

PROJECT: HIRING OF TWO (2) EXTERNAL APPRAISAL COMPANIES FOR
THE APPRAISAL OF VARIOUS SSS-OWNED PROPERTIES

QUERIES/CLARIFICATIONS:

1. What is the size of the billboard in the SSS East Triangle and HK Sun Plaza (FCA 5)?	<p>a. For SSS East Triangle, the dimension of the lot is 12.30 meters by 15.00 meters or 184.50 square meters of lot area (Footprint of the billboard tower plus set-back on all sides).</p> <p>b. For HK Sun Plaza, typical dimension of the billboard is 4.00 m. by 6.00 m. or 24.00 square meters of surface area.</p>
2. Is there a required format for the appraisal report?	The narrative type of appraisal report is preferred with tables, grid analysis, vicinity map, pictures, etc.
3. Is it acceptable to submit appraisal reports in soft copies with e-signatures?	<p>No. SSS will accept soft copies of the advance appraisal reports for preliminary review. If the reports are already okay with SSS, 3 sets of ring-bound hard copies of appraisal reports will be submitted (1 original copy and 2 duplicate copies) with soft copy stored in USB storage device.</p> <p>This amends Section VI Schedule of Requirements.</p>
4. Annex A – Grid Analysis was not attached.	<p>Annex A.1 – Grid Analysis for Lots and for Condominium Units are attached herewith.</p> <p>There should be at least four (4) comparable properties used in the grid analysis for Market Value and/or Market Rent.</p> <p><i>The Grid Analysis shown only serves as a guide in the evaluation of comparable properties.</i></p> <p>This amends Section V Special Conditions of Contract ITB Clause 1.</p>
5. Will SSS provide subdivision maps?	SSS will provide subdivision maps or vicinity maps to the winning bidders only. However, vicinity map for the Manila Harbour Annex A.2 will be provided to all prospective bidders for reference.
6. What are acceptable documents to establish site inspection?	<p>Any one of the following documents as applicable:</p> <p>a. For condominium units – Certificate of Appearance (CA) from the condominium building’s property / building administrator or condominium corporation.</p> <p>b. For vacant lots on residential subdivision, CA signed by the security guard of the subdivision.</p> <p>c. For memorial lots – CA signed by the administration staff of the memorial gardens.</p>

	<p>d. For leasable areas inside SSS branch of-fices or properties near an SSS branch of-fice – the CA signed by the branch head, assistant branch head, head of adminis-trative unit or building administrators, whoever is available.</p> <p>e. For properties without guards or admin of-fice:</p> <ul style="list-style-type: none"> • Pictures of the inspected property with time and date. Pictures with ap-plications showing the coordinates of the property is highly preferred. • Picture of the appraiser holding the current newspaper or tabloid.
7. Will SSS issue a letter of au-thority to inspect the proper-ties?	Yes, the SSS will issue an authority to inspect the SSS owned properties to the winning bid-ders. The winning bidders can submit their itin-erary details to SSS prior to inspection for better coordination with the SSS personnel.
8. Deliverables/Submittals (Section VI. Schedule of Re-quirements)	<p>1. DELIVERABLES/SUBMITTALS</p> <p>The following are the documents that will be prepared and submitted by the Appraisal Com-pany</p> <p>I. <u>Advance Copy of Appraisal Report per Property/Location</u></p> <p>a. To be submitted Sixty (60) calendar days after receipt of the Notice to Pro-ceed (NTP) or Contract/Job Order for the first year, whichever comes first. For the second year, the conduct of valuation works should start one year from the date of the first Notice to Proceed (NTP).</p> <p>b. The report must be prepared and eval-uated by licensed Real Estate Ap-praiser/s and submitted in one (1) set of ring bound hard copy together with its soft copy stored in a USB storage de-vice (<i>please refer to Item No. 3</i>).</p> <p>c. The report must be in accordance with the standards of professional practice acceptable in the Philippines.</p> <p>d. The submitted report will be initially re-viewed by the Investment Property De-partment (IPD) and ROPA and Ac-quired Assets Department (ROPAAAD) as to correctness and authenticity of the data/information gathered.</p> <p>II. <u>Final Appraisal Report per Property/Lo-cation</u></p> <p>a. To be submitted Fifteen (15) calendar days after the clearance issued by the IPD/ROPAAAD of the Advance Copy of</p>

	<p>Appraisal Report. Final report will be approved/cleared by the Valuation Services Department (VSD).</p> <p>b. To be prepared and signed by a licensed Real Estate Appraiser in accordance with the standards of professional practice acceptable in the Philippines.</p> <p>c. The contents should be in accordance with Item 6.1.3 Components of the Appraisal Report</p> <p>d. The Appraisal Report should be submitted in three (3) sets ring bound hard copies together with its soft copy stored in a USB storage device.</p>
<p>9. Eligibility Requirements</p> <p>Can you consider revising the requirement under Technical Specifications and would follow the standard requirements of 2 licensed appraisers, as indicated by SEC memorandum?</p>	<p>Technical Specifications (Item No.3)</p> <p>No. We maintain the requirement of a list of at least five (5) regular in-house licensed appraisers/employed by the company (please provide proof of employment e.g., R1A & Collection List) considering the number of properties to be appraised and the timetable allotted to complete the reports. The requirement of at least two (2) appraisers for SEC registration is different from the eligibility requirement of SSS.</p>
<p>10. Other Issues:</p>	<p>Re: On Appraisal of Multiple Lots in a Single Subdivision or Multiple Units in a Condominium Building.</p> <p>For multiple lots in a subdivision or several residential or commercial units in a condominium building, avoid having a single market value or rent value for all lots or condominium units.</p> <p>These lots or condo units should be individually appraised according to their physical and locational characteristics as shown in the attached Annex B - Grid Analysis.</p> <p>Re: Market Value and Market Rent</p> <p>All properties should be appraised based on its Highest and Best Use (HABU). If the existing condition is not its HABU then appraisal of the property based on its actual use / present utilization should also be valued.</p> <p>Re: Bid Breakdown</p> <p>Appraisal fee for each property / location should be indicated in the 1st and 2nd years. Fees for the 2nd year can be higher, equal, or lower than your fees for the 1st year but should not exceed the Approved Budget for the Contract (ABC) of P1,000,000.00 per year or P2,000,000.00 for two (2) years.</p>

	<p>Re: Pre-Screening of Eligibility Documents</p> <p>Interested bidders can have their Eligibility Documents pre-screened on Monday, 27 March 2023 (or earlier) before the submission and opening of bids on Wednesday, 29 March 2023.</p> <p>While this is optional on the part of the bidder, it is highly suggested in order to determine if there are deficiencies in the bidding documents, such as absence of signatures to prevent outright disqualification and failure of bidding.</p>
11. Annex – A.3	Bid Form (Excel Format)