



**PHILIPPINE NATIONAL OIL COMPANY  
PNOC BLDG. 6, ENERGY CENTER, RIZAL DRIVE,  
BONIFACIO GLOBAL CITY, TAGUIG CITY**

# **PHILIPPINE BIDDING DOCUMENTS**

**Project Title : Rebidding for the Third Party Appraisal of  
Various PNOC Properties**

**REI No. : 2023-06-172**

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# **Rebidding for the Third Party Appraisal of Various PNOC Properties**

**REI No.: 2023-06-172**

**PART I**

# *Checklist of Eligibility Requirements*

1. Eligibility documents Submission Form (Annex A)

## **Class “A” Documents**

### **Legal Documents**

2. Valid PhilGEPS Registration Certificate (Platinum Membership)(all pages) in accordance with Section 8.5.2 of the IRR;

### **Technical Documents**

3. Statement of Consultant’s Nationality (Annex B)
4. Curriculum Vitae for the Proposed Professional Staff (Annex C)
5. Statement of Completed Contracts (Annex D)
6. Certificate of Good Standing, Acceptance Report, Certificate of Satisfactory Service Rendered, or Any Proof of Satisfactory Completion of Completed Contracts
7. Statement of Ongoing and Awarded but Not Yet Started Contracts (Annex E)

## **Class “B” Document**

8. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

# *Section I. Request for Expression of Interest*



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center  
 Rizal Drive, BGC, Taguig City  
 Tel. No.: 789 – 7662  
[www.pnoc.com.ph](http://www.pnoc.com.ph)  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

**REQUEST FOR EXPRESSION OF INTEREST**

**Rebidding for the Third Party Appraisal of Various  
 PNOC Properties**

**Request for Expression of Interest No. 2023-06-172**

1. The *PHILIPPINE NATIONAL OIL COMPANY. (PNOC)*, through the *2023 Approved Corporate Operating Budget* intends to apply the sum of,

**LOT 1 - METRO MANILA**

		Location			TCT No.	Area (sqm)	ABC
1	SS	NCR	METRO MANILA	BGY. 120, CALOOCAN CITY	286766	2,081.00	13,000
2	SS	NCR	METRO MANILA	BGY. SAN ANTONIO VILL. MAKATI CITY	188587	896.00	30,000
3	SS	NCR	METRO MANILA	BGY. SAN ANTONIO VILL. MAKATI CITY	188586	1,000.00	
4	SS	NCR	METRO MANILA	BGY. VALENZUELA, MAKATI CITY	188588	90.00	
					188589	90.00	
					188590	435.00	
					188591	160.00	
5	SS	NCR	METRO MANILA	BGY. WACK WACK, MANDALUYONG CITY	9607	1,941.00	13,000
6		NCR	METRO MANILA	QUIAPO, MANILA	216243	1,476	122,000
7	SS	NCR	METRO MANILA	QUIAPO, MANILA CITY	216244	2,057.50	
8	SS	NCR	METRO MANILA	BGY 382 ZONE 38 STA CRUZ, MANILA CITY	216245	408.00	
					216246	340.00	
9	SS	NCR	METRO MANILA	DOMINGUEZ ALONZO STREET, MALATE, MANILA CITY TAFT, PEDRO GIL, DOMINGUEZ STS, MALATE, MANILA CITY	214518	309.80	
					214519	321.60	
10	SS	NCR	METRO MANILA	BGY. 719, ZONE 78, MALATE, MANILA CITY	214520	648.60	
					214521	257.80	

11	SS	NCR	METRO MANILA	SAMPALOC, MANILA CITY	216248	1,289.10	
12	SS	NCR	METRO MANILA	STA ANA, MANILA CITY	214517 214508	588.00 231.30	
13	SS	NCR	METRO MANILA	SAN NICOLAS, MANILA CITY	216250	1,306.70	
14	SS	NCR	METRO MANILA	PANDACAN, MANILA CITY	214498	300.00	
15	SS	NCR	METRO MANILA	TONDO, MANILA CITY	216247	1,331.95	
16	SS	NCR	METRO MANILA	TONDO, MANILA CITY	216249	1,187.00	
17	SS	NCR	METRO MANILA	STA MESA, SAMPALOC, MANILA CITY	221582 221583	247.30 620.00	
18	SS	NCR	METRO MANILA	CONCEPCION I, MARIKINA CITY	260847 260848 260849	349.00 364.00 437.00	13,000
19	SS	NCR	METRO MANILA	BGY. ALABANG, MUNTINLUPA CITY	188245	1,200.00	13,000
20	SS	NCR	METRO MANILA	TAMBO, BACLARAN, PARANAQUE CITY	77265 77264	1,021.00 1,073.00	13,000
21	SS	NCR	METRO MANILA	SAN JOSE, PASAY CITY	134912 134913 134914	382.00 410.00 655.00	20,000
22	SS	NCR	METRO MANILA	SAN RAFAEL, PASAY CITY	134915 134916	1,028.00 854.00	
23	SS	NCR	METRO MANILA	BGY. UGONG, PASIG CITY	PT-94177	2,052.00	13,000
24	SS	NCR	METRO MANILA	CRAME, CUBAO, QUEZON CITY	129616	885.00	
25	SS	NCR	METRO MANILA	BGY HOLY SPIRIT, CAPITOL HILLS, QUEZON CITY	129615	1,546.00	
26	SS	NCR	METRO MANILA	LOYOLA HEIGHTS, QUIRINO, QUEZON CITY	129617	1,697.00	50,000
27	SS	NCR	METRO MANILA	MARIANA, NEW MANILA, QUEZON CITY	129620	2,000.00	
28	SS	NCR	METRO MANILA	SANTA MESA HEIGHTS, QUEZON CITY	129618	1,112.20	
						<b>TOTAL</b>	<b>300,000</b>

**LOT 2 - LUZON (NORTH)**

	Location	TCT No.	Area (sqm)	ABC
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1	SS	CAR	BENGUET	VETERANS LOOP, BAGUIO CITY	T-61985	1,787.00	33,000
2	SS	R1	ILOCOS SUR	BGY. BAGANI CAMPO, CANDON CITY	T-30325 T-30326	1,051.00 380.00	33,000
3	SS	R1	PANGASINAN	CARMEN WEST, ROSALES	T-46521	1,398.00	38,000
4	SS	R1	PANGASINAN	CARMEN EAST, ROSALES	T-45079	1,111.09	
5	SS	R2	CAGAYAN	BGY. CENTRAL(POBLACION), TUGUEGARAO CITY	T-100196	928.00	33,000
6	SS	R2	ISABELA	BGY. CALAO EAST, SANTIAGO CITY	TSC-1340 TSC-1341	599.00 552.00	50,000
7	SS	R2	ISABELA	BGY. CENTRO (POBLACION), CABATUAN	T-296045	829.00	
8		R3	BULACAN	POBLACION, SAN MIGUEL	T-71223	3,430	30,000
9		R3	BULACAN	TANGOS, BALIUAG	RT-71222	1,214	
10		R3	NUEVA ECIJA	POBLACION, TALAVERA	N-32337	396	35,000
11	SS	R3	NUEVA ECIJA	BGY. DIVERSION, SAN LEONARDO	NT-242106 NT-242107	536.00 1,414.00	
12		R3	PAMPANGA	BALIBAGO, ANGELES CITY	100427	1,242	110,000
13	SS	R3	PAMPANGA	BGY DEL PILAR, SAN FERNANDO CITY	380925-R 380926-R	174.00 1,581.00	
14	SS	R3	PAMPANGA	BGY DOLORES, SAN FERNANDO	380929-R	984.00	
15	SS	R3	PAMPANGA	BGY STO. CRISTO, ANGELES CITY	100429 100428	284.42 1,630.00	
16	SS	R3	PAMPANGA	BGYS. STO. DOMINGO/TELEBASTAGAN, ANGELES/SAN FERNANDO CITY	100422 100424 380928-R	1,222.00 280.00 158.00	
17	SS	R3	PAMPANGA	BGY. VIRGEN DELOS REMEDIOS, ANGELES CITY	100423	900.00	
18		R3	TARLAC	BGY. STO DOMINGO, CAPAS	283861	3,751	18,000
						<b>TOTAL</b>	<b>380,000</b>

**LOT 3 - LUZON (SOUTH)**

1		R4A	BATANGAS	BGY. KAYUMANGGI/SOUTH, LIPA CITY	T-91949	625	
2		R4A	BATANGAS	BGY. SAN MIGUEL, BOLO AND SAN ROQUE, BAUAN	T-139742	53,472	
				GEN. LUNA STREET, BGY. BOLO, BAUAN	T-83679	8,962	



				BGY. SAN MIGUEL, BOLO AND SAN ROQUE, BAUAN	TD No. 032-00015	2,050	140,000
				BGY. SAN MIGUEL, BOLO AND SAN ROQUE, BAUAN	TD No. 032-00016	1,948	
				BGY. SAN MIGUEL, BOLO AND SAN ROQUE, BAUAN	TD No. 032-00022	635	
				BGY. SAN MIGUEL, BOLO AND SAN ROQUE, BAUAN	TD No. 032-00024	423	
				BGY. SAN MIGUEL, BOLO AND SAN ROQUE, BAUAN	T-139744	7,687	
				BGY. SAN MIGUEL, BOLO AND SAN ROQUE, BAUAN	T-139741 TD No. 032-00042 T-139743	1,719 2,862 364	
3	SS	R4A	BATANGAS	BGY. KUMINTANG IBABA, BATANGAS CITY	T-35851	488.00	
					T-35852	464.00	
					T-35853	551.00	
4	SS	R4A	BATANGAS	POBLACION, TANAUAN	T-51081	640.00	
					51082	640.00	
5	SS	R4A	CAVITE	BGYS. TEJEROS AND WAWA, ROSARIO	-	1,484.00	54,000
6	SS	R4A	CAVITE	BGY. 34, LAPU-LAPU, CAVITE CITY	T-18382	493.00	
					T-18383	428.00	
					T-18384	425.00	
7	SS	R4A	CAVITE	BGY. PANAPAAN-1, BACOR CITY	T-440380	2,000.00	36,000
8		R4A	LAGUNA	BGY. PARIAN, CALAMBA	060-2012010213	3,600	
9	SS	R4A	LAGUNA	BGY VI-E, SAN ROQUE, SAN PABLO CITY	T-38340	810.00	
					T-38341	90.00	
10		R4A	QUEZON	IBABANG IYAM, LUCENA CITY	T-78619	4,470	72,000
					T-78620	6,529	
11	SS	R4A	QUEZON	POBLACION, LUCENA CITY	T-78624	854.00	
12	SS	R4A	QUEZON	BO. IBABANG DUPAY, LUCENA CITY	T-78625	1,500.00	
13	SS	R4A	QUEZON	BGY. 6 (POBLACION), LUCENA CITY	T-78623	451.00	
					T-78622	456.00	
14		R4B	MINDORO OCC.	BUBOG, SAN JOSE	T-10715	10,000	28,000
15		R5	ALBAY	GOGON, LEGASPI CITY	39888	8,598	60,000
16	SS	R5	ALBAY	BGY 24 (RIZAL) PORT, LEGASPI CITY	39887	1,200.00	
17	SS	R5	ALBAY	BGY SAGPON, DARAGA	T-91237	1,018.00	
18	SS	R5	CAMARINES	BGY. 8, POBLACION, DAET	T-34384		

			N			816.00	20,000
19	SS	R5	CAMARINES S	BO. SAN ROQUE (POBLACION), IRIGA CITY	681	984.00	60,000
20	SS	R5	CAMARINES S	BGY. LERMA, NAGA CITY	27143	736.00	
21	SS	R5	CAMARINES S	BGY. TINAGO, NAGA CITY	27142	1,000.00	
						<b>TOTAL</b>	<b>470,000</b>

**LOT 4 - VISAYAS/MINDANAO**

			Location	TCT No.	Area (sqm)	ABC	
1	SS	R6	CAPIZ	POBLACION (BGY IV), ROXAS CITY	T-32915	1,372.00	30,000
2		R6	NEGROS OCC.	BGY 39, BACOLOD CITY	T-96238 T-96239	133 1,852	75,000
3	SS	R6	NEGROS OCC.	BGY. 5 (POBLACION), BACOLOD CITY	T-177692	1,400.00	
4	SS	R6	NEGROS OCC.	BGY. BANAGO, BACOLOD CITY	T-211522	1,500.00	
5		R7	BOHOL	UBUJAN, TAGBILARAN CITY	T-36922 T-36923	4,367 1,388	30,000
6	SS	R7	CEBU	BGY. LUZ, CEBU CITY	133151	1,286.00	50,000
7	SS	R7	CEBU	BGY. TALAMBAN, CEBU CITY	7018	5,097.00	
8	SS	R7	NEGROS OR.	POBLACION, GUIHULNGAN CITY	T-28041	869.00	30,000
9	SS	R8	LEYTE	BGY. POBLACION, TACLOBAN CITY	T-43100 T-43102 T-43101	140.00 206.00 691.00	50,000
10	SS	R8	LEYTE	BGY. POBLACION, BAYBAY CITY	T-27703 T-27704	698.00 175.00	
11	SS	R10	MISAMIS OR.	BGY. CARMEN, CAGAYAN DE ORO CITY	T-82649	1,200.00	35,000
12	SS	R11	DAVAO DN	NABUNTURAN, COMPOSTELA VALLEY	T-100387 T-100388 T-100389	267.00 313.00 597.00	35,000
13		R11	DAVAO DS	TALOMO, DAVAO CITY	T-208617	2,501	
14	SS	R11	DAVAO DS	BGY. SASA, BUHANGIN, DAVAO CITY	T-208615	1,200.00	80,000
15	SS	R11	DAVAO DS	BGY. 20 (POBLACION), BAJADA, DAVAO CITY	T-220200 T-220201	600.00 1,807.00	
16	SS	R12	S COTABATO	BO. DADIANGAS SOUTH, GEN. SANTOS CITY	T-77346	1,200.00	35,000

	<b>TOTAL</b>	<b>450,000</b>
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<b>TOTAL ABC</b>	<b>PhP 1,600,000.00</b>
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being the Approved Budget for the Contract (ABC) to payments under the contract for *Rebidding for the Third Party Appraisal of Various PNOC Properties*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

*Note: Awarding shall be based on the total amount of bids per lot. However, interested bidders shall submit a quotation for each site/group of sites next to the corresponding ABC. (The quotation maybe higher or lower than the ABC)*

2. The *PNOC* now calls for the submission of eligibility documents for the *Rebidding for the Third Party Appraisal of Various PNOC Properties*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **June 22, 2023 (10:00AM)** at **PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the *PNOC Procurement Management Division* and inspect the Bidding Documents at the address given below during **working days from 8:00 AM to 5:00 PM**.
4. The Bidding Documents (Part 1) may be acquired on **June 15, 2023** by interested Consultants from the address below. Short Listed Consultants may only be allowed to acquire the Bidding Documents (Part 2) and drop their Technical and Financial Proposals upon payment of the applicable bidding documents fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Six Hundred Pesos (PhP1,600.00)**.

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. Opening of Eligibility Documents shall be on **June 22, 2023 (10:30AM)** at the given address below and/or via **Zoom**. Eligibility Documents shall be opened in the presence of the bidders’ representatives who choose to attend the activity. Late submissions shall not be accepted
6. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of **top three (3)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

- |                                                 |   |     |
|-------------------------------------------------|---|-----|
| <i>a. Years of Experience in the Business</i>   | : | 25% |
| <i>b. Qualification of Personnel</i>            | : | 50% |
| <i>c. Current Workload Relative to Capacity</i> | : | 25% |

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

8. The Procuring Entity shall evaluate bids using the *Quality - Cost Based Evaluation/Selection (QCBE/QCBS)* procedure. The weights to be allocated for the Technical Proposal is *Sixty Percent (60%)* and Financial Proposal is *Forty Percent (40%)*. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
9. The contract shall be completed within the following:

Description	Project Duration
In case of one (1) winning bidder for all lots	<ul style="list-style-type: none"> <li>All first draft reports shall be submitted ninety (90) calendar days from receipt of the Notice to Proceed</li> </ul>
In case of one (1) winning bidder for 2-3 lots	<ul style="list-style-type: none"> <li>All first draft reports shall be submitted seventy-five (75) calendar days from receipt of the Notice to Proceed</li> </ul>
In case of one (1) winning bidder for 1 lot	<ul style="list-style-type: none"> <li>All first draft reports shall be submitted forty-five (45) calendar days from receipt of the Notice to Proceed</li> </ul>
<ul style="list-style-type: none"> <li>In case of revisions, submit revised report within 5 working days from receipt of instruction.</li> </ul>	
<ul style="list-style-type: none"> <li>In case there are no revisions, submit final report within 2 working days from instruction.</li> </ul>	

10. The *PNOC* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**The Secretariat**  
**Bids and Awards Committee**  
**Philippine National Oil Company**  
 G/F PNOC Bldg. 6, Energy Center, Rizal Drive,  
 Bonifacio Global City, Taguig City  
 Tel. Nos.: 8789 – 7757  
 Fax Nos.: 8812 – 6041 / 8840 – 1440  
 Email: [cfcmele@pnoc.com.ph](mailto:cfcmele@pnoc.com.ph) / [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph)  
 Website: [www.pnoc.com.ph](http://www.pnoc.com.ph) / [www.philgeps.gov.ph](http://www.philgeps.gov.ph)

  
**ATTY. GRACIELA M. BARLETA**  
 BAC Chairperson

## ***Section II. Eligibility Documents***

### **Notes on the Eligibility Documents**

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

## 1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines; or
  - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the EDS.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the EDS.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

## 2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
  - (a) Class “A” Documents –

### Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. The statement shall include, for each contract, the following:
    - (ii.1) the name and location of the contract;
    - (ii.2) date of award of the contract;
    - (ii.3) type and brief description of consulting services;
    - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
    - (ii.5) amount of contract;
    - (ii.6) contract duration; and
    - (ii.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;
  - (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.
- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation

of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

### **3. Format and Signing of Eligibility Documents**

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. \_\_\_ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the prospective bidder in capital letters;



- (c) be addressed to the Procuring Entity's BAC specified in the EDS;
- (d) bear the specific identification of this Project indicated in the EDS; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

## **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

## **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

## **7. Modification and Withdrawal of Eligibility Documents**

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach

and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

## **8. Opening and Preliminary Examination of Eligibility Documents**

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (a) the name of the prospective bidder;
- (b) whether there is a modification or substitution; and
- (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

## **9. Short Listing of Consultants**

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

## **10. Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

## ***Section III. Eligibility Data Sheet***

# Eligibility Data Sheet

Eligibility Documents	
1.2	<p>Consultant shall undertake the following:</p> <ol style="list-style-type: none"> <li>1. Determine the MV and MR of the properties (land only) to include the detailed procedures used to estimate the values.</li> <li>2. The appraiser shall consider critical factors such as accessibility, locational attributes, zoning, physical attributes (i.e., topography, shape, size, visibility, among others), proximity to existing government utilities and support amenities and other factors critical to the property's value, marketability and potential for further development.</li> <li>3. The assumptions and parameters used in the process should be fully documented, including the total area of each parcel of land, and if applicable, dimensions of the total area &amp; usable areas (areas should be on a per square meter basis).</li> <li>4. Identify the current use of the property. In case of presence of informal settler/s, provide approximate number of settlers and brief description with approximate area covered by the structure/s. In case of encroachment/expropriation by private or government entity, provide brief description and approximate area affected on the property.</li> <li>5. For areas with informal settlers, two values must be submitted – (1) MV and MR of the land as if vacant and (2) MV and MR of the land with informal settlers.</li> <li>6. Determine comprehensive property data such as land description, <u>latest</u> land classification (per zoning ordinance), zonal value, location/neighborhood, encroachment/s, facilities and utilities, highest and best use of the property, and market value per tax declaration.</li> <li>7. Obtain MV and MR of comparable lands through realtors including an actual data on the listings of current rent offers and recent arm's length actual sales and leases of comparable properties.</li> <li>8. The valuation shall follow the procedures under and in accordance with the Philippine Valuation Standards otherwise known as the Generally Accepted Valuation Principles (GAVP).</li> <li>9. The appraiser shall gather at least three (3) references for the appraisal, with pictures, lot plan, vicinity map and description of</li> </ol>

	the reference properties/transactions used. Exact location should be provided
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>five (5) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<i>Acceptable proof of satisfactory completion of completed contracts, either of the following:</i> <i>a. Certificate of Completion / Acceptance</i> <i>b. Official Receipt</i>
4.2	Each prospective bidder shall submit <b>one (1) original and two (2) copies</b> of its eligibility documents.
(c)	<i>Bids and Awards Committee of the Procuring Entity concerned with the Project.</i>  <b>ATTY. GRACIELA M. BARLETA</b> Chairperson Bids and Awards Committee Philippine National Oil Company G/F PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City
4.3 (d)	<b><i>Rebidding for the Third Party Appraisal of Various PNOC Properties</i></b>  Request for Expression of Interest No. 2023-06-172
5	The address for submission of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i>  The deadline for submission of eligibility documents is <b><i>June 22, 2023. (10:00 AM)</i></b>
8.1	The place of opening of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i>  The date and time of opening of eligibility documents is <b><i>June 22, 2023. (10:30 AM)</i></b>
9.1	Similar contracts shall refer to <b>projects that involve the conduct of valuation/appraisal of real estate properties.</b>
9.2	<i>Detailed set of criteria and rating system to be used for the short listing of consultants.</i>  <b>Criteria for Short Listing of Prospective Bidders</b>

Criteria	Weight	Unit of Measure	1	2	3	4	5
<b>I. Years of Experience in Appraisal Consultancy Services</b>	<b>25%</b>	<b># of years</b>	1	2-5	6-9	10	above 10
<b>II. Qualification of Personnel</b>							
<b>A. Team Leader</b>	<b>30%</b>						
1. Highest educational attainment	5%	course/s taken	x	x	x	Graduate	Post Graduate
2. Licensure (PRC license/ License Real Estate Appraiser /Real Estate Broker)	5%	licensure exams passed	x	x	x	Licensed appraiser	Licensed appraiser with other license/s
3. Seminar/trainings attended (appraisal related)	5%	# of seminars/trainings attended	x	x	5	6-10	Above 10
4. Similar experience							
- evaluation of real estate properties	5%	# of years	x	x	10	11-12	above 12
- appraisal projects completed	5%	# of projects completed	below 6	6-7	8	9-10	above 10
5. Related experience	5%	# of projects completed	1	2	3	4-5	above 5
<b>B. Team Members</b>	<b>20%</b>						
1. Highest educational attainment	4%	course/s taken	Undergraduate	x	Graduate	x	Post Graduate
2. Licensure (PRC license /Licensed Real Estate Appraiser /Real Estate Broker)	3%	licensure exams passed	x	x	with license but not as appraiser	Licensed appraiser	Licensed appraiser with other license/s
3. Seminar/trainings attended (appraisal related)	5%	# of seminars/trainings attended	1	2	3	4-5	Above 5
4. Similar experience	5%	# of projects completed	1	2	3	4-5	Above 5
5. Related experience	3%	# of projects completed	1	2	3	4-5	Above 5

<b>III. Current Workload Relative to Capacity</b>		<b>25 %</b>						
A. Number of technical personnel available for the project	5%		# of personnel	1-3	4-6	7-9	10-12	above 12
B. Completed projects	10 %		# of projects completed	below 6	6-10	11-15	16-20	above 20
C. On-going projects	10 %		# of on-going projects	1	1	2-3	4-5	above 5
		<b>100 %</b>						

**Notes:**

1. Rating from 1-5, 5 being the highest.
2. Total score of 1.00 – 2.99, failed: 3.00 to 5.00, passed.
3. Similar experience refers to experiences in the conduct of valuation/appraisal of real estate properties.
4. Related experience refers to other real estate activities/occupation, such as but not limited to teaching, broker, autocad expert, encoder/assistant.



# ***Section IV. Eligibility Submission Forms***

Eligibility Documents Submission Form – ANNEX “A”.....21

Statement of the Consultant's Nationality - ANNEX “B”.....27

Format of Curriculum Vitaé of Proposed Professional Staff - ANNEX "C".....24

Statement of Completed Contracts - ANNEX "D" .....26

Statement of Ongoing Contracts and Awarded But Not yet Started Contract -  
ANNEX "E" .....27

ELIGIBILITY DOCUMENTS SUBMISSION FORM

---

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]* under *[Reference No.]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address  
Email Address

STATEMENT OF THE CONSULTANT’S NATIONALITY

---

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

In compliance with the requirements of the **Philippine National Oil Company**, for the **[Project Title]** under **[Reference No.]**, I/We hereby declare the following:

1. [Select one and delete the rest]

*[If domestic entity bidder]* That (Name of Bidder) is a domestic *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the Philippines;

*[If foreign entity bidder]* That (Name of Bidder) is a foreign *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the (Name of Country);

*[If foreign entity bidder]* That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es \_\_\_\_\_*); and

Very truly yours,

Signature: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Consultant/Company: \_\_\_\_\_

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

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

Contact Nos: \_\_\_\_\_

**ANNEX "C"**

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

<b>Proposed Position</b>						
<b>Personal Information</b>						
<b>Name of Staff</b>						
<b>Address</b>			<b>Contact No.</b>		<b>Email Address</b>	
<b>Date of Birth</b>		<b>Citizenship</b>		<b>Civil Status</b>		
<i>Project Experience (start from the current employment, add rows if necessary) Similar and Related to the Project</i>						
EMPLOYER (AGENCY / COMPANY NAME) (Write in Full)	CLIENT (COMPANY NAME) (Write in Full)	PROJECT TITLE With Brief Project Description (Write in Full)	PROJECT DURATION (MM/DD/YYYY)		POSITION TITLE (Write in Full)	DETAILED JOB DESCRIPTION
			START	END		
<i>Relevant Training (start from the most recent, add rows if necessary)</i>						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by	
	From	To				
<i>Education (start from the most recent, add rows if necessary)</i>						
School	Inclusive Dates		Degree Course (Indicate if Completed)	Scholarships / Academic Honors Received		
	From	To				

Technical Expertise	
Database	
Operating Systems	
Application Software	
Professional Licenses, Certificates, Other Credentials	
Title	Date Received

**Certification:**

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

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Printed Name and Signature of staff member]* *MM/DD/YYYY*

**CERTIFIED CORRECT:**

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Printed Name and Signature of authorized representative of the firm]* *MM/DD/YYYY*

**ANNEX "D"**

**STATEMENT OF COMPLETED CONTRACTS**

This is to certify that \_\_\_\_\_ (consultant) \_\_\_\_\_ has the following completed contracts:

PROJECT NAME (including NAME, ADDRESS OF CLIENT, CONTACT NO.)	DATE OF CONTRACT (MM/DD/YYYY)	TYPE OF CONTRACT (BRIEF PROJECT DESCRIPTION)	START DATE (MM/DD/YYYY)	COMPLETION DATE (MM/DD/YYYY)	AMOUNT OF CONTRACT	CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)

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

\_\_\_\_\_  
Date

ANNEX "E"

STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that \_\_\_\_\_ (consultant) \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts:

DATE OF CONTRACT	CONTRACTING PARTY	NAME OF CONTRACT	TYPE OF CONTRACT	BRIEF DESCRIPTION OF CONSULTING SERVICE	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	CONSULTANT IS: a. main consultant b. subcontractor c. partner in a JV

*Note: If the bidder does not have any on-going project, please state "None" in the form above and include the form in the submission of eligibility requirements.*

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

\_\_\_\_\_  
Date





**PHILIPPINE NATIONAL OIL COMPANY**  
 Asset Management Department  
 PNOC Building 6, Energy Compound, Rizal Drive, BGC, Taguig City

## **TERMS OF REFERENCE FOR THE APPRAISAL OF PNOC PROPERTIES (2023)**

### **Background**

The Philippine National Oil Company shall engage the services of independent Appraisal Company/ies for the purpose of determining the Market Value (MV) and Market Rent (MR) of the properties which shall be used as basis in negotiating with existing and prospective lessees for new and minimum lease rates, respectively. The results of appraisal shall likewise be used as basis for the disposal/utilization of other properties and for carrying account in the PNOC books required by Accounting Department under the revised Philippine Accounting System.

### **Scope of Work**

The appraiser/s shall determine the MV and MR of the properties covered by Transfer Certificate of Titles (TCT)/Tax Declarations (TDs) using the market data approach.

### **Terms of Reference**

#### The Properties

The properties to be appraised are located nationwide in 83 sites with a total area of about 22.48 hectares, 65 of which are sites of Petron Service Station.

The properties are divided into 4 LOTS based on location:

1. LOT 1 - Metro Manila – 28 sites
2. LOT 2 - Luzon (North) – 18 sites
3. LOT 3 - Luzon (South) – 21 sites
4. LOT 4 - Visayas/Mindanao – 16 sites

**Interested bidders shall submit a quotation for each site/group of sites next to the corresponding ABC. The quotation may be higher or lower than the ABC.**

- Any line item left "blank" shall result to the disqualification of the bid.
- Line item marked with "0" or "- " shall mean "free of charge"

**Awarding shall be based on the total amount of bids per LOT.**

### Duration and Timelines

1. In case of 1 winning bidder for **ALL LOTS**  
All 1<sup>st</sup> draft reports shall be submitted 90 calendar days from receipt of Notice to Proceed
2. In case of 1 winning bidder for **2-3 LOTS**  
All 1<sup>st</sup> draft reports shall be submitted 75 calendar days from receipt of Notice to Proceed
3. In case of 1 winning bidder for **1 LOT**  
All 1<sup>st</sup> draft reports shall be submitted 45 calendar days from receipt of Notice to Proceed
4. In case of revisions, submit revised report within 10 working days from receipt of instruction.
5. In case there are no revisions, submit final report within 2 working days from instruction.

### Scope of Work/Procedure

1. Determine the MV and MR of the properties (land only) to include the detailed procedures used to estimate the values.
2. The appraiser shall consider critical factors such as accessibility, locational attributes, zoning, physical attributes (i.e., topography, shape, size, visibility, among others), proximity to existing government utilities and support amenities and other factors critical to the property's value, marketability and potential for further development.
3. The assumptions and parameters used in the process should be fully documented, including the total area of each parcel of land, and if applicable, dimensions of the total area & usable areas (areas should be on a per square meter basis).
4. Identify the current use of the property. In case of presence of informal settler/s, provide approximate number of settlers and brief description with approximate area covered by the structure/s. In case of encroachment/expropriation by private or government entity, provide brief description and approximate area affected on the property.
5. For areas with informal settlers, two values must be submitted – (1) MV and MR of the land as if vacant and (2) MV and MR of the land with informal settlers.
6. Determine comprehensive property data such as land description, latest land classification (per zoning ordinance), zonal value, location/neighborhood, encroachment/s, facilities and utilities, highest and best use of the property, and market value per tax declaration.

7. Obtain MV and MR of comparable lands through realtors including an actual data on the listings of current rent offers and recent arm's length actual sales and leases of comparable properties.
8. The valuation shall follow the procedures under and in accordance with the Philippine Valuation Standards otherwise known as the Generally Accepted Valuation Principles (GAVP).
9. The appraiser shall gather at least three (3) references for the appraisal, with pictures, lot plan, vicinity map and description of the reference properties/transactions used. Exact location should be provided.

#### Deliverables

1. **Two (2) Copies of the Appraisal Report** with all the required attachments and one **(1) digital copy** of the same shall be submitted.
2. Submit **pictures** with date showing condition of the property and its immediate surrounding.
3. Submit **lot plan, vicinity/tax map and listings map** indicating the relative location of the property and the locations of comparable sales/leases listings as well as the relative distance (in meter or kilometer) of the subject properties to the PNOC property subject of the appraisal.
4. Submit **grid chart** and other extensive data on **comparable property/listing** with name of source/ company and contact number). Listings should be traceable when validated.
5. The winning bidder shall submit the Appraisal Reports within the specified number of calendar days from the receipt of the Notice to Proceed (NTP) attaching therein the reference materials used in coming up with the report.
6. Meet with PNOC prior to and after the conduct of the activity for clarification of appraisal reports.
7. The winning bidder shall make himself/herself available should the appraisal report or any of the appraised property becomes subject of inquiry to address such inquiry/clarification.

#### Payment for services rendered

One time full payment per consultant shall be made upon issuance of Certification of Satisfactory Completion of Services rendered.

#### Definition of Similar Projects

The project that involves the conduct of valuation/appraisal of real estate properties

#### Approved Budget for the Contract (ABC)

1. LOT 1 - Metro Manila - Php300,000.00
2. LOT 2 - Luzon (North) - Php380,000.00
3. LOT 3 - Luzon (South) - Php470,000.00
4. LOT 4 - Visayas/Mindanao - Php450,000.00

### The Appraiser/Project Team

#### 1. Minimum requirements

- |                   |                                                                                                                                                                                                                                                                                               |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Appraisal Company | <ul style="list-style-type: none"> <li>• Must be included in the LIST OF APPRAISAL COMPANIES ACCEPTABLE TO THE BANGKO SENTRAL NG PILIPINAS (As of 14 July 2022)</li> </ul>                                                                                                                    |
| Team Leader       | <ul style="list-style-type: none"> <li>• Must be a licensed real estate appraiser</li> <li>• Must have at least 10 years experience in valuation/ appraisal of real estate properties</li> <li>• Must have attended at least 5 appraisal or real estate related seminars/trainings</li> </ul> |
| Team Member/s     | <ul style="list-style-type: none"> <li>• Must have attended at least 1 seminar/training on appraisal</li> <li>• Must have at least 1 experience in valuation/appraisal of real estate properties</li> </ul>                                                                                   |

#### 2. Documentary requirements

- a. Company profile/years of experience in the business
- b. Completed projects with details on the amount of contract, duration, proof of completion and certificates of satisfactory completion of services rendered; and on-going appraisal projects
- c. List of key personnel to be assigned to the project with complete qualification and experience data (education, licensure, seminars/training, similar and related experiences)

Republic of the Philippines



Government Procurement Policy Board