



Office of the President  
**NATIONAL HOUSING AUTHORITY**



## REQUEST FOR PROPOSAL (RFP)

1. The National Housing Authority (NHA), through its Central Bids and Awards Committee invites PhilGEPS registered and professionally regulated External Real Estate Appraisal Service Providers (EREASPs) to undertake the Appraisal on the **market value and market rent** of the below-described properties, to wit:

Ref. No.	Name of Project	Mode of Procurement	Item Description	ABC
<b>NCRES-CONS-2021-12-002</b>	Procurement of Two (2) EREASPs	53.9. Small Value Procurement under Negotiated Procurement	Seven (7) Commercial Stalls at BLC Pag-asa Condominium Project & Sixteen (16) Institutional Lots Located at Brgy. Pag-asa, Quezon City	Php 80,000.00 or (Php 40,000.00 each)

2. Interested EREASPs may obtain further information at the Office of East Sector Regional Office BAC Secretariat and Commercial and Industrial Estates Department (CIED), Ground Floor and 2<sup>nd</sup> Floor NHA Main Building, respectively, Elliptical Road Diliman Quezon City upon submission of a Letter of Intent (LOI) addressed to Albert A. Perfecto, Acting Regional Manager, East Sector Office starting on **December 2, 2021 to December 9, 2021** from 8:00 AM – 5:00 PM, Monday to Friday excluding Saturday, Sunday and Holidays.
3. It may also be downloaded free of charge from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) and NHA.
4. Interested EREASPs are required to submit three (3) sets of their Valid/Current Mayor's Permit for the 4<sup>rd</sup> Quarter of CY 2021, Professional License/Curriculum Vitae, PhilGEPS Registration Number, Income /Business Tax Return for FY 2021 and duly signed Proposals in a properly sealed and marked envelope.
5. Proposals must be delivered at the East Sector Regional Office, Ground Floor NHA Main Building, Elliptical Road Diliman Quezon City on **December 9, 2021 not later than 10:00 AM**. All Proposals must be accompanied by eligibility documents as required. Late submission of proposals shall not be accepted.
6. Proposals shall be evaluated using the Quality-Cost Based Evaluation/Selection (QCBE/S) procedure.
7. 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.

8. For any clarifications/Inquiries, please refer to:

**1. MARIA SOCORRO L. CASTRO**

Division Manager, PPBDD-CIED

Tel. No. 8790-0800/8922-3002

Local 221

nha.cied@gmail.com



**MONN ALEXANDER ONG**

Chairperson, East Sector Regional Office

Bids and Awards Committee (ESROBAC)

Officer-in-Charge, Pasig/Marikina/Manggahan Office



## TERMS OF REFERENCE

### **PROCUREMENT OF TWO (2) REAL ESTATE EXTERNAL APPRAISAL SERVICE PROVIDERS TO CONDUCT THE APPRAISAL OF SEVEN (7) COMMERCIAL STALLS AT BLC PAG-ASA CONDOMINIUM PROJECT, AS WELL AS SIXTEEN (16) INSTITUTIONAL LOTS, ALL LOCATED AT BRGY. PAG-ASA, QUEZON CITY, FOR DETERMINATION OF THE CURRENT MARKET VALUE AND MARKET RENT**

#### **I. BACKGROUND/RATIONALE**

Pursuant to Presidential Decree No. 757 dated 31 July 1975, the National Housing Authority (NHA, for brevity) is mandated to develop and implement a comprehensive and integrated housing program which shall embrace, among others, housing development and resettlement, sources and schemes of financing, and delineation of government and private sector participation. The same was mandated under Executive Order No. 90 dated December 17, 1986 as the sole government agency engaged in direct shelter production for the lowest 30<sup>th</sup> percentile of Filipino income earners alongside the provision of technical assistance for private developers undertaking low-cost housing projects. Under Republic Act No. 7279 dated 24 May 1992, the local government units in coordination with the National Housing Authority, among others, was tasked to identify lands for socialized housing and resettlement areas for the immediate and future needs of the underprivileged and homeless Filipino families, as well as the proper disposition thereof being acquired government-owned lands. Under the present administration, the NHA continues to address its mandate and ensure that the development of a comprehensive and integrated housing development is complied with through the provision of socio-economic opportunities by way of generating commercial, industrial and institutional lots.

Since the creation of NHA, it has judiciously managed its finite resources with the objective that it shall augment generation of internal revenues through the disposition of its commercial, industrial and institutional lots in the housing projects for furtherance of the government's socialized housing program delivery without overly relying on the national government subsidies. Inasmuch as the subject lots are not covered with a valid Contract of Lease with the present occupants, it shall be re-offered for *LEASE, LONG-TERM LEASE* to interested and qualified applicants in the open market through public bidding in accordance with Board Resolution No. 4625 dated 10 December 2002, as implemented under Memorandum Circular dated 26 February 2003.

Consistent with existing policies, the NHA procures external appraisal services in accordance with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations. The opinion rendered by the hired External Real Estate Appraisal Providers, who shall render an independent and unbiased opinion on the market/rental values of the subject lots are made as bases for establishing the selling prices and/or lease rates of the subject lots when offered for disposition. Valuation of these lots are market related such that at least two (2) third party appraisals shall be procured in accordance with Memorandum Circular No. 2018-

035 dated November 29, 2018, as amended by Memorandum Circular No. 2020-075 dated December 15, 2020.

## II. PROJECT PROFILE

### A. SEVEN (7) COMMERCIAL STALLS

Project Proposal	Procurement of two (2) external appraisal service providers for the current market rent determination of seven (7) Commercial Stalls at BLC Pag-asa Condominium Project in accordance with the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184, Memorandum Circular No. 2017-027 and Memorandum Circular No. 2018-035 as amended by Memorandum Circular No. 2020-075		
Mode of Procurement	Small Value Procurement		
Property Identification	BLC Pag-asa Commercial Stall Nos. 4-A, 4-B, 4-C, 4-D, 6, 7 and 8, BLC Pag-asa Condominium Project, Brgy. Pag-asa, Quezon City		
No. of Lot/s/Unit/s	Seven (7) commercial stalls		
Area in square meters	Distribution of Lot size and floor area are as follows:		
	Stall No.	Lot size (sq.m.)	Floor Area (sq.m.)
	4-A	59.77	26.69
	4-B	101.70	47.10
	4-C	65.66	22.43
	4-D	67.24	22.43
	6	105.96	42.39
	7	70.60	22.43
	8	67.12	22.43
	TOTAL	538.05	205.90
Title No./Nos.	Portion of the BLC Pag-asa Condominium Project Site being covered by T-274511		
Registered Owner	National Housing Authority		
Land Use	Commercial		

### B. SIXTEEN (16) INSTITUTIONAL LOTS

Project Proposal	Procurement of two (2) external appraisal service providers for the current market value and market rent determination of sixteen (16) Institutional lots in accordance with the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184, Memorandum Circular No. 2017-027 and Memorandum Circular No. 2018-035 as amended by Memorandum Circular No. 2020-075
Mode of Procurement	Small Value Procurement

Property Identification	Brgy. Pag-asa institutional lots, Quezon City
No. of Lot/s/Unit/s	Sixteen (16) Institutional lots
Area in square meters	Aggregate area of 4,802.60 square meters (more or less) with distribution of area by lot as shown in Item No, IV.B (Scope of Work)
Title No./Nos.	See Item No. IV.B re: Scope of Work
Registered Owner	National Housing Authority
Land Use	Institutional

### III. OBJECTIVE

The objective of this undertaking is to secure consulting services from competent and professionally regulated Real Estate Appraisal-service Providers who shall render an objective, independent and unbiased opinion on the **market value** and **market rent** of the above-cited properties.

### IV. SCOPE OF WORK

The scope of work of the appraisal consulting services to be procured for market value and/or market rent determination shall cover the following properties:

- A. Seven (7) commercial stalls in BLC Pag-asa Condominium, Brgy. Pag-asa, Quezon City, particularly described as follows:

Item No.	Commercial Stall No.	Lot Area (m <sup>2</sup> )	Floor Area (m <sup>2</sup> )	TCT No.	Land Classification
1	4-A	59.77	26.69	Portion of T-274511	Commercial
2	4-B	101.70	47.10	Portion of T-274511	Commercial
3	4-C	65.66	22.43	Portion of T-274511	Commercial
4	4-D	67.24	22.43	Portion of T-274511	Commercial
5	6	105.96	42.39	Portion of T-274511	Commercial
6	7	70.60	22.43	Portion of T-274511	Commercial
7	8	67.12	22.43	Portion of T-274511	Commercial
	TOTAL	538.05	205.90		

It is essential that the appraisers will look into the comparable market rent of similar commercial spaces similarly situated within the same commercial strip within the BLC Condominium Project, and other comparable commercial spaces within the vicinity.

- B. Sixteen (16) Institutional lots in Brgy. Bagong Pag-asa, Quezon City, particularly described as follows:

Item No.	Lot No.	Blk. No.	Lot Area (m <sup>2</sup> )	TCT No.	Land Classification
1	1	14	262.00	RT-116221 (240689)	Institutional
2	3	14	277.90	RT-116219 (240691)	Institutional
3	4	14	262.10	RT-116216 (240692)	Institutional

*page 4 | Terms of Reference/Procurement Of Two (2) Real Estate External Appraisal Service Providers To Conduct The Appraisal Of Seven (7) Commercial Stalls at BLC Pag-asa Condominium Project, as well as Sixteen (16) Institutional Lots, For Determination of the Current Market Value And Market Rent*

4	5	14	262.10	RT-116241 (240693)	Institutional
5	6	14	262.10	RT-116238 (240694)	Institutional
6	7	14	262.10	RT-116234 (240695)	Institutional
7	10	14	251.40	RT-116237 (240698)	Institutional
8	13	14	242.80	RT-116231 (240701)	Institutional
9	14	14	242.60	RT-116240 (240703)	Institutional
10	15	14	247.30	RT-116236 (240704)	Institutional
11	16	14	247.30	RT-116233 (240705)	Institutional
12	17	14	247.30	RT-116230 (240706)	Institutional
13	18	14	244.40	RT-116239 (240707)	Institutional
14	19	14	244.40	RT-116235 (240708)	Institutional
15	20	14	246.70	RT-116232 (240709)	Institutional
16	21	14	1,000.10	RT-116229 (240710)	Institutional
	TOTAL		4,802.60		

The external appraisers who will qualify and be selected through the **Small Value Procurement (SVP)** process in accordance with the 2016 Revised IRR of R.A. 9184, shall be required to comply with the following:

1. Submission of a written Appraisal Proposal disclosing the proposed professional fee and work duration of the project for conformity by the Acting Regional Manager, East Sector;
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)
4. Tax declaration (**optional, but appraisers shall be required to secure/verify data from the Quezon City District Office, NCR-East Sector with office at the NHA Main Compound in Quezon City regarding the land use classification of the lots per NHA Lot Inventory System or land use/subdivision plan of the properties**);
5. Investigation of local market conditions –
  - Neighborhood characteristics (zoning, 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, utilities and other community services, accessibility to transport, and other relevant market forces influencing the property);
  - Current ‘**Market Value**’ and ‘**Market Rent**’ using at least five (5) market data within the vicinity, or if the same cannot be gathered, the use of Income Approach for ‘Market Rent’ determination is suggested;
  - Inquiries from local sources conversant with land valuation within the vicinity;
  - Schedule of the latest declared Zonal Value(s);
  - Schedule of Fair Market Value(s) of the property/ies or comparable properties within the same vicinity as gathered from the Assessors’ Office (**optional**);

- Other relevant data which shall include data of current rental rate of adjoining commercial stalls with valid lease awards to be secured from the Quezon City District Office
- 6. Declaration of Highest and Best Use;
- 7. Preparation and submission of the Appraisal Report in narrative form with declaration of the identification and location of the properties, neighborhood data, land data, highest and best use, Valuation Approach, listing of Market Data, appraisal considerations, Conclusion of Value/s – current Market Value and Market Rent, neighborhood characteristic, Zonal Value, land use classification and market value per Tax Declaration (optional), and Annexes thereto such as lot plan, vicinity/location plan, building plan, photocopy of the title/technical description and tax declaration (optional), photo-documentation of each of the appraised lots, and declaration of the limiting conditions);
- 8. Preparation and submission of accompanying ‘Summary of Important Facts and Conclusion of Value/s (e.g. Location of the Property, Registered Owner, Lot identification/s, lot size/s, Improvement/s existing on the lot, Highest and Best Use, Conclusion of current Market Value and Market Rent, and Date of Valuation); and
- 9. 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) as prescribed by the Department of Finance- Bureau of Local Government Finance.

## **V. TIMELINES AND DELIVERABLES**

The engagement with the responsive, shortlisted Real Estate Appraisal Service Providers shall commence on the day following the date of receipt of the Notice of Award, as well as the completeness of the documentary requirements/ references for the conduct of the appraisal to be secured from the East Sector Regional Office or the Quezon City District Office.

The Appraisal Report shall be submitted within the committed schedule. The penalty charge being imposed for delayed submission of the Appraisal Reports is equivalent to 1/10<sup>th</sup> of 2% per working day. The Appraisal Fee to be paid to each of the two (2) hired appraisers shall be net of penalty.

## **VI. MECHANICS ON THE SUBMISSION AND ACCEPTANCE OF THE APPRAISAL PROPOSALS IN COMPLIANCE TO NHA MEMORANDUM CIRCULAR NO. 2018-035, AS AMENDED BY NHA M.C. NO. 2020-075 AND NHA M.C. NO. 2021-008**

The following are the general procedures:

1. Participation of professionally regulated Real Estate Appraisal Service Providers who are registered in the PHILGEPS under “red” or “platinum” membership.
2. The Real Estate Appraisal Service Providers shall submit their respective Appraisal Proposal quoting the ‘Professional Fee’ and ‘Work Duration’, to be addressed to ENGR. ALBERT A. PERFECTO, ACTING REGIONAL MANAGER, EAST SECTOR with Office address at the NATIONAL HOUSING AUTHORITY, ELLIPTICAL ROAD, DILIMAN, QUEZON CITY.

3. Evaluation for shortlisting of External Appraisal Service Providers shall be done by EAST SECTOR BAC as assisted by its Technical Working Group and Secretariat;
4. The EAST SECTOR BAC shall select and recommend the first two Real Estate Appraisal Service Providers with the Highest Rated Responsive Bids; and
5. The Acting Regional Manager shall conform to the Appraisal Proposal, and the same shall constitute as an Agreement/Contract.

The **Notice of Award (NOA)** shall be issued by the Acting Regional Manager. The NHA EAST SECTOR BAC with its Secretariat shall ensure that all the documents/reference materials to be furnished to the hired external Appraisal Service Providers as mentioned herein, shall be complied.

## **VII. MECHANICS ON THE SHORTLISTING OF REAL ESTATE APPRAISAL SERVICE PROVIDERS:**

### **LEGAL REQUIREMENTS**

Real Estate Appraisal Service Providers, who shall participate in the competitive bidding for shortlisting and eventual selection, shall comprise of those who are duly registered with the PhilGEPS to ensure that the service to be procured shall come from the most reliable, competent, experienced and professionally regulated external Appraisal Service Providers in the Real Estate Appraisal industry. The checklist of the legal documents for submission is shown in **Annex “A”**. The Bid Quotation Form to be accomplished by the prospective bidder-appraisal service provider is shown in **Annex “B”**.

## **VIII. EVALUATION CRITERIA APPLYING THE QUALITY - COST BASED EVALUATION (QCBE) PROCEDURE (TOTAL MAXIMUM POSSIBLE WEIGHT = 100%)**

### **A. TECHNICAL PROPOSAL (Maximum possible weight of 80%)**

<b>CRITERIA</b>	<b>Weights</b>	<b>Assigned Weights</b>
<b>A.1 Qualification of Organic/Permanent Personnel</b>	30%	
• No. of PRC Licensed Real Estate Appraisers	20%	
• 11 and above		20%
• 6 to 10		15%
• 1 to 5		10%
• Education (minimum of Bachelor’s Degree)	5%	5%
• Latest Continuing Professional Development Program Certificate (not over 3 years)	5%	5%
<b>A.2 Applicable Experience of the Firm or individual</b>	30%	
• No. of years in the practice of real estate appraisal and fully compliant in the exercise of the profession pursuant to RA 9646 series of 2009 (Real Estate Service Act or RESA Law)	10%	
• Above 5 years		10%
• 5 years and below		5%
• Similar and relevant experience	20%	
• Appraisal of residential, commercial, industrial, and or institutional lots with attestation of the reliability and		5%



competence of the appraisal service provider through a certification issued by at least 2 clients from the private sector and at least 2 clients from public sector		
• Geographical distribution of offices and projects		
• Luzon, Visayas and Mindanao		5%
• Within either Luzon, Visayas or Mindanao only		2%
• Records of clients or engagements in the past		
• 25 clients and above		5%
• Below 25 clients		2%
• Overall work commitment to the appraisal requirements		
• Full compliance		5%
• With deficiency		0%
<b>A.3 Plan of Approach and Methodology</b>	20%	
• Quality of interpretation of land data, neighborhood data, elements of value, market data, highest and best use, application of Grid Analysis, among others.	5%	5%
• Method of Valuation consistent with the 2018 Philippine Valuation Standards, and analysis of comparable properties	10%	10%
• Conclusion of values	5%	5%

## B. FINANCIAL PROPOSAL (Maximum possible weights is 20%)

Ranking from the Lowest Financial Proposal	Maximum possible weight of 20%
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The lowest Financial Proposal shall be given 100 points with an equivalent weight of 20%.

Adherence to the following prescribed formula in ranking the Highest Rated Responsive Bid for the other Financial Proposals must be observed:

$$SF = 100 \times (FP_{\text{lowest}}/FP_n) \times 0.20$$

Where, **SF** is the Financial Score

**FP lowest** is the lowest Financial Proposal

**FPn** is the Financial Proposal under consideration

The passing rate is seventy five percent (75%).

## VIII. PROJECT COST

The total estimated Project Cost herein is **Php80,000.00 (or Php40,000.00 each)**, inclusive of Value Added Tax (VAT) of the External Appraisal Service Providers to be hired. The maximum possible bid amount of **Php40,000.00** shall constitute as the Approved Budget for the Contract (ABC) for each of the said Service Providers. The Consulting Service Contract, which shall be in the form of an Appraisal Proposal bearing the conformé of the Acting Regional Manager, shall be a **fixed price contract**. Should there be an extension of duration of work schedule beyond the agreed contract period, the same shall not involve any additional cost to NHA.

**IX. RIGHT TO REJECT**

The NHA has the right to reject the Appraisal Report submitted by the hired accredited Appraisal Service Providers if the same is found to be deficient in content or information such that the NHA shall communicate said observation to the appraiser who shall resubmit a revised comprehensive report within seven (7) working days from receipt of the said notice at no extra cost to the NHA. In case of failure to comply within the said prescribed period, the NHA shall notify the appraiser of the rejection of the appraisal report and shall inform the latter without the need of paying the latter's services. This condition shall be indicated in the Official Invitation and in the Appraisal Proposal bearing the conformé of the NHA Acting Regional Manager of the appraisal engagement.

**X. COMPLIANCE REVIEW**


The external Appraisal Reports to be submitted by the Appraisal Service Providers to be hired shall be subject to the conduct of Compliance Review by the Commercial and Industrial Estates Department (CIED).




**XI. CONTACT PERSON:**

<b>ENGR. ALBERT A. PERFECTO</b> Acting Regional Manager, East Sector	(02) 8922-3006; 8243-8344; 8700800 local 132/ 0998-9687938 National Housing Authority Elliptical Road, Diliman, Quezon City
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**Prepared for East Sector by:**

  
**MARIA SOCORRO L. CASTRO**  
Manager, PPBDD, CIED  
Date: September 15, 2021

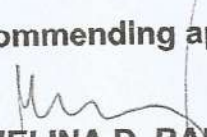
**Reviewed by:**

  
**EUTEMIA B. ONTINA**  
Manager, CIED  
Date: September 15, 2021



**NOTED BY:**

  
**ATTY. MA. MAGDALENA D. SIACON**  
Group Manager, HSSG  
Date: \_\_\_\_\_

**Recommending approval:**

  
**EMELINA D. BALAOING,**  
Officer-in-Charge, Quezon City District Office  
Date: \_\_\_\_\_

**APPROVED:**

  
**ENGR. ALBERT A. PERFECTO**  
Acting Regional Manager, East Sector  
Date: 10/14/2022 

## ANNEX "A"



Office of the President  
**NATIONAL HOUSING AUTHORITY**  
Elliptical Road, Diliman, Quezon City



### **CHECKLIST OF LEGAL REQUIREMENTS RE: APPLICATION TO BID AS REAL ESTATE APPRAISAL-SERVICE PROVIDER FOR NHA**

1. PHILGEPS Certification of Registration (Red or Platinum)
2. Certified True Copy of the registration with the Department of Trade and Industry for Individual Professional practitioner or sole proprietorship or the Securities and Exchange Commission for partnership and corporation
3. Valid and current Mayor's Permit supported by the Official Receipt evidencing payment of the required fee for the applicable quarter of the year
4. Individual Income Tax Return or Audited Financial Statement stamped "received" by the BIR or its duly accredited and authorized institutions, for year 2020;
5. Certification as member of good standing either from the Institute of the Philippine Real Estate Appraisers (IPREA) or the Philippine Association of Real Estate Appraisers, Inc. (PARA)
6. Certified True Copy of the Official Receipt re: Professional Tax Receipt (PTR) payment
7. Omnibus Sworn Statement by the applicant
  - a. Not "blacklisted" or barred from applying for accreditation in other agencies or institutions;
  - b. Authenticity of documents;
  - c. Authority granted to NHA to verify all the documents submitted;
  - d. Disclosure of "no relationship";
  - e. The applicant-individual or sole proprietor is a Filipino citizen;
  - f. Willingness to testify in the Judicial Court, in case of litigation involving the lots/properties subject of appraisal;
  - g. Commitment to reflect in their submitted Appraisal Reports the Complete Name of the signatory, Name of the Assigned Appraiser, Office/Business Address, PRC Registration No., PRC License No. and validity period, Professional Tax Receipt No. with date and place issued, and Tax Identification No.;
  - h. Compliance with existing labor laws and standards, and Applicant – appraiser's responsibilities.



Office of the President  
**NATIONAL HOUSING AUTHORITY**  
 Elliptical Road, Diliman, Quezon City



### PRICE QUOTATION FORM

Date: \_\_\_\_\_

\_\_\_\_\_  
 Chairperson  
 Central Bids and Awards Committee or  
 Regional Office Bids and Awards Committee, East Sector  
 National Housing Authority  
 Elliptical Road, Diliman, Quezon City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item, as follows:

No.	Description	Total Price
1.	Procurement of two (2) External Real Estate Appraisal Service Providers for seven (7) commercial stalls located at BLC Pag-asa Condominium Project, Brgy. Pag-asa, Quezon City and sixteen (16) Institutional lots in Brgy. Pag-asa, Quezon City	
	<b>Total (inclusive of 12% VAT)</b>	

(Amount in Words)

\_\_\_\_\_  
 \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
 Name & Signature of Representative

\_\_\_\_\_  
 Designation

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Date