



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

PHILIPPINE BIDDING DOCUMENTS

**Project Title : Consultancy Services for Real Estate
Consultant for Multi-Sector Market Study
for the Redevelopment of the PNOC Energy
Center Property**

REI No. : 2025-03-066

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**Consultancy Services for
Real Estate Consultant for
Multi-Sector Market Study
for the Redevelopment of the
PNOC Energy Center
Property**

REI No.: 2025-03-066

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

www.philgeps.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

Consultancy Services for Real Estate Consultant for Multi-Sector Market Study for the Redevelopment of the PNOC Energy Center Property

Request for Expression of Interest No. 2025-03-066

1. The **PHILIPPINE NATIONAL OIL COMPANY (PNOC)**, through the **2025 Approved Corporate Operating Budget** intends to apply the sum of One Million Five Hundred Thousand Pesos (PhP1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for **Consultancy Services for Real Estate Consultant for Multi-Sector Market Study for the Redevelopment of the PNOC Energy Center Property**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **PNOC** now calls for the submission of eligibility documents for the **Consultancy Services for Real Estate Consultant for Multi-Sector Market Study for the Redevelopment of the PNOC Energy Center Property**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **March 21, 2025 (10:00AM PST)** 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 **March 14, 2025** 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 Five Hundred Pesos (PhP1,500.00)**.

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 **immediately after the deadline of submission** at the given address below and/or via **Google Meet**. 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 bidders who will obtain at least seventy (70) percent out of one hundred (100) and will be eligible to submit bids. The criteria and rating system for short listing are:

- | | | |
|--|---|------|
| a. Applicable Years of Experience and Track Record of the Consultancy Management Services/Firm | : | 30 % |
| b. Qualifications of Personnel to be assigned to the Project | : | 50% |
| c. Current Workload Relative to Capacity | : | 20% |

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

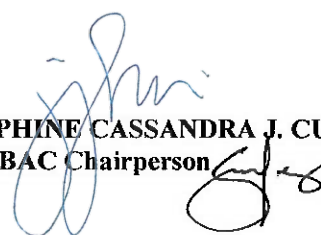
Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

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 *Seventy Percent (70%)* and Financial Proposal is *Thirty Percent (30%)*. 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 a period of Fourteen (14) weeks from the receipt of the Notice to Proceed.
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 – 7662 local 7757
Email: cfc_melo@pnoc.com.ph / procurement@pnoc.com.ph
Website: www.pnoc.com.ph / www.philgeps.gov.ph

ATTY. JOSEPHINE CASSANDRA J. CUI
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> <p>The principal tasks, duties and responsibilities of the Consultant are outlined below.</p> <p>The Real Estate Consultant shall provide comprehensive consultancy services for a multi-sector market study to support the redevelopment of the PNOC Energy Center Property. The services shall cover the following key components:</p> <p style="padding-left: 40px;">a. Market Analysis and Research</p> <p style="padding-left: 80px;">(i) Conduct an in-depth assessment of market conditions and trends across key sectors (e.g., commercial, residential, retail, institutional, and mixed-use).</p> <p style="padding-left: 80px;">(ii) Analyze the competitive landscape and benchmark similar developments in Bonifacio Global City and other prime locations.</p> <p style="padding-left: 80px;">(iii) Evaluate socio-economic factors, demographic data, and infrastructure developments that could affect the property’s redevelopment potential.</p> <p style="padding-left: 40px;">The Consultant may also provide on Highest and Best Use Analysis, if applicable.</p> <p style="padding-left: 40px;">b. Stakeholder Engagement and Needs Assessment</p> <p style="padding-left: 80px;">(i) Identify key stakeholders and conduct consultations to gather insights on development needs and preferences.</p> <p style="padding-left: 80px;">(ii) Assess regulatory requirements and national/local development plans to ensure alignment with relevant policies and to establish an outline or checklist for stakeholder engagement.</p> <p style="padding-left: 40px;">c. Risk Assessment and Mitigation</p> <p style="padding-left: 80px;">(i) Identify potential risks and challenges related to market demand, regulatory constraints, and external factors.</p> <p style="padding-left: 80px;">(ii) Propose mitigation strategies for identified risks.</p> <p style="padding-left: 40px;">d. Strategic Recommendations and Final Report</p>

	<p>(i) Provide detailed, data-driven recommendations on development options, phasing, and market positioning.</p> <p>(ii) Ensure recommendations align with sustainable practices, energy efficiency standards, and smart city concepts.</p> <p>(iii) Submit a comprehensive final report, including an executive summary, supporting data, and actionable insights.</p>
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 five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<p><i>Acceptable proof of satisfactory completion of completed contracts, either of the following:</i></p> <p><i>a. Certificate of Completion / Acceptance</i></p> <p><i>b. Official Receipt</i></p>
4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
(c)	<p><i>Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p>ATTY. JOSEPHINE CASSANDRA J. CUI 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><i>Consultancy Services for Real Estate Consultant for Multi-Sector Market Study for the Redevelopment of the PNOC Energy Center Property</i></p> <p>Request for Expression of Interest No. 2025-03-066</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 <i>on March 21, 2025 (10:00 AM PST)</i></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 <i>immediately after the deadline of submission.</i></p>
9.1	Similar contracts/projects shall refer to <i>market studies and strategic planning</i>

for prime urban properties.

9.2 *Detailed set of criteria and rating system to be used for the short listing of consultants.*

Criteria for Short Listing of Prospective Bidders

Shortlisting of eligible consultants will be based on a set of criteria designed to assess their capability and capacity to undertake the project. The criteria include the consultant’s relevant experience, credentials of key personnel, and current workload and capacity to deliver the required services within the specified timeline.

Applicable experience accounts for 30% of the shortlisting score and focuses on the number and relevance of similar projects completed by the consulting firm, particularly those involving market studies for property redevelopment and mixed-use developments.

The qualifications of key personnel, which also comprise 50% of the shortlisting score, will be evaluated based on their educational background, relevant professional experience, and suitability for the roles required in the project. The composition of the proposed team and the adequacy of their collective expertise will also be considered.

Lastly, the firm’s current workload and capacity, with a weight of 20%, will be assessed to ensure that they can dedicate the necessary resources and personnel for the project. Shortlisted consultants must achieve a minimum score of 70% to qualify for the next stage of the bidding process.

Criteria	Weight (%)	Description	Point System	Minimum Passing Score
Applicable Years of Experience and Track Record of the Consultancy Management Services/Firm	10%	Firm Experience and Track Record	10: More than 10 year experience in real estate market study 5: at least 10 years experience in real estate market study	
	10%	Track record in the conduct of similar projects	10: More than 5 completed similar projects 8: 3-5 completed similar projects 5: 2 completed similar projects	
	10%	Client Satisfaction Survey	10: Provided at least 2 customers who are Very Satisfied with the service 5: Provided at least 1 customer	

				who is Very Satisfied with the service	
Qualifications of Personnel to be assigned to the Project	Relevant credentials and specialization 10%	Evaluation of key personnel based on credentials, trainings and previous engagement in similar/related/identical projects.	10: All key personnel meet/exceed qualifications and have 10+ years of experience 8: Most key personnel meet qualifications with 5+ years of experience 5: Some key personnel meet qualifications with 3+ years of experience 3: Personnel qualifications below minimum requirements	70% (Combined Total)	
	Specialized professional trainings and participation in international, multi-lateral sponsored projects 15%		15: One of the key personnel has at least 2 specialized training in real estate market study and participated in at least 2 related international, multi-lateral sponsored projects 10: One of the key personnel has at least 1 specialized training in real estate market study and participated in at least 1 related international, multi-lateral sponsored project 5: One of the key personnel has at least 1 specialized training in real estate market study and none in related international, multi-lateral sponsored project; or no specialized training in real		

				estate market study but has participated in at least 1 related international, multi-lateral sponsored project	
		Previous engagement in similar/related/i dential projects 25%	Focus on the number and relevance of similar projects completed, especially those involving market studies for property redevelopment and mixed-use developments.	25: More than 2 similar projects 15: 2 similar projects 5: 1 similar project	
	Current Workload Relative to Capacity	Resource Availability 5%	Assessment of the firm's current projects to ensure the necessary resources and personnel can be allocated for this project.	5: Adequacy of equipment, software or tools needed for the project	
		Team Availability 15%		15: Full capacity to allocate personnel without conflict 10: Moderate capacity with minor resource conflicts 5: Limited capacity, risking delays	

Section IV. Eligibility Submission Forms

Eligibility Documents Submission Form – ANNEX “A”	23
Statement of the Consultant's Nationality - ANNEX “B”	23
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Statement of Completed Contracts - ANNEX "D"	28
Statement of Ongoing Contracts and Awarded But Not yet Started Contract - ANNEX "E"	29

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:

- b) *[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
- c) 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						
Personal Information						
Name of Staff						
Address			Contact No.		Email Address	
Date of Birth		Citizenship		Civil Status		
Project Experience <i>(start from the current employment, add rows if necessary)</i> <i>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		
Relevant Training <i>(start from the most recent, add rows if necessary)</i>						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by	
	From	To				
Education <i>(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*

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

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

Terms of Reference

CONSULTANCY SERVICES FOR REAL ESTATE CONSULTANT FOR MULTI-SECTOR MARKET STUDY FOR THE REDEVELOPMENT OF THE PNOC ENERGY CENTER PROPERTY

1. Background

The PNOC Energy Center is a 29,291 sq.m. prime real estate property in Bonifacio Global City (BGC), Taguig City, consisting of office buildings and support structures. The property includes Buildings 2, 3, 4a, 4b, 5, and 6, with Building 6 serving as PNOC's corporate office. Other buildings are leased to entities such as PNOC-EC, PNOC-RC, DOE, CICC and Landbank. It is classified as **commercial** and bounded by the DOE, 38th Street and STI College (also referred to herein as the "Property").

Located near key landmarks like Market! Market!, Uptown Mall, Bonifacio High Street, and international schools, the property benefits from BGC's status as a major financial hub. As of **December 2022**, its appraised value is **PhP501,000 per square meter**.

2. Purpose of Terms of Reference (TOR)

The purpose of this Terms of Reference (TOR) is to define the scope, objectives, and requirements for engaging the services of a Real Estate Consultant to conduct a Multi-Sector Market Study for the redevelopment of the PNOC Energy Center Property. This TOR aims to ensure that the future development projects by PNOC may be carried out backed up by a comprehensive and strategic approach to market analysis, providing PNOC with the necessary data and recommendations to guide any redevelopment initiatives.

The Multi-Sector Market Study will serve as a critical tool for PNOC in determining the highest and best use of the property, assessing market demand across various sectors, and identifying viable development opportunities. The study will guide PNOC's decision-making process in redeveloping the Property to maximize its potential, to align with market trends, and contribute to long-term sustainable growth of PNOC.

3. Study Objectives

The objective of this TOR is to engage the services of a qualified Real Estate Consultant to conduct a comprehensive Multi-Sector Market Study for the Redevelopment of the PNOC Energy Center Property. The study aims to assess current market conditions, identify emerging trends, and determine the optimum and best use of the PNOC Energy Center Property across various sectors or business segments.

The key objectives of this consulting work are to:

- a. Provide an in-depth market analysis to guide PNOC in formulating a redevelopment strategy that maximizes the PNOC Energy Center Property 's value and potential.
- b. Identify viable development opportunities based on market demand and stakeholder needs.

- c. Offer strategic recommendations for mixed-use, commercial, residential, institutional, and other potential developments.
- d. Ensure the redevelopment aligns with national and local development plans, sustainable practices, and PNOC's long-term goals.
- e. Support PNOC's decision-making process with reliable data, expert insights, and market-driven solutions.

Ultimately, the study seeks to equip PNOC with a strategic framework for the optimal redevelopment of the PNOC Energy Center Property, ensuring its relevance and profitability in a dynamic real estate market.

4. Scope of Work

The Real Estate Consultant shall provide comprehensive consultancy services for a multi-sector market study to support the redevelopment of the PNOC Energy Center Property. The services shall cover the following key components:

a. Market Analysis and Research

- (i) Conduct an in-depth assessment of market conditions and trends across key sectors (e.g., commercial, residential, retail, institutional, and mixed-use).
- (ii) Analyze the competitive landscape and benchmark similar developments in Bonifacio Global City and other prime locations.
- (iii) Evaluate socio-economic factors, demographic data, and infrastructure developments that could affect the property's redevelopment potential.

The Consultant may also provide on Highest and Best Use Analysis, if applicable.

b. Stakeholder Engagement and Needs Assessment

- (i) Identify key stakeholders and conduct consultations to gather insights on development needs and preferences.
- (ii) Assess regulatory requirements and national/local development plans to ensure alignment with relevant policies and to establish an outline or checklist for stakeholder engagement.

c. Risk Assessment and Mitigation

- (i) Identify potential risks and challenges related to market demand, regulatory constraints, and external factors.
- (ii) Propose mitigation strategies for identified risks.

d. Strategic Recommendations and Final Report

- (i) Provide detailed, data-driven recommendations on development options, phasing, and market positioning.

(ii) Ensure recommendations align with sustainable practices, energy efficiency standards, and smart city concepts.

(iii) Submit a comprehensive final report, including an executive summary, supporting data, and actionable insights.

5. Deliverables and Timeline

The consultancy services shall be completed within fourteen (14) weeks from the issuance of the Notice to Proceed (NTP), with the following deliverables and schedule:

Required Output	Timeline
1. Inception Report	1 week from Notice to Proceed
- Detailed work plan and methodology	
- Project schedule and milestones	
2. Market Analysis and Benchmark Report	6 weeks from acceptance of the previous deliverable
- Comprehensive market study and benchmarking	
3. Stakeholder Engagement Report	2 weeks from acceptance of the previous deliverable
- Summary of consultations and needs assessment	
- Analysis of development scenarios	
4. Draft Strategic Recommendations Report	3 weeks from acceptance of the previous deliverable
- Draft recommendations on development options and phasing	
5. Final Report and Presentation	2 weeks from acceptance of the previous deliverable
- Comprehensive final report with executive summary and strategic recommendations	
- Presentation of findings and recommendations to PNO management	

Project Duration: 14 weeks exclusive of the period during which the output submitted by the consultant is placed under consideration for review and/or approval by the President and CEO.

The output shall be deemed accepted or finalized upon the issuance by the President and CEO of Certificate of Acceptance.

Revisions to the output by the consultant shall not exceed five (5) calendar days after the review by the President and CEO.

Extensions for submission of output shall not be allowed except upon written request submitted to PNOC President and CEO at least three (3) days prior to the due date, and only for meritorious reasons, as may be determined by the President and CEO.

6. Eligibility, Qualification and Expertise Required

To participate in this public bidding, consultants must comply with Republic Act No. 12009 and its Implementing Rules and Regulations (IRR) on Competitive Bidding.

To ensure the successful delivery of the consultancy services, the Consultant must meet the following qualifications:

a. Firm Qualifications

The consulting firm must:

- (i) Have at least 10 years of experience in real estate consulting, urban planning, or market research, specifically in conducting market studies and feasibility assessments for large-scale mixed-use developments.
- (ii) Demonstrate successful completion of at least two (2) similar projects involving market studies and strategic planning for prime urban properties.
- (iii) Be familiar with Bonifacio Global City (BGC) and possess an in-depth understanding of the Philippine real estate market.

b. Key Personnel Requirements

The Consultant must deploy a team of professionals with the following minimum qualifications and expertise for the purpose of providing meaningful analysis for the purposes of PNOC:

Team	Responsibility	Minimum Qualifications
Team Leader	Oversees entire study preparation. Evaluate/approve the work/reports done by the Financial and Technical Specialists. Presents the study and result of the study to PNOC.	Five (5) years relevant experience in the preparation of Multi-Sectoral Market Study and/or other special studies relating to real estate. Must be a holder of a degree and/or completed post graduate studies in engineering/ economics/ environmental planning/ urban and regional planning or any business.
Financial Specialist	Conduct research and prepare the financial aspect of the study.	Five (5) years relevant experience in conducting research, preparation of financial projections, income and cash flow projections, calculating NPVs and IRRs and

	Analyze the financial data.	other economic measures. Must be a holder of a degree and/or completed post graduate studies in finance/business or economics.
Technical Specialist	Conduct research and prepare the sectoral/technical studies, such as site analysis and sectoral studies. Provides an over-all site plan type of structure, estimated project cost and other engineering/design requirements.	Five (5) years relevant experience in the preparation of Multi-Sectoral Market Study, HABU and/or other special studies relating to real estate. Must be a holder of a degree and/or completed post graduate studies in engineering/ architectural/ environmental planning/urban and regional planning or any business.
Financial and Technical Researcher	Do research work related to the financial and technical feasibility of the project, including gathering of data to support analysis.	Two (2) year experience in research, finance, project work. Must be a holder of a bachelor's degree.

7. Shortlisting Criteria

Shortlisting of eligible consultants will be based on a set of criteria designed to assess their capability and capacity to undertake the project. The criteria include the consultant's relevant experience, credentials of key personnel, and current workload and capacity to deliver the required services within the specified timeline.

Applicable experience accounts for 30% of the shortlisting score and focuses on the number and relevance of similar projects completed by the consulting firm, particularly those involving market studies for property redevelopment and mixed-use developments.

The qualifications of key personnel, which also comprise 50% of the shortlisting score, will be evaluated based on their educational background, relevant professional experience, and suitability for the roles required in the project. The composition of the proposed team and the adequacy of their collective expertise will also be considered.

Lastly, the firm’s current workload and capacity, with a weight of 20%, will be assessed to ensure that they can dedicate the necessary resources and personnel for the project. Shortlisted consultants must achieve a minimum score of 70% to qualify for the next stage of the bidding process.

Criteria	Weight (%)	Description	Point System	Minimum Passing Score
Applicable Years of Experience and Track Record of the Consultancy Management Services/Firm	10%	Firm Experience and Track Record	10: More than 10 year experience in real estate market study 5: at least 10 years experience in real estate market study	70% (Combined Total)
	10%	Track record in the conduct of similar projects	10: More than 5 completed similar projects 8: 3-5 completed similar projects 5: 2 completed similar projects	
	10%	Client Satisfaction Survey	10: Provided at least 2 customers who are Very Satisfied with the service 5: Provided at least 1 customer who is Very Satisfied with the service	
Qualifications of Personnel to be assigned to the Project	Relevant credentials and specialization 10%	Evaluation of key personnel based on credentials, trainings and previous engagement in similar/related/identical projects.	10: All key personnel meet/exceed qualifications and have 10+ years of experience 8: Most key personnel meet qualifications with 5+ years of experience 5: Some key personnel meet qualifications with 3+ years of experience 3: Personnel qualifications below minimum requirements	

	<p>Specialized professional trainings and participation in international, multi-lateral sponsored projects 15%</p>		<p>15: One of the key personnel has at least 2 specialized training in real estate market study and participated in at least 2 related international, multi-lateral sponsored projects 10: One of the key personnel has at least 1 specialized training in real estate market study and participated in at least 1 related international, multi-lateral sponsored project 5: One of the key personnel has at least 1 specialized training in real estate market study and none in related international, multi-lateral sponsored project; or no specialized training in real estate market study but has participated in at least 1 related international, multi-lateral sponsored project</p>	
	<p>Previous engagement in similar/related/identical projects 25%</p>	<p>Focus on the number and relevance of similar projects completed, especially those involving market studies for property redevelopment and mixed-use developments.</p>	<p>25: More than 2 similar projects 15: 2 similar projects 5: 1 similar project</p>	

Current Workload Relative to Capacity	Resource Availability 5%	Assessment of the firm's current projects to ensure the necessary resources and personnel can be allocated for this project.	5: Adequacy of equipment, software or tools needed for the project	
	Team Availability 15%		15: Full capacity to allocate personnel without conflict 10: Moderate capacity with minor resource conflicts 5: Limited capacity, risking delays	

8. Evaluation Criteria

Shortlisted consultants will be evaluated using the Quality-Cost Based Selection (QCBS) method, with a 70%-30% ratio for the technical and financial proposals, respectively. The technical proposals will be assessed based on the firm's experience, the qualifications of the proposed experts, the quality and feasibility of the proposed approach and methodology, and the adequacy of the work plan and timeline.

Criteria	Weight (%)	Point System	Score	Weighted Score	Remarks
A. Technical Proposal (70%)					
1. Experience and Capability of the Firm	20	20: Extensive experience with more than 2 similar projects 15: Good experience with 2 similar projects 10: Moderate experience with 1 similar project			Track record in similar projects
2. Qualifications of Key Personnel	20	20: All key personnel meet/exceed qualifications and have 10+ years of experience 15: Most key personnel meet qualifications with 5+ years 10: Some personnel meet qualifications with 3+ years			Expertise and experience of experts

3. Approach and Methodology	20	20: Methodology is comprehensive, clear, and feasible 15: Methodology is generally sound with minor gaps 10: Methodology has gaps or inconsistencies			Quality and feasibility of proposed methodology
4. Work Plan and Schedule	10	10: Detailed work plan with a shorter timeline (timeline is less than 14 weeks) 5: Detailed work plan with 14 week timeline			Realism and adequacy of the timeline
Subtotal – Technical	70%				
B. Financial Proposal (30%)					
Financial Proposal	30	30: Lowest bid gets full points; others scored proportionally			Based on the proportional scoring formula (Lowest Bid / Bidder's Bid) x 30
Subtotal – Financial	30%				
Total Score	100%				

9. Terms of Payment, Conditions of Payment and Liquidated Damages

a. Terms of Payment

Payment shall be chargeable against the 2025 Approved Corporate Operating Budget (COB), and shall be paid within fifteen (15) calendar days after completion and acceptance by the President and CEO of the required output.

b. Conditions of Payment

1. Payment will only be processed upon submission and approval of deliverables, as certified by the President and CEO through the issuance of a Certificate of Acceptance.
2. All deliverables must meet the agreed quality standards and be submitted according to the approved sequence.
3. Delays in submission without an approved extension may result in penalties, as specified in the contract.
4. The Consultant shall submit billing statement supported by the corresponding Certificate of Acceptance.

c. Liquidated Damages

The Consultant shall promptly comply with the schedule of deliverables. In case of failure to submit within the agreed period (inclusive of extensions duly granted), the Consultant shall be liable for liquidated damages in the amount of 1/10 of 1% of the cost of the project, for every day of delay until submitted. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event, PNOC may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

10. Working and Reporting Arrangements

In the pursuit of the Project, the Consultant shall directly report to the President and CEO for the preparation and completion of the deliverables.

The engagement of the Consultant shall commence upon their receipt of the Notice to Proceed from PNOC.

11. APPROVED BUDGET FOR THE CONTRACT

One Million and Five Hundred Thousand Pesos (PhP1,500,000.00) inclusive of all applicable taxes and all other expenses.

12. Data Privacy and Non-Disclosure Agreement

The Consultant shall conform to the Data Privacy Act and its related issuances, and any or all information that the Consultant may acquire, create, determine, discover and submit, including but not limited to the agreed deliverables and reports, shall be deemed property of PNOC and shall be subject to non-disclosure to any party without prior written approval of PNOC.

