



REQUEST FOR PROPOSAL (RFP)

The National Housing Authority (NHA), through its Regional Office Bids and Awards Committee (ROBAC) is inviting Real Estate External Appraisal Service Providers to undertake the valuation of 50 Commercial Units with more or less Eighteen (18) to Twenty-Four (24) square meters per unit at Brgy. Graceville, City of San Jose Del Monte, Bulacan which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of RA 9184 for the contract:

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| Name of Project | : Ref. No. R3-2021-CS-05: Procurement of Two (2) Real Estate External Appraisal-Service Providers for Land Appraisal of Fifty (50) Commercial Units located at Pleasant View Residences, Brgy. Graceville, City of San Jose Del Monte, Bulacan for Market Value and Market Rent Determination |
| Scope of Works | : <ol style="list-style-type: none">1. Submission of a written Appraisal Bid Proposal disclosing the proposed professional fee and work duration of the project for conformity by the Regional Manager;2. Conduct of ocular inspection and investigation of the physical condition/ characteristics of the property (topography, contour, size, status of occupancy, physical issues, geohazards, existing improvements, accessibility to existing roads, and others);3. Secure land data such as lot plan, subdivision plan, location/vicinity plan, and muniments of the property (e.g. TCT, approved technical description, and/or tax declaration);4. Investigation of local market condition<ul style="list-style-type: none">• Neighborhood characteristics (general information of the dominant or prevalent land uses, present use of the property subject of appraisal, development activities within the vicinity, social environment, known landmarks, site and community services such as existing facilities and utilities offered by the locality, accessibility to transport, and proximity to the nearest urbanized area or business center where health, socioeconomic services, and other public services are made accessible)• Sales, and offered or asking prices of comparable properties, which should not be less than five (5) market data, within the vicinity in case of market value determination• Inquiries from local sources conversant with land valuation within the vicinity• Schedule of the latest declared Zonal Value(s) of the property or comparable properties within the vicinity• Schedule of Market Value(s) of the property/ies or comparable properties within the same vicinity as gathered from the Assessors' Office5. Declaration of Highest and Best Use;6. Preparation and submission of the Appraisal Report in narrative form with declaration of the identification and |

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| | | <p>location of the properties, neighborhood data, land data, highest and best use, Valuation Approach, listing of Market Data, appraisal considerations, Conclusion of Value/s -- Market Value, neighborhood characteristic, Zonal Value, land use classification and market value per Tax Declaration, and Annexes thereto such as lot plan, vicinity/location plan, building plan, photocopy of the title/technical description and tax declaration, photo-documentation of the appraised property, and declaration of the limiting conditions);</p> <p>7. Preparation and submission of accompanying 'Summary of Important Facts and Conclusion of values (Location of the Property, Registered Owner, Lot identification/s, lot size/s, Improvement/s existing on the lot, Highest and Best Use, Conclusion of Market Value and Date of Valuation); and</p> <p>8. Preparation and submission of a covering letter containing therein a declaration that the valuation/appraisal is undertaken in accordance with the 2018 Philippine Valuation Standards (PVS) prescribed by the Department of Finance.</p> |
| Approved Budget for the Contract (ABC) | : | Php 160,000.00 (or Php 80,000.00 each) inclusive of Value Added Tax (VAT) |
| Source of Fund | : | NG-Subsidy |
| Duration | : | Thirty (30) Calendar Days |

The Bidding Documents may be acquired by interested appraisers starting on **September 29, 2021** at the NHA-Region III Office, KM 73 Mc Arthur Highway, Brgy. Maimpis, City of San Fernando, Pampanga upon submission of Letter of Intent (LOI) addressed to Ms. Minerva Y. Calantuan, Chairperson, Region III Office Bids and Awards Committee (ROBAC). LOI may be submitted manually or through email.

It 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.

Interested Real Estate Appraisal Service Providers are required to submit two (2) sets of the following documents:

- a) PhilGEPS Certificate of Registration/ Registration Number;
- b) Certified true copy of the registration with the Department of Trade and Industry (DTI) or the Securities and Exchange Commission (SEC);
- c) Valid and current Mayor's / Business Permit supported by the Official Receipt evidencing payment of the required fee for the applicable quarter of the year;
- d) Certification as member of good standing either from the Institute of the Philippine Real State Appraisers (IPREA) or the Philippine Association of Real Estate Appraisers, Inc. (PARA);
- e) Certified true copy of the Official Receipt re: Professional Tax Receipt (PTR) payment;
- f) Latest Continuing Professional Development Program Certificates of Licensed Appraisers (not over 3 years), if applicable;
- g) Certifications from clients (private/public) attesting the reliability and competence of the appraisal service provider in delivering appraisal of residential, commercial, industrial, and/or institutional lots, if applicable;

- h) Professional License and Curriculum Vitae (Annex “A”);
- i) Company Profile;
- j) Omnibus Sworn Statement by the applicant (Annex “B”);
- k) List of on-going and completed contracts (Annex “C”); and
- l) Signed Proposals including the duly accomplished Price Quotation Form (Annex “B” of Terms of Reference) in a sealed envelope.

Proposals may be submitted manually at the NHA-Region III Office, KM 73 Mc Arthur Highway, Brgy. Maimpis, City of San Fernando, Pampanga or through email on or before **October 6, 2021** not later than **10:00 a.m.** at the email address indicated below.

Bids shall be evaluated using the Quality-Cost Based Evaluation/Selection (QCBE/S) procedure.

The NHA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact Engr. Mark Joseph F. Balleras at Tel. Nos. (045) 963-0153, (045) 860-3952, or (045) 457-4917 or email address at ro3bac@gmail.com.



MINERVA Y. CALANTUAN

Division Manager, Region III-Program Office

Chairperson, Region III Office Bids and Awards Committee