

REQUEST FOR PROPOSAL

REFERENCE NO.: MR20-02-022

We are inviting all interested consultancy firm to submit their best proposal for the **PROCUREMENT OF CONSULTING SERVICES FOR THE HIGHEST AND BEST USE STUDY AND VALUATION FO GY REAL ESTATE INC. (GYREI) PROPERTY**

A. TERMS OF REFERENCE

I. SUBJECT OF THE STUDY

The property is located on the southwest side of Alabang-Zapote Road within Barangay Almanza Uno, Las Piñas City, Metropolitan Manila.

The subject site is approximately 600 meters from SM Southmall, one (1) kilometer by road from Alabang Town Center and about 3.3 kilometers by road from Las Piñas City Hall.

Alabang-Zapote Road is 30 meters wide, concrete-paved and provided with cemented sidewalks and underground drainage system.

The property is titled to GY Real Estate, Inc. with the following TCT details:

<u>Lot/Block No.</u>	<u>TCT No.</u>	<u>Area (sqm)</u>
Lot 1, plan (LRC) Psd-52611	S-8536 (24053-A)	519
Lot 2, plan (LRC) Psd-52611	S-8536 (24053-A)	181,210
Total		<u>181,729</u>

II. OBJECTIVES

The result of the study should enable NDC to determine the utilization and/or disposition of the GYREI property that will extract the best value to optimize returns to NDC.

III. SCOPE OF WORK

1. General data processing which include among others:

- Analysis of historical trends in property development in the Philippines and evaluation of the future direction of the real estate sector/industry.
- Site inspection, evaluation of the property location and analysis of its current condition and constraints, neighboring establishments, development trends in the area, including existing and expected restrictions (e.g. environment, zoning, height, nuisances and easements, etc.), and the future city plans affecting property development.
- Conduct of market study including an analysis of historical sales and potential performance of each type of use based on assessment of existing and potential supply and demand, market demand, demographics, office spaces, consumer needs, income

profile and growth trends of buyers/users of property among others, including market assessment of the location and surrounding areas of the property.

2. Identification of possible options/uses of the property (exclude sale of property)

- Conduct study and determine the possible options/uses of the property and comparative analysis of each type of options and or development (e.g. township, vertical or horizontal; residential, commercial, or mixed use, educational, IT, or *business*/call centers, etc.).
- In case of property development, assume joint venture arrangement with a third party.
- The study on the potential options of the property should take into consideration the following:
 - Apparent value added
 - Risk factors by usage
 - Expected productivity per use
 - Overall resilience per use

3. Analysis of financial viability of each type of options/uses

- Conduct a full analysis of financial viability of each type of options/uses for the property based on a financial or economic benchmark.
- Preparation of projected cash flows, calculating revenue streams and net income to be generated from the project under different options. The financial projection should take into consideration all costs to be incurred e.g. cost of development/improvement, taxes, fees, and expenses relevant to each type of use. Include NDC borrowings (the terms to be disclosed to the winning bidder)
- Using the data above, prepare three (3) different scenarios in the disposition of the property as follows:
 - Lease of entire property
 - Combination of sale/lease/other options of the entire property
 - Joint venture with private developers

4. Preparation of Technical Study on the Property

- Prepare technical study on the property, including, but not limited to site utilization, land-use and space management studies which will entail detailed analysis of project site to ensure proper and optimal utilization and management.
- Prepare a comprehensive schematic design and design development which provides an over-all site plan including type of structures, estimated project cost, among others.

IV. EXPECTED OUTPUT

1. Identified utilization options available to NDC for the property.

2. Financial Projections, technical evaluation and market projections/ analysis for each of the options.
3. In case of a Joint Venture option, determine NDC's % share in the cost and revenues to be derived from the project.
4. Submit recommendation.

V. SERVICES REQUIRED AND QUALIFICATIONS

NDC requires the services of a real estate services company/firm with expertise and extensive experience in the *field of property development and valuation*, and in the preparation of Highest and Best Use (HABU) studies supported with feasibility and market studies for real property development projects

The Consultancy Firm must have at least five (5) years' experience in the field and have completed at least three (3) similar studies/projects in the conduct of highest and best studies and at least two (2) other studies/projects related in nature.

At least two (2) certificate of satisfactory completion for similar or related HABU studies should be provided. At least one completed similar project should have a project cost equivalent to at least P450,000 (50% of the ABC).

The Consultancy Firm will put together a team for of specialists for expeditious and effective execution of the services required. The suggested key personnel are as follows:

Team	Responsibility	Minimum Qualifications
Team Leader	<p>Oversees entire highest and best use study preparation.</p> <p>Determine the financial and technical feasibility of the identified HBU options.</p> <p>Evaluate/approve the work/ reports done by the Financial and Technical Specialists.</p> <p>Should be the one to present the study and result of the study to NDC.</p>	<p>10 years relevant experience in the preparation of the HBU study</p> <p>5 years' experience in real estate development or related work.</p> <p>Must be a holder of engineering/architectural/ business degree.</p> <p>Licensed real estate appraiser</p>
Financial Specialist	<p>Prepare the financial/cash flow projections to determine feasibility of each of the identified HBU options.</p> <p>Analyze the feasibility of each of the options.</p>	<p>5 years relevant experience in the preparation of financial projections, income and cash flow projections, calculating NPVs and IRRs and other economic measures.</p> <p>3 years' experience in preparing financials related to the preparation of HBU.</p>

		Must be a holder of a business/economics degree.
Technical Specialist	<p>Prepare technical studies, such as site utilization, land-use and space management studies.</p> <p>Provides an over-all site plan type of structure, estimated project cost and other engineering/design requirements.</p>	<p>5 years' experience in the preparation of HBU and in real estate development</p> <p>Must be holder of engineering/architectural degree.</p> <p>Licensed engineer/ architect</p> <p>Licensed real estate broker, appraiser</p>
Financial and Technical Assistants	Do research work related to the financial and technical feasibility of the project, including gathering of data to support analysis.	<p>Two years' experience in research, finance, project work.</p> <p>Must be a holder of a bachelor's degree.</p>

VIII. EVALUATION PROCEDURE AND CRITERIA

The method of evaluation is Quality-Cost Based Selection (QCBS)

The evaluation criteria for the Technical and Financial Proposal is based on the following:

Technical Proposal (70%) – Minimum 60%
Financial Proposal (30%)

EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL PROPOSAL

A. TECHNICAL PROPOSAL (70%) – Minimum 60%

I. Summary

Criteria	Max Score	Actual Score
1. Firm's work experience on preparation of Highest Best Use within the last five (5) years (2015-2019) with a total of at least 5 projects (3 similar and 2 related) completed, with amounts of not less than P450,000 (for at least one similar project)	55	
2. Qualifications and competence of personnel to be assigned to the project	40	
3. Adequacy of the work plan in responding to the TOR	5	
Total	100	

II. Details

Criteria	Max Score	Actual Score
1. Work experience of the real estate appraiser/developer firm relevant to the job assignment	55 points	
a. Highest and Best Use study or similar projects or studies conducted	35 points	
6 or more HBU studies	35	
5 studies	30	
4 studies	25	
3 studies	20	
b. Related projects in real estate development/planning and valuation	20	
2. Qualifications and competence of personnel to be assigned to the project	40 points	
a. Experience in the preparation of HBU	24 points	
i. Team Leader		
• With at least 10 years	11	
• With 5 years	7	
• With 3 years	3	
ii. Financial Specialist		
• With at least 5 years	6	
• With 3 years	3	
iii. Technical Specialist		
• With at least 5 years	6	
• With 3 years	3	
iv. Financial/Technical Assistant		
• With 2 years	1	
b. Education	11 points	
i. Team Leader		
• With MS or PhD relevant to the job	5	
• With BS degree relevant to the job	2.5	
ii. Financial Specialist		
• With BS degree relevant to the job	2.5	
iii. Technical Specialist		
• With BS degree relevant to the job	2.5	
iv. Financial/Technical Assistant		
• With BS degree relevant to the job	1	
c. Length of Service with Firm	5 points	
i. Team Leader		

• With 3 or more years with the firm	1.5	
ii. Financial Specialist		
• With at least 2 years with the firm	1.5	
iii. Technical Specialist		
• With at least 2 years with the firm	1.5	
iv. Financial/Technical Assistant		
• With at least 6 months with the firm	5	
3. Adequacy of the work plan in responding to the TOR	5	
a. Completeness and clarity of proposal		
• Soundness and quality of work program/plan	2.5	
• Clarity of presentation/organization of the proposal	2.5	

B. FINANCIAL PROPOSAL

Using the formula: $S_f = 100 \times FI/F$

Where:

S_f = Financial Score of the financial proposal under consideration

FI = Price of the lowest financial proposal

F = Price of financial proposal under consideration

VI. TIMETABLE AND CONTRACT COST

The Consultancy contract is a fixed price contract. The services shall be completed within forty-five (45) calendar days, exclusive of the period for NDC review/comments of the Consultant's output or deliverables.

The Approved Budget for the Contract (ABC) is P900,000 inclusive of Value Added Tax, all out-pocket expenses and other government taxes.

The mode of payment shall be made as follows:

DATE	OUTPUT	% AMOUNT FROM CONTRACT
Twenty (25) calendar days from receipt of Notice to Proceed	Submission to NDC of the first draft of the Highest and Best Use Study for comments and review	30%
Ten (10) calendar days from receipt of NDC comments	Submission of revised draft incorporating the comments of NDC which report shall be presented to NDC for approval	40%

Five (10) calendar days from acceptance of ManCom	Submission of the Final Report with recommendation of the highest and best use of the property Issuance of Certificate of Completion.	30%
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Note:

A fifteen percent (15%) of the Contract Price for advance payment upon written request of the firm and posting of an irrevocable standby letter of credit issued by a Universal or Commercial Bank with an amount equal to the advance payment. The advance payment shall be offsetted from each subsequent payment.

VII. PERFORMANCE SECURITY

The Winning Bidder shall submit Performance Security as required under Section 54.5 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9186, in accordance with Section 39 of this IRR.

B. Eligibility Requirements shall include the following:

1. Valid and current Mayor's permit of the Consultancy Firm (certified true copy)
2. PhilGEPS Registration Certificate or PhilGEPS Registration Number of the Consultancy Firm (certified true copy)
3. 2018 Income Tax Return or Latest Business Tax Return of the Consultancy Firm (certified true copy)
4. Omnibus Sworn Statement (notarized)
5. Curriculum Vitae of the required Key Personnel (Please refer to the format attached as **ANNEX A.**)

C. Technical Proposal Documents shall include the following:

1. Consultant's Organization and Experience (Brief Description of the background, organization and general experience of the Consultancy Firm)
2. Summary of completed projects undertaken within the last five (5) years (Please refer to the format attached as **ANNEX B.**)
3. Certified True Copy of Certificate of Satisfactory Completion issued by the client for completed projects as follows:
 - 3.1 At least **two (2) certificate of satisfactory completion** for **similar projects or related evaluation studies** conducted. One of which **should have a contract cost equivalent to at least Php450,000.00 (50% of the ABC).**
4. Technical Approach, Methodology and Work Plan for Performing the Assignment

5. Team Composition, Task Assignments and Summary of CV Information
6. Time Schedule for Key Personnel
7. Activity (Work) Schedule

D. Financial Proposal Documents shall include the following:

1. Financial Bid (Inclusive of Taxes)
2. Breakdown of Financial Bid (Rates of the personnel assigned as the Evaluation Team and Applicable Taxes)

SUBMISSION OF PROPOSAL AND REQUIRED DOCUMENTS ("B TO D"): February 21, 2020

MODE OF PROCUREMENT: Small Value Procurement

Please submit your proposal with the required documents specified in items "B to D" in a sealed envelope at the address stated below:

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 840-4862
Attention: BAC Secretariat

Project Reference Number: MR20-02-022

All prices should be inclusive of VAT and other applicable government taxes. Further, please indicate in the proposal the following:

1. Terms of Payment – As stated in the TOR
2. Delivery Period – 45 Calendar Days exclusive of the period for NDC review/comments of the Consultant's output or deliverables


AGM SATURNINO H. MEJIA
Chairperson, Bids and Awards Committee

Note: See attached Annex A and B.

Format of Curriculum Vitae (CV) for the Proposed Professional Staff

Proposed Position: **e.g. Project Manager & Lead Evaluator**

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained using the matrix below]

School	Date attended	Degree Obtained

(Provide extra rows if needed)

Trainings/Seminar:

[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course title, dates attended using the matrix below].

Training	Date attended

(Provide extra rows if needed)

*Similar Position Held on Completed Projects:

Similar Position Held	Project	Date undertaken	Location	No. of Years
Total				

(Provide extra rows if needed)

*Similar Position Held on Present Projects:

Similar Position Held	Project	Date undertaken	Location	No. of Years
Total				

(Provide extra rows if needed)

***Similar Position as required in Terms of Reference.**

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Language	Proficiency

(Provide extra rows if needed)

Professional Regulation Commission (PRC) License, as applicable:

PRC License	License Number / Validity date

(Provide extra rows if needed)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, the undersigned commits to work for the Project once the contract is awarded to the firm which I work for.

_____ Date: _____

[Signature of staff member]

ANNEX B**Summary of Completed Projects**

Using the format below, provide a summary of the information of completed projects undertaken by the firm within the last five (5) years.

(Include at least three (3) similar studies/projects in the conduct of customer satisfaction evaluation and two (2) other studies/projects related in nature, and attach at least two (2) certificate of satisfactory completion for similar projects or related evaluation studies conducted.

One of which should have a contract cost equivalent to at least Php450,000.00 (50% of the ABC)

Project Name/Name of Contract	Name of Client	Location of the Contract / Client Location	Date of Award of the Contract	Start Date (Month/Year)	Completion Date (Month/Year)	Type and Brief Description of Actual Consulting Services	Consultant's Role (whether main consultant, subcontractor or partner in JV)	Amount of Contracts (In Php)	Contract Duration	Documents presented to validate completion or award to the proponent

Printed name and signature of authorized representative