value and Market Rent of STP Lot in PDS, Taguig City ▪ Market Value and Market Rent of Land and Structures of the 21 Clark Asean Villas located in Clark Air Base ▪ Market Value and Market Rent based on the proposed Land Uses for Navy Village property in Fort Bonifacio (Land Residual Value) c. Prepare and submit the draft appraisal report within twenty (20) calendar days from receipt by the Consultant of the Notice to Proceed; d. Prepare the Final Report within five (5) calendar days from receipt of BCDA comments (if any) on the draft report; e. The appraiser shall conduct consultation and coordination with BCDA in relation to the undertaking of its responsibilities; and f. Fulfill all its obligations by using its technical expertise and in accordance with the highest 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 BCDA. To attain these ends, the Consultant shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services. 																						
IV. Approved Budget for the Contract	<p>The Approved Budget for the Contract (ABC) is Six Hundred Fourteen Thousand Pesos (₱614,000.00), inclusive of all applicable taxes and fees.</p>																						
V. Manner of Payment	<p>Payment of the Contract Price shall be paid by BCDA to the Consultant in the following schedule:</p> <ol style="list-style-type: none"> a. 50% upon submission and approval by BCDA of the draft appraisal reports; and b. 50% upon submission and approval by BCDA of the final appraisal reports as evidenced by the issuance by BCDA of the Certificate of Completion 																						

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VI. Duration of the Project / Deliverables	<p>The project shall be completed within thirty (30) calendar days from receipt by the Consultant of the Notice to Proceed.</p> <p>The consultant shall submit the draft appraisal report within fifteen (20) calendar days from the receipt by the Consultant of the Notice to Proceed.</p> <p>The Consultant shall submit the Final Report within five (5) calendar days from the approval by BCDA of the draft appraisal report.</p>												
VII. Qualifications of the Consultant	<p>Qualifications of the Consultant:</p> <ol style="list-style-type: none"> a. With at least ten (10) years of experience in real estate appraisal; b. 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. Procedure for the Evaluation of Proposal	<p>BCDA shall evaluate bids using the <i>Quality Based Evaluation (QBE)</i> procedure. The Proponent shall be required to submit the Technical and Financial Proposals simultaneously in a separate sealed envelopes.</p> <p>The criteria and rating for the selection of the Consultant are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Proposal</th> <th style="text-align: center;">Weight</th> </tr> </thead> <tbody> <tr> <td colspan="2">Technical Proposal:</td> </tr> <tr> <td>▪ Quality of Personnel to be assigned to the Project</td> <td style="text-align: center;">35%</td> </tr> <tr> <td>▪ Applicable Experience of the Consultant/Firm</td> <td style="text-align: center;">35%</td> </tr> <tr> <td>▪ Plan of Approach and Methodology</td> <td style="text-align: center;">30%</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	Proposal	Weight	Technical Proposal:		▪ Quality of Personnel to be assigned to the Project	35%	▪ Applicable Experience of the Consultant/Firm	35%	▪ Plan of Approach and Methodology	30%	TOTAL	100%
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TOTAL	100%												
IX. Data Assistance to be Provided by BCDA	<p>BCDA will provide the Consultant all available pertinent documents and technical information necessary in the execution and performance of the services.</p>												
X. Documents to be submitted by the Consultant	<p>The consultant shall submit the following documents together with the Proposal.</p> <ol style="list-style-type: none"> 1. Mayor's /Business Permit; 2. PhilGEPS Registration Number; 3. Income / Business Tax Return; 4. Omnibus Sworn Statement. <p>Note: <i>Certificate of Platinum Membership</i> issued by PhilGEPS may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number</p>												
XI. Liquidated Damages	<p>The Consultant obligates itself to perform and complete all the Services within the period specified in the Terms of Reference and the Contract 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, liquidated damages, not by way of penalty, shall be paid to BCDA by the Consultant in an amount equal to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every day of delay.</p>												

Terms of Reference

Consulting Services for the Appraisal of Various Properties

XII. Confidentiality Clause	<p>The Consultant warrants the full confidentiality of all information gathered for the consultancy contract given by BCDA, 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 BCDA.</p> <p>The Consultant shall not be engaged by any person or entity whose business or interests are against the interests of BCDA. This prohibition shall subsist for a period of two (2) years after the expiration of the contract.</p>
XIII. Standard of Services	<p>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 BCDA. 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.</p> <p>The services shall be conducted by the Consultant in accordance with the instructions or directions made or to be made by the BCDA at any time before its completion. The Consultant shall conduct regular consultation with BCDA in relation to the undertaking of its responsibilities under the Contract Agreement.</p>
XIV. Conflict of Interest	<p>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 BCDA Group shall be disqualified from the bidding for the Consulting Services for the Appraisal of BCDA Properties.</p> <p>In all cases, the Consultant which is indirectly associated or which may be indirectly associated with any entity that may have a conflict of interest in or bias against the BCDA Group shall be required to disclose the extent of such relationship so that the BCDA may act upon the same accordingly.</p>
XV. Subcontracting	Subcontracting is not allowed.
XVI. Corrupt, Fraudulent, Collusion, and Coersive Practices	Any attempt by a bidder 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.

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 15 April 2013 to 15 April 2018:

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 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 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) FOR PROPOSED TEAM LEADER

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 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.

[Signature]

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known 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

A. Description of the Methodology and Work Plan

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

uncontrolled when printed or emailed

Financial Proposal Submission Form

Date

ENGR. RICHARD BRIAN M. CEPE
Project Manager
Land and Assets Development Department
Bases Conversion Development Authority
2nd Floor, Bonifacio Technology Center
31st Street corner 2nd Avenue
Bonifacio Global City, Taguig City 1634

Dear **Engr. Cepe**:

I, the undersigned, as the duly authorized representative of **[Name of Company]**, offer to provide the consulting services for the Appraisal of Various Properties.

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: