



**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  
PNOC/PAFC/PDMC Properties**

**REI No.** : **2022-07-177**

# TABLE OF CONTENTS

## PART I

CHECKLIST OF ELIGIBILITY REQUIREMENTS .....	4
SECTION I. REQUEST FOR EXPRESSION OF INTEREST .....	5
SECTION II. ELIGIBILITY DOCUMENTS.....	13
SECTION III. ELIGIBILITY DATA SHEET .....	20
SECTION IV. ELIGIBILITY SUBMISSION FORMS.....	26

**REBIDDING FOR THE  
THIRD PARTY  
APPRAISAL OF  
PNOC/PAFC/PDMC  
PROPERTIES**

**REI No.: 2022-07-177**

**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 PNOC/PAFC/PDMC Properties**

**Request for Expression of Interest No. 2022-07-177**

1. The *PHILIPPINE NATIONAL OIL COMPANY. (PNOC)*, through the *2022 Approved Corporate Operating Budget* intends to apply the following sum:

Location	TCT No.	Area (sq.m.)	Total Area (sq.m.)	ABC
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**LOT 1. Appraisal of PNOC Properties**

1	NCR	METRO MANILA	ENERGY CENTER PROPERTIES	164-2010000385	19,785	30,447	50,000
			(land and improvements)	164-2010000639	9,506		
			<u>Improvements:</u>				
			Building 6	Laboratory Building			
			Building 2	Computer Center/Wellness Center			
			Building 3	Motorpool/Storage bldg/ Residential/Warehouse Area			
			Building 4A				
			Building 4B	Genset house			
			Building 5	Parking (covered and open)			
			Building 5 roof deck (portion)	Remote System Utility (RSU room)			
			<u>Residual Lots</u>	Lot A	1,140		
				Lot B	16		
2	R1	PANGASINAN	POBLACION, LINGAYEN	195481	1,019	1,019	15,000
3	R3	BATAAN	BGYS. LAMAO AND ALANGAN, LIMAY	T-167126	10,686		
				T-167101	160,001		
				T-167102	160,532		
				T-167103	93,320		
				T-167104	15,639		
				T-167105	137,267		
				T-167106	26,154		

				T-167107	108,890		
				T-167108	69,753		
				T-167109	46,882	2,381,439	50,000
				T-167110	57,687		
				T-167111	27,234		
				T-167112	33,588		
				T-167113	15,499		
				T-167114	42,417		
				T-167115	117,984		
				T-167116	92,392		
				T-207184	12,794		
				T-167118	39,426		
				T-167119	60,389		
				T-167093	41,410		
				T-167094	16,269		
				T-167120	84,745		
				T-167095	221,163		
				T-167096	85,251		
				T-167121	28,503		
				T-167122	23,632		
				T-167124	29,672		
				T-167123	37,503		
				T-167097	63,731		
				T-167098	33,906		
				T-167125	17,795		
				T-167127	69,765		
				T-167100	67,351		
				T-207185	201,556		
				TD NO. 04463	30,653		
4	R3	BATAAN	AYAM, ALANGAN, LIMAY	T-167131	70,414	230,281	30,000
				T-167128	20,000		
				T-167129	50,000		
				T-167099	89,867		
5	R3	BATAAN	KITANG 1 & 2. ALANGAN, LIMAY	T-75637	4,009	298,255	30,000
				T-75636	4,080		
				T-78165	20,075		
				T-78166	77,727		
				T-77551	48,684		
				T-74619	110,381		
				T-75635	5,999		
				T-79844	27,300		
6	R3	PAMPANGA	DOLORES, SAN FERNANDO CITY	042-2012005197	2,446	2,446	15,000
7	R3	NUEVA ECIJA	BGY BUTED,	NT-112895	82,333	82,333	20,000

			TALUGTOG				
8	R3	NUEVA ECIJA	BGY CONVERSION, PANTABANGAN	NT-252636	228,019	228,019	20,000
9	R3	NUEVA ECIJA	BGY CADACLAN, PANTABANGAN	N-19164	174,134	174,134	20,000
10	R4A	BATANGAS	NATIPUAN, NASUGBU	T-72827	22,500	22,500	15,000
11	R4A	LAGUNA	BGY. SITIO LUNAO, KALAYAAN	T-13187	4,601	40,554	15,000
				T-13188	35,953		
12	R4A	CAVITE	BINAKAYAN, KAWIT	T-440381	353	614	15,000
				T-440382	261		
13	R4A	RIZAL	STA. ROSA, CAINTA	068-2013000054	965	1,831	15,000
				068-2013000055	866		
14	R6	ILOILO	JARO, ILOILO CITY	095-2011002869	1,747	1,747	30,000
15	R6	NEGROS OCC.	BGY4, BACOLOD CITY	092-2011007843	1,000	1,946	30,000
				092-2011007844	946		
16	R7	CEBU	LAPU-LAPU CITY	110-2011003859	1,240	1,240	30,000
17	R8	LEYTE	RIZAL, KANANGA	T-4097	63,333.00	253,452	50,000
				OCT-18869	98,206.00		
				OCT P-22898	91,913.00		

**Sub-Total :**

**Php 450,000.00**

Location	TCT No.	Lot/Block No.	Area (sq.m.)	Total Area (sq.m.)	ABC
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**LOT 2. Appraisal of PAFC Properties**

Site 1	ORICA AREA	T-167629	2	1,756,107	1,756,107
Site 2	FORMER ISF AREA	T-167629	2	978,412	978,412
Site 3	LAMAO AREA	T-167629	1	687,344	687,344
Site 4	FENCED AREA 1 – UPPER PARK	T-167629	1	391,298	411,434
		T-180797 (portion)		20,136	
Site 5	FENCED AREA 2 – MIDDLE PARK	T-180797 (portion)		260,462	293,463
		T-202522	907-B	17,550	
		T-182924	477	10,451	
		T-189407	733-A-1	1,000	
		T-189408	733-A-2	500	
		T-189409	733-A-3	500	
		T-184410	733-A-4	500	
		T-189411	733-A-5	500	
		T-189412	733-A-6	500	
		T-189413	733-A-7	500	
		T-189414	733-A-8	500	
		T-189415	733-A-9	500	
Site 6a	FENCED AREA 3 – LOWER PARK	T-208381	57-A	548,680	396,706
Site 6b					151,974
Site 7	PROPERTIES ALONG/WITHIN THE ROMAN HIGHWAY	T-180789	1	43,814	66,644
		T-167649	830-A	11,927	



		T-180790	2	7,736		
		T-180793	5	2,217		
		T-180794	6	261		
		T-180795	7	689		
Site 8	RELOCATION SITE/ BAYVIEW VILLAGE	T-183848	686-C-20- V	639		
		T-184447	686-C-1	1,272		
		T-184448	686-C-2	906		
		T-188895	1 / Blk 8	236		
		T-188896	2 / Blk 8	236		
		T-188897	3 / Blk 8	200		
		T-188898	4 / Blk 8	200		
		T-188899	5 / Blk 8	200		
		T-188900	6 / Blk 6	200		
		T-201659	8	50		
		T-201662	11	53		
		T-201666	15	53		
		T-201668	17	53		
		T-201672	21	53		
		T-201676	25	53		
		T-201680	29	53		
		T-201681	30	50		
		T-201685	34	50		
		T-201691	40	50		
		T-201706	55	68		
		T-201708	57	1,295		
		T-201709	58	222		
		T-201710	59	8,543		
		T-201712	2	56		
		T-201713	3	56		
		T-201714	4	56	17,530	
		T-201715	5	55		
		T-201716	6	55		
		T-201717	7	54		
		T-201736	26	56		
		T-201738	28	52		
		T-201740	30	52		
		T-201741	31	52		
		T-201743	33	53		
		T-201745	35	53		
		T-201747	37	53		
		T-201748	38	53		
		T-201749	39	53		
		T-201751	41	53		
		T-201752	42	53		
		T-201753	43	53		
		T-201754	44	53		
		T-201756	46	53		
		T-201757	47	53		
		T-201758	48	53		
		T-201759	49	53		
		T-201760	50	53		
		T-201761	51	53		
		T-201762	52	53		
		T-201764	54	52		
		T-201765	55	56		340,000

		T-201766	56	1,295	
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**Sub-Total :**

**PhP 340,000.00**

Location	TCT No.	Block No.	Lot No.	Area (sq.m.)	ABC
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**LOT 3. Appraisal of PDMC Properties**

1	Rosario, Cavite	T-1129725	3	3	239
2		T-1129774	7	1	363
3		T-1129775	7	2	393
4		T-1129776	7	3	260
5		T-1129782	7	9	260
6		T-1129784	7	11	260
7		T-1129812	8	26	240
8		T-1129814	8	28	240
9		T-1129828	9	11	300
10		T-1130045	20	16	395
11		T-1130097	22	12	250
12		T-1130102	22	17	250
13		T-1130121	22	36	240
14		T-1130297	26	7	240
15		T-1130304	26	14	240
16		T-1130307	26	17	240
17		T-1130317	26	27	240
18		T-1130329	26	30	258
19		T-1130476	31	25	120
20		T-1130477	31	26	156
21		T-1130336	38	60	240
22		T-1130337	38	61	240

60,000

**Sub-Total :**

**PhP 60,000.00**

**TOTAL :**

**PhP 850,000.00**

being the Approved Budget for the Contract (ABC) to payments under the contract for **Third Party Appraisal of PNOC/PAFC/PMDC Properties**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

- The **PNOC** now calls for the submission of eligibility documents for the **Third Party Appraisal of PNOC/PAFC/PMDC Properties**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **August 11, 2022 (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.
- 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 **August 04, 2022** 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 **Eight Hundred Fifty Pesos (PhP850.00)**.

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 **August 11, 2022 (01:00PM)** 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 **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:

Lot No.	Description	Completion Date
1	Appraisal of PNOC Properties	<ul style="list-style-type: none"> <li>• <b>Submission of complete 1<sup>st</sup> draft report</b> <ul style="list-style-type: none"> <li>- <b>Thirty (30) calendar days</b> from receipt of the Notice to Proceed (NTP).</li> </ul> </li> <li>• <b>Submission of final/revised report</b> <ul style="list-style-type: none"> <li>- <i>(with revision)</i> within <b>five (5)</b></li> </ul> </li> </ul>

		<p><b>calendar days</b> from receipt of instruction.</p> <ul style="list-style-type: none"> <li>- <i>(without revision)</i> within <b>two (2) calendar days</b> from instruction.</li> </ul>
2	Appraisal of PAFC Properties	<ul style="list-style-type: none"> <li>• <b>Submission of complete 1<sup>st</sup> draft report</b> <ul style="list-style-type: none"> <li>- <b>Fifteen (15) calendar days</b> from receipt of the Notice to Proceed (NTP).</li> </ul> </li> </ul>
3	Appraisal of PDMC Properties	<ul style="list-style-type: none"> <li>• <b>Submission of final/revised report</b> <ul style="list-style-type: none"> <li>- <i>(with revision)</i> within <b>five (5) calendar days</b> from receipt of instruction.</li> <li>- <i>(without revision)</i> within <b>two (2) calendar days</b> from instruction.</li> </ul> </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: [cfc\\_melo@pnoc.com.ph](mailto:cfc_melo@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)

*Evangelina B. Albaytar* 8.03.2022

EVANGELINE B. ALBAYTAR  
BAC Chairperson

*EB*

*[Signature]*

## ***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 Market Value (MV) and Market Rent (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, 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. Where available, the appraiser shall gather at least five (5) references for the appraisal, with pictures, lot plan, vicinity map and</li> </ol>

	<p>description of the reference properties/transactions used.</p> <p><u>Additional Instructions</u></p> <p>For Group 1 –</p> <ul style="list-style-type: none"> <li>• Energy Center <ul style="list-style-type: none"> <li>a. Valuation shall include the improvements therein</li> <li>b. The MV and MR on land <u>must</u> be derived using the market data or comparative approach (within the BGC area and other nearby comparable sites).</li> </ul> </li> <li>• Rizal, Kananga, Leyte lots <ul style="list-style-type: none"> <li>a. Provide 2 sets of valuation (MV and MR), as of CY2010 (12 years ago) and CY2022 (current).</li> </ul> </li> </ul> <p>For Group 2 –</p> <ul style="list-style-type: none"> <li>a. Bidder/s shall conduct site inspection for better appreciation of the area to be appraised. Site inspection certificate is required.</li> <li>b. Valuation shall include the improvements therein</li> <li>c. The appraiser shall group or classify the sites according to the status of their development and make a distinction in appraising portions or sites that are either developed, semi-developed and undeveloped; defining therefore the basis for the grouping/classification.</li> <li>d. The appraiser shall make further distinction in appraising portions or sites that are highly developed, semi-developed and raw land.</li> <li>e. Provide 3 sets of valuation (MV and MR), as of CY2007 (15 years ago), CY2012 (10 years ago) and CY2022 (current)</li> <li>f. Include in the listing of comparable lands data from nearby Industrial Parks in the province/region (such as but not limited to – Hermosa, Ecozone Industrial Park; Subic Bay Freeport Zone; Clark Freeport, Authority Freeport Area of Bataan).</li> </ul>
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:</i> <ul style="list-style-type: none"> <li>a. <i>Certificate of Completion / Acceptance</i></li> <li>b. <i>Official Receipt</i></li> </ul>
4.2	Each prospective bidder shall submit <b>one (1) original</b> of its eligibility documents. Submission of <b>two (2) copies</b> is requested to facilitate

	evaluation.																																																																
(c)	<p><i>Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p><b>MS. EVANGELINE B. ALBAYTAR</b>  Chairperson  Bids and Awards Committee  Philippine National Oil Company  G/F PNOC Bldg. 6, Energy Center, Rizal Drive,  Bonifacio Global City, Taguig City</p>																																																																
4.3 (d)	<p><b><i>Rebidding for the Third Party Appraisal of PNOC/PAFC/PMDC Properties</i></b>  Request for Expression of Interest No. 2022-07-148</p>																																																																
5	<p>The address for submission of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i></p> <p>The deadline for submission of eligibility documents is <b><i>August 11, 2022 (10:00 AM)</i></b></p>																																																																
8.1	<p>The place of opening of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i></p> <p>The date and time of opening of eligibility documents is <b><i>August 11, 2022 (01:00 PM)</i></b></p>																																																																
9.1	<p>Similar contracts shall refer to a <b>project that involves the conduct of valuation/appraisal of real estate properties.</b></p>																																																																
9.2	<p><i>Detailed set of criteria and rating system to be used for the short listing of consultants.</i></p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Weight</th> <th>Unit of Measure</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td><b>I. Years of Experience in Appraisal Consultancy Services</b></td> <td><b>25%</b></td> <td><b># of years</b></td> <td>1</td> <td>2-5</td> <td>6-9</td> <td>10</td> <td>above 10</td> </tr> <tr> <td colspan="8"><b>II. Qualification of Personnel</b></td> </tr> <tr> <td colspan="8"><b>A. Team Leader</b></td> </tr> <tr> <td colspan="8"><b>30%</b></td> </tr> <tr> <td>1. Highest educational attainment</td> <td>5%</td> <td>course/s taken</td> <td>x</td> <td>x</td> <td>x</td> <td>Graduate</td> <td>Post Graduate</td> </tr> <tr> <td>2. Licensure (PRC license/ License Real Estate Appraiser /Real Estate Broker)</td> <td>5%</td> <td>licensure exams passed</td> <td>x</td> <td>x</td> <td>x</td> <td>Licensed appraiser</td> <td>Licensed appraiser with other license/s</td> </tr> <tr> <td>3. Seminar/trainings attended (appraisal related)</td> <td>5%</td> <td># of seminars/ trainings attended</td> <td>x</td> <td>x</td> <td>5</td> <td>6-10</td> <td>Above 10</td> </tr> </tbody> </table>	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
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<b>4. Similar experience</b>								
- 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.



	<p><i>2. Total score of 1.00 – 2.99, failed: 3.00 to 5.00, passed.</i></p> <p><i>3. Similar experience refers to experiences in the conduct of valuation/appraisal of real estate properties.</i></p> <p><i>4. Related experience refers to other real estate activities/occupation, such as but not limited to teaching, broker, autocard expert, encoder/assistant.</i></p>
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## ***Section IV. Eligibility Submission Forms***

Eligibility Documents Submission Form – ANNEX “A”.....	27
Statement of the Consultant's Nationality - ANNEX “B”.....	28
Format of Curriculum Vitaé of Proposed Professional Staff - ANNEX "C".....	30
Statement of Completed Contracts - ANNEX "D".....	32
Statement of Ongoing Contracts and Awarded But Not yet Started Contract - ANNEX "E".....	33

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**

Proposed Position					
<b>Personal Information</b>					
Name of Staff					
Address			Contact No.		Email Address
Date of Birth		Citizenship		Civil Status	
<b>Work Experience (start from the current employment, add rows if necessary)</b>					
AGENCY / COMPANY NAME (Write in full)	INCLUSIVE DATES (mm/dd/yy)		Total Number of Experience (Number of Years and Months)	POSITION TITLE (Write in full)	JOB DESCRIPTION
	From	To			
<b>Relevant Training (start from the most recent, add rows if necessary)</b>					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			
<b>Education (start from the most recent, add rows if necessary)</b>					
School	Inclusive Dates		Degree Course	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: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm]* *Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_





**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 (TOR)****Project : Third Party Appraisal of PNOC/PAFC/PDMC Properties**

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**Background**

The Philippine National Oil Company shall engage the services of independent appraiser/s 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 are divided into 3 Groups/Lots. (see list of properties)

	No. of Sites	No. of TCTs	Area
Group 1 (PNOC properties)	17	69	375 has.
Group 2 (PAFC properties)	8	72	475 has.
Group 3 (PDMC properties)	1	20	5,664 sq.m.

For Group 1, interested bidders shall submit bids on a per site basis for our reference.

**Awarding shall be based on a PER GROUP/LOT BASIS**Duration and Timelines

1. Submission of complete 1<sup>st</sup> draft report  
Group 1 (PNOC properties) 30 calendar days from receipt of Notice to Proceed

Group 2 (PAFC properties) 15 calendar days from receipt of Notice to Proceed  
Group 3 (PDMC properties) 15 calendar days from receipt of Notice to Proceed

2. In case of revisions, submit revised report within 5 calendar days from receipt of instruction.
3. In case there are no revisions, submit final report within 2 calendar 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 without informal settlers and (2) MV and MR of the land with informal settlers.
6. Determine comprehensive property data such as land description, 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. Where available, the appraiser shall gather at least five (5) references for the appraisal, with pictures, lot plan, vicinity map and description of the reference properties/transactions used.

## Additional Instructions

For Group 1 –

- Energy Center
  - c. Valuation shall include the improvements therein
  - d. The MV and MR on land must be derived using the market data or comparative approach (within the BGC area and other nearby comparable sites).
- Rizal, Kananga, Leyte lots
  - b. Provide 2 sets of valuation (MV and MR), as of CY2010 (12 years ago) and CY2022 (current).

For Group 2 –

- g. Bidder/s shall conduct site inspection for better appreciation of the area to be appraised. Site inspection certificate is required.
- h. Valuation shall include the improvements therein
- i. The appraiser shall group or classify the sites according to the status of their development and make a distinction in appraising portions or sites that are either developed, semi-developed and undeveloped; defining therefore the basis for the grouping/classification.
- j. The appraiser shall make further distinction in appraising portions or sites that are highly developed, semi-developed and raw land.
- k. Provide 3 sets of valuation (MV and MR), as of CY2007 (15 years ago), CY2012 (10 years ago) and CY2022 (current)
- l. Include in the listing of comparable lands data from nearby Industrial Parks in the province/region (such as but not limited to – Hermosa, Ecozone Industrial Park; Subic Bay Freeport Zone; Clark Freeport, Authority Freeport Area of Bataan).

## 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).
5. The winning bidder/s 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 bidders shall make himself/themselves available should any of the appraised property becomes subject of inquiry or for purposes of presentation.

Payment for services rendered

One time full payment 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)

- Group 1 (PNOC properties) : **PhP 450,000.00**
- Group 2 (PAFC properties) : **Php 340,000.00**
- Group 3 (PDMC properties) : **Php 60,000.00**

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 04 February 2020)</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