



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://www.pnoc.com.ph)

**REQUEST FOR QUOTATION / PROPOSAL**

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : **3 October 2025**  
Project Title : **Third (3<sup>rd</sup>) Party Appraisal of PNOC Properties**  
Reference No. : **2025-09-183**  
Total ABC : **PhP 110,000.00**  
Submission Deadline : **14 October 2025 / 09:00 AM**  
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

**Electronic Mail; Portable Document Format (PDF) copy to email**  
**or** address: [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph)

**Physical Submission**      **Sealed envelope to PNOC Procurement Management Division at the above address**

**Documentary Requirements:**

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)

**Additional Requirements:**

- BSP acceptable appraisal company
- PRC license (Real Estate Appraiser)
- Curriculum Vitae (Real Estate Appraiser and Key Personnel)
- Certificate of Attendance (Real Estate Related Seminar/Trainings)
- Company Profile
- List of Completed Projects

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

For any clarification, you may contact the Procurement Management Division at (02) 8789-7662 or send email to [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph) / [gsmendoza@pnoc.com.ph](mailto:gsmendoza@pnoc.com.ph).

Thank you.

  
**ATTY. JOSEPHINE CASSANDRA J. CUI**  
Chairperson  
Bids and Awards Committee

## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### Third (3<sup>rd</sup>) Party Appraisal of PNOC Properties

LOT	LOCATION			TCT NO.	AREA (SQ.M.)	TOTAL AREA	ABC (P)	TOTAL BID AMOUNT (P)
1	1	BATAAN	Ayam, Alangan, Limay	T-167130 T-78958 T-81621	219,904 285,880 61,991	566,775	66,000.00	
	2	NEGROS OCC.	Brgy. Banago, Bacolod City	T-211522	1,500	1,500	44,000.00	
<b>Total amount of ABC: PhP 110,000.00</b>								
Total amount of Bid (VAT inclusive):								
Delivery Schedule: Thirty (30) Calendar Days upon receipt of Purchase Order (PO) and/or Contract								
Delivery Place: PNOC-Main Office, BGC, Taguig City								
Awarding: Per lot awarding / One (1) lot								
Pricing: Quoted price should be VAT inclusive								

**PHILIPPINE NATIONAL OIL COMPANY**  
PNOC Building 6, Energy Center, Rizal Drive  
Bonifacio Global City, Taguig City

### TERMS OF REFERENCE

Project : **Third Party Appraisal of PNOC Properties**

#### I. Background

The Company shall engage the services of one (1) independent Appraisal Company, acceptable to PNOC and Lessee, to determine the Market Value (MV) and Market Rent (MR) of the properties. The results of appraisal shall serve as basis for, but not limited to, the following purposes:

1. Negotiating with Lessee on new rental rates pursuant to the Contract provision on reappraisal of leased premises every 5 years.
2. Recording the current property valuations in the Company's books as required by the Accounting Department under the revised Philippine Accounting Standards.

#### II. The Properties

The properties to be appraised consist of 2 sites, as follows:

	LOCATION		TCT NO.	AREA (SQ.M.)	TOTAL AREA	ABC	QUOTATION
1	BATAAN	AYAM, ALANGAN, LIMAY	T-167130 T-78958 T-81621	219,904 285,880 61,991	566,775	66,000	
2	NEGROS OCC.	BRGY. BANAGO, BACOLOD CITY	T-211522	1,500	1,500	44,000	



	<b>TOTAL</b>	<b>110,000</b>	
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Interested bidders shall submit a quotation for each site next to the corresponding ABC. The quotation may be higher or lower than the ABC.

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

### III. Awarding of Services

Appraisal services shall be awarded to the Appraisal Company who submitted the lowest **TOTAL** bid for the project and which have been found eligible/qualified.

### IV. Scope of Work

The appraisal shall generally cover the valuation of LAND ONLY.

The appraiser shall:

1. Conduct detailed inspection of the property and consider critical factors such as, but not limited to –
  - 1.1 accessibility (location, identification, etc.);
  - 1.2 locational attributes (landmarks and distances from the property; boundaries);
  - 1.3 physical attributes (i.e., topography, shape, size, terrain, road type/width, road frontage, average depth, etc.);
  - 1.4 neighborhood data (official zoning of the area; land development; availability of public services - water/ power/ communication/ sanitation/ transportation/etc.; condition of thoroughfares; easement if any; accessibility of amenities - commercial centers/ recreational facilities/ hospitals/ churches/ school/ public markets/ etc.)
  - 1.5 other factors critical to the property's value, marketability and potential for further development
2. Determine the LATEST land classification (per zoning ordinance), zonal value, market value per tax declaration and highest and best use of the property.
3. Determine and identify risks on the property and conditions that may aggravate the risk thereby affecting its value, requiring security or insurance coverage, such as but not limited to – traversed by a transmission line, located along an earthquake fault line, located beside a creek, encroachment, expropriation, etc.
4. 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 & useable areas (areas should be on a per square meter basis).
5. 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.

6. Determine the MV and MR of the properties to include the detailed procedures used to estimate the values.
7. 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.
8. The appraiser shall gather at least three (3) references for the appraisal, with pictures, lot plan, vicinity map and description of the reference properties/transactions used. Exact location should be provided.
9. Obtain MV and MR of comparable lands through realtors including actual data on the listings of current rent offers and recent arm's length actual sales and leases of comparable properties.
10. The valuation shall follow the procedures under and in accordance with the Philippine Valuation Standards otherwise known as the Generally Accepted Valuation Principles (GAVP).
11. Meet with PNOC-AMD prior to and after the conduct of the activity for clarification on properties and appraisal reports.

## V. Additional Instructions

Provide 2 sets of valuation (MV and MR) for the following Sites:

- Site 1 (Ayam, Alangan, Limay, Bataan)  
As of **August 2024** and current year (**2025**)
- Site 2 (Brgy. Banago, Bacolod City, Negros Occidental)  
As of **September 2023** and current year (**2025**)

## VI. 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. The comprehensive appraisal report shall include:
  - A detailed description of the land/property
  - Basis of the valuation, including type and definition of value
  - Market analysis with comparable sales
  - Assessment of potential uses and value drivers
  - Submit grid chart and other extensive data on comparable property/listing with name of source/ company and contact number). **Listings should be traceable when validated.**
  - Estimation of the market value and market rent of the land/property
3. Attachments should include:



- Photographs with date showing condition of the property and its immediate surrounding.
- 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.
- Aerial view of the property and its vicinity using Google Earth or Google Map with delineated boundaries of the property overlaid over the map, showing clearly visible landmarks, thoroughfares or streets that are clearly visible.

## **VII. Appraiser Qualifications and its Services**

### **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 16 August 2022)</li> </ul>
Team Leader	<ul style="list-style-type: none"> <li>• Must be a licensed real estate appraiser</li> <li>• Must have at least 10 years experience in valuation/ appraisal of real estate properties</li> <li>• Must have attended at least 5 appraisal or real estate related seminars/trainings</li> </ul>
Team Member/s	<ul style="list-style-type: none"> <li>• Must have attended at least 1 seminar/training on appraisal</li> <li>• Must have at least 1 experience in valuation/appraisal of real estate properties</li> </ul>

### **2. Documentary requirements**

- a. Company profile/years of experience in the business.
  - b. Completed projects with details on the amount of contract, duration, proof of completion and certificates of satisfactory completion of services rendered; and on-going appraisal projects.
  - c. List of key personnel to be assigned to the project with complete qualification and experience data (years of experience in valuation, education, licensure, seminars/training, similar and related experiences)
3. The Appraisal Company shall warrant that Team Members possess professional competence and skills. An appraiser should possess a level of knowledge of appraisal principles and theory and a level of skill in the application of such principles that will enable him or her to identify, gather and analyze data, consider and apply appropriate appraisal approaches and methods and use professional judgment in developing the estimate of value.
  4. The Appraisal Company shall warrant that all reports are based on best appraisal practices and compliant with the Philippine Valuations Standards (PVS) or International Valuation Standards (IVS).

5. The Appraisal Company shall provide at its expense technical services, labor, equipment, supervision, and other related works necessary in the performance of the services.

#### **VIII. Timeline**

1. 1<sup>st</sup> draft report shall be submitted within 30 calendar days from receipt of Notice to Proceed.
2. In case of revisions, submit revised report within 5 working days from receipt of instruction.
3. In case there are no revisions, submit the final report within 3 working days from receipt of instruction.

#### **IX. Payment for services rendered**

One-time payment upon completion. A Certification of Satisfactory Completion of Services rendered shall be issued upon receipt of the Billing Statement.

Service fee shall be inclusive of 12% VAT and all-out-of-pocket expenses incidental to the ocular inspection and appraisal services rendered.

If there are delays in the submission of appraisal report (based on Sec. VI), the computation of liquidated damages shall be based on the number of days delayed multiplied by 1/10<sup>th</sup> of 1% of the bid price for the property.

#### **X. Approved Budget for the Contract**

PESOS: ONE HUNDRED TEN THOUSAND (Php110,000.00)

#### **XI. Documents to be provided by PNO**

1. Notice to Proceed
2. Copy of Transfer Certificate of Title / Tax Declaration of properties
3. Other available documents available in AMD files, upon request of the appraisal company

#### **XII. Other Conditions**

1. The appraiser shall make himself/herself available should the appraisal report or nay of the appraised property becomes subject of inquiry to address such inquiry/clarification.
2. Possible testimony in Court by the appraisal company shall be part of the service and shall not require any separate fees.



3. The appraisal company shall provide post-appraisal assistance, transmit appraisals in electronic format and make available the supporting documents and papers on the appraisal reports submitted.

#### TECHNICAL – FINANCIAL EVALUATION CRITERIA FOR APPRAISAL SERVICES

Criteria	%	Remarks/Justification
<b>I. Technical Proposal</b>	<b>60</b>	
A. Plan of approach/work plan and timeframe	<b>20</b>	
A.1 The approach/methodology for the conduct of appraisal shall include among others, the physical, environmental, social and economic considerations within and in vicinity of the property.  Comprehensiveness, innovativeness and clarity of the plan	10	Bidder's approach/methodology shall ensure the completion of the project in accordance with the Terms of Reference (TOR) for the appraisal  The plan shall cover all activities required prior to and after the conduct of activities
A.2 Timeframe for activity completion	10	Timeframe for completion of activity shall be within acceptable/reasonable period as indicated in the TOR
B. Experience and capability of the appraisal company to complete the project	<b>20</b>	
B.1 Experience of the company and Team leader	10	Shall consider the overall experiences of the company; and individual experiences of the team leader and key personnel
B.2 Records of previous engagements and quality performance in similar and related projects	10	Bidder's records of successful/quality completion of projects; Bidder has established a good working relationship with previous and current clients
C. Quality of personnel to be assigned to the project	<b>20</b>	Assignment of qualified and competent personnel will ensure timely and quality output. General qualifications shall include education, licensure and seminars/trainings attended by the team leader and key personnel
<b>II. Financial Proposal</b>	<b>40</b>	$Sf = 100 \times FI/F$ Where: Sf = financial score of the Financial Proposal under consideration, FI = lowest Financial Proposal, F = Financial Proposal under consideration

## TERMS AND CONDITIONS

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.
9. Liquidated damages shall be imposed pursuant to Section 71.1.4 of RA 12009.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We acknowledge that proposal/quotation submitted late or beyond deadline will result in automatic disqualification.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name	:	_____
Designation / Position	:	_____
Name of Organization	:	_____
Address	:	_____ _____
Telephone/Mobile No.	:	_____
Email Address	:	_____
TIN	:	_____
PhilGEPS Registration Number	:	_____

## INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in a single file portable document (PDF) format via email address [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph)



File format should be:

RFQREFERENCENO\_NAME OF THE COMPANY\_.pdf  
*Example: RFQ202401001\_XYZCompany\_.pdf*

Note: RFQ Reference Number is located at the front page of the request for quotation.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
  - i. Project Title
  - ii. Name of the company and its authorized representative
  - iii. Contact details such as telephone/mobile number and email address

Proposal/quotation must be in a single PDF file only and must not exceed 25 MB.

2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation submitted late based on system timestamp will be automatically disqualified.
4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders as requested.
5. Upon opening, the BAC shall verify the presence or absence of the specified requirements in the quotation/proposal. All eligible quotations/proposals will undergo further evaluation.
6. The award of contract shall be made to the Lowest Calculated Responsive Quotation or Highest Rated Responsive Bid, which complies with the minimum technical specifications and other terms and conditions. The result will be posted on the website and the official social media sites of PNOC.

## TECHNICAL-FINANCIAL EVALUATION CRITERIA FOR APPRAISAL SERVICES

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B.2 Records of previous engagements and quality of performance in similar and related projects	10	Bidder's records of successful/quality completion of projects Bidder has established a good working relationship with previous and current clients
C. Quality of personnel to be assigned to the project	<b>20</b>	Assignment of qualified and competent personnel will ensure timely and quality output. General qualifications shall include education, licensure and seminars/trainings attended by the team leader and key personnel
<b>II. Financial Proposal</b>	<b>40</b>	
<p>The lowest Financial Proposal (FI) shall be given a Financial Score (Sf) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:</p> $Sf = 100 \times FI/F$ <p>Where:</p> <p>Sf is the financial score of the Financial Proposal under consideration, FI is the lowest Financial Proposal, and F is the Financial Proposal under consideration.</p> <p>Using the formula <math>S = St \times T\% + Sf \times F\%</math>, the Bids shall then be ranked according to their combined St and Sf using the weights (St is the technical score of the Terminal Proposal under consideration; T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; <math>T + F = 1</math>) indicated below:</p> <p>T _____ [From 0.6 to 0.85]; and F _____ [From 0.15 to 0.4];</p> <p>Provided that the total weights given to the Technical and Financial Proposals shall add up to 1.0.</p>		