Republic of the Philippines
**SOCIAL SECURITY SYSTEM**
East Avenue, Diliman Quezon City * Trunkline Number: (+632) 8709 7198
Email: usssaptayo@sss.gov.ph * Website: www.sss.gov.ph

16 September 2026

**Dear Sir/Madam,**

Please furnish us with your quotation on or before **SEPTEMBER 21, 2026 @ 1:30 PM** for the items listed in the attached **Request for Quotation (RFQ).**

Kindly accomplish the **RFQ Form No. 26-09-268_1 LOT, HIRING OF A LICENSED REAL ESTATE APPRAISAL COMPANY TO CONDUCT INDEPENDENT VALUATION OF SELECTED PROPERTIES FOR ACQUISITION EVALUATION** together with the **Supplier's Information** and indicate your confirmation on the **Terms and Conditions** by signing the **Certification.**

You may refer to the Instruction to Suppliers for the procedure on the submission of quotation and reminders.

Thank you.

Respectfully yours,

**ROSALYN D. AZUL - CONDAT**
Department Manager III, BACSD

*PHILGEPS REF NO.: 78948*
*DATE PUBLISHED: 09/16/26*
*POSTED BY: ALEX*

## REQUEST FOR QUOTATION (RFQ) FORM

| RFQ Number | RFQ Date | ABC | APP NO. |
|---|---|---|---|
| **26-09-268** | **September 16, 2026** | **₱ 540,000.00** | **2026-4407 (9th Update for the month of September)** |

| **1 LOT, HIRING OF A LICENSED REAL ESTATE APPRAISAL COMPANY TO CONDUCT INDEPENDENT VALUATION OF SELECTED PROPERTIES FOR ACQUISITION EVALUATION** | | | |
|---|---|---|---|
| **Lot No. (a)** | **Qty. (b)** | **P A R T I C U L A R S (c)** | **Bid/Cost Breakdown** **Total Cost** |
| **1** | **1 Lot** | **HIRING OF A LICENSED REAL ESTATE APPRAISAL COMPANY TO CONDUCT INDEPENDENT VALUATION OF SELECTED PROPERTIES FOR ACQUISITION EVALUATION**<br>**Property/Project Name:**<br>**1. Palo Leyte, Vacant Lots Property**<br>**2. Aboitiz Land, Inc. Calubang Property**<br>**3. Island Cove Property, Kawit, Cavite** | **₱_____**<br>**₱_____**<br>**₱_____** |
| | | **Total Contract Amount, inclusive of all costs and applicable taxes** | **₱_____** |

**Total Offered Quotation (Inclusive of all costs and applicable taxes VAT) in words:**

_____

_____

**Please completely fill-out and submit this form together with:**
**Annex A – Technical Specifications**
**Annex B – Minimum Appraisal Report Structure**
**Annex C – Documentary Requirements**

| | |
|---|---|
| **Validity of Quotation/Offer** | • Ninety (90) calendar days from deadline of submission and opening of sealed quotation up to approval of award. |
| **Delivery Terms and Place** | • Within Metro Manila: Twenty-Five (25) working days per property from issuance of the Notice to Commence (NTC).<br>• Outside Metro Manila: Thirty (30) working days per property from issuance of the Notice to Commence (NTC). |
| **Payment Terms** | • Government Terms<br>• Partial Payment, Payment shall be made on a per-property basis upon completion and acceptance of the appraisal services for the specific property, submission of all required deliverables, issuance by SSS of the corresponding Certificate of Completion and Final Acceptance, and complete submission of all payment requirements / conditions as indicated in item **IX.C INVOICING AND PAYMENT CONDITIONS of Annex A. Technical Specifications.**<br>• SSS shall withhold the applicable taxes in the amount payable in accordance with the BIR regulations.<br>• The Official Receipt (OR) or Acknowledgement Receipt (AR) for payments received shall be submitted to the Cash Management Department within two (2) days from the receipt of notification of payment made, or from the date the payment is credited to your bank account, whichever is earlier. |

| **SUPPLIER'S INFORMATION** | |
|---|---|
| **Business Name** | **Address** |
| | |

| Name of Company Representative | Email Address | Telephone/Mobile Number |
|---|---|---|
| **PhilGEPS Registration No.** | **SS Number** | **BIR TIN** |

## TERMS AND CONDITIONS

1. **For contract price amounting to P100,000.00 and above**, the winning Supplier shall be required to post a Performance Security from receipt of Notice of Award equivalent to % of Contract Price as follows:
   - 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
   - 30% Surety Bond callable upon demand.
2. If two (2) or more Suppliers submitted the same price quotation and have been post-qualified as the suppliers with Lowest Calculated and Responsive Quotations, the procuring unit shall use “draw lots” or similar method of chance to break the tie.
3. Alternative offer shall not be allowed. Any bid exceeding the ABC shall be a ground for disqualification.
4. Incompletely filled out Bid Breakdown shall be considered non-responsive and automatically disqualified but specifying a zero (0), dash (-), or the word “free” for the said item would mean that it is being offered for FREE to the SSS.
5. All prices must be rounded off to two decimal places. Any prices presented otherwise will be rounded off to two decimal places and arithmetically corrected during the evaluation process.
6. In case of discrepancy between the submitted quotation and the quotation after arithmetical correction, the supplier shall be informed of such discrepancy for confirmation of the new amount. **If the bidder fails to confirm the arithmetical corrections within three (3) calendar days from receipt of notification, the quotation as calculated shall be considered unconfirmed and result to disqualification of bidder.**
7. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered provided that the terms and conditions stated therein is in conformity with the requirements of the RFQ. **In case of discrepancies, the submitted quotation shall be considered ineligible or not compliant.** Submissions not using the RFQ form shall be considered only if they fully address and certify compliance with all the stated requirements, terms, and conditions of this RFQ.
8. Quantity is subject to change but not to exceed the contract amount.
9. Award shall be on a **"LOT BASIS"** and the date of conduct/start of the project is subject to change.

## INSTRUCTIONS TO SUPPLIERS

A. For clarification of details, please contact **Bids and Awards Committee – Secretariat Department** at **8709-7198 local 3421 / 3425 / 3428** or via e-mail **bac@sss.gov.ph/ bacsealedquotations@sss.gov.ph.**

B. Supplier should indicate “COMPLY” or “NOT COMPLY” in the STATEMENT OF COMPLIANCE COLUMN, if applicable. Failure to indicate compliance and non-compliance will mean automatic disqualification.

C. Sealed Quotations may be submitted through the following:

   a. DROP BOX located at Bids and Awards Committee – Secretariat Department (BACSD), 2nd Floor, SSS Main Bldg., East Ave., Diliman, Quezon City. It shall be addressed to DM Rosalyn D. Azul - Condat – Department Manager III of the BACSD. Indicate in the sealed envelope the RFQ Number, company name, name of company representative, business address, and contact details.

   b. ELECTRONIC MAIL at **bacsealedquotations@sss.gov.ph** with the following requirements:
      i. Quotations and attachments should be in portable document format (pdf), compressed/zipped and protected by a password. (See attached Guide in Creating password protected zip file folder.)
      ii. File name of the zip file folder shall be by **RFQ number and Project Title.**
      iii. The Supplier who timely submitted its Sealed Quotation but who fails to provide its password on the date and time of opening shall be disqualified.

iv. Passwords shall be made available only through email (**bacsealedquotations@sss.gov.ph**) before or during opening of bids which is scheduled on:

**DATE: SEPTEMBER 21, 2026** **TIME: 1:30 PM**

D. The winning supplier shall accomplish and sign the emailed or issued **Notice of Award** (NOA) within two (2) calendar days from receipt and immediately submit the signed copy to the BACSD, if applicable, upon issuance. Failure to comply may result in the cancellation of the award.

E. In compliance with **Republic Act No. 6713** (Code of Conduct and Ethical Standards for Public Officials and Employees), the SSS does not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from bidders or suppliers at any state of the procurement process, from RFQ issuance and canvassing through contact implementation. Bidders are cautioned against individuals or groups falsely claiming to represent the SSS and soliciting money, gifts, or other benefits for any purpose. **Do not give anything to these individuals or group.** Any form of solicitation by persons claiming to represent the SSS should be immediately reported to the **Head of the Procurement Management Division** at burgosee@sss.gov.ph or (02) 8709-7198 local 3390.

## GENERAL CONDITIONS OF THE CONTRACT

1. The SUPPLIER shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.
2. The SUPPLIER shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The SUPPLIER shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date of delivery to the SSS, if applicable.
4. The SUPPLIER warrants that all the Goods/Services have no defects arising from design, materials, or workmanship or from any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the SUPPLIER shall replace any defective item within twenty-four (24) hours from the time that it was notified by the SSS of the defect. Defects detected only after the item is installed and used are covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost on the SSS, if applicable.
6. To assure that manufacturing defects shall be corrected by the SUPPLIER, a warranty security shall be required from the SUPPLIER for a minimum of three (3) months in the case of expendable items, or a minimum period of one (1) year in the case of non-expendable items, after the acceptance of the delivered items. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period
7. If the SUPPLIER, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the SUPPLIER's risk and expense and without prejudice to any other rights which the SSS may have against the SUPPLIER under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

## MISCELLANEOUS PROVISIONS

1. **Confidentiality**. Neither Party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing Party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing Party, (ii) the information is disclosed to the disclosing Party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both Parties, as provided herein, shall survive the termination of this Agreement.

2. **Merger and Consolidation**. In case of merger, consolidation or change of ownership of the SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform the SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.
3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

   For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of the SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
4. **Non-Assignment**. Neither Party may assign the Contract in whole or in part without the consent of the other Party.
5. **Waiver**. Failure by either Party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.
6. **Cumulative Remedies.** Any and all remedies granted to the Parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved Party simultaneously, successively, or independently.
7. **No Employer-Employee Relationship**. It is expressly and manifestly understood and agreed that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the SUPPLIER.

   This Agreement does not create an employer-employee relationship between the SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to the SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to the SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of the SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by the SSS to hire any person as an employee of the latter. Any instruction given by the SSS or any of its personnel to the SUPPLIER's employees is to be construed merely as a measure taken by the former to ensure and enhance the quality of PROJECT performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under this Agreement.
8. **Partnership**. Nothing in this Agreement shall constitute a partnership between the parties. No Party or its agents or employees shall be deemed to be the agent, employee or representative of any other Party.
9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to the SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, the SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER's receivables under this Agreement.

   Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.
10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and

other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by the SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.

11. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon, if applicable. Failure by the SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.
12. **Liquidated Damages.** If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, the SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.
13. **Hold Free and Harmless**. The SUPPLIER agrees to defend, indemnify, and hold the SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify the SSS for any damage as a result of said implementation.
14. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the afore-mentioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.
15. **Venue of Actions**. Any suit or proceeding arising out of or relating to the contract shall be instituted in the appropriate court in Quezon City, the Parties hereto waiving any other venue.
16. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.
17. **Amendments.** This Agreement may be amended only in writing and executed by the Parties or their duly authorized representatives.
18. **Separability**. If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.
19. **Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.
20. **Non-Publicity**. No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of the SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of the SSS.

**CERTIFICATION**

**This is to certify that my company conforms with the above Terms and Conditions, and that the data/quotation indicated is true, correct, and valid.**

_____

Owner/Company Representative
*(Signature over Printed Name)*

_____

Date

***Note**: The Supplier must sign over printed name on the CERTIFICATION above. Non-compliance with this instruction is a ground for disqualification of submitted quotation*

# ANNEX A. TECHNICAL SPECIFICATION

Suppliers/Bidders should indicate "**COMPLY**" or "**NOT COMPLY**" to each specification below.
Please do not leave any portion blank as it will result to disqualification of quotation/bid

<table>
<tr><th colspan="3">HIRING OF A LICENSED REAL ESTATE APPRAISAL COMPANY TO CONDUCT INDEPENDENT VALUATION OF SELECTED PROPERTIES FOR ACQUISITION EVALUATION</th></tr>
<tr><th>LOT NO</th><th>SPECIFICATION</th><th>STATEMENT OF COMPLIANCE</th></tr>
<tr><td></td><td><u>I. SCOPE OF WORK</u><br><br>The valuation engagement covers land, buildings, and improvements, including property profiling, determination of MV and AV, and the indicative MV and MR (non-statutory, scenario-based). The valuation must reflect:<br><br>• Applicable zoning controls (FAR, Building Height Limit (BHL), setbacks, restrictions).<br>• Market evidence, comparable sales/leases, and economic conditions.</td><td></td></tr>
<tr><td></td><td>
<table>
<tr><th>ITEM No.</th><th>Property/ Project Name and Required Output</th><th>Property Location/Description</th><th>Tentative schedule of submission of Final Appraisal report</th><th>Condition</th></tr>
<tr><td>1</td><td>Palo Leyte, Vacant Lots<br><br>MV, MR, and HBU</td><td>Palo Leyte West Bypass Road, Brgys. Pawing, Guindapunan, and Campetik, Palo, Leyte<br><br>Composed of thirteen (13) contiguous lots with more or less 129,726 m2</td><td>October 2026</td><td rowspan="3">Upon the effectivity of the engagement (refer to Part XIII herein), the Scope of Work for each property shall commence upon receipt of the corresponding Notice to Commence (NTC) from IPD.<br><br>The schedule for the submission of the final appraisal reports may be subject to adjustment depending on the date of issuance of the NTC.</td></tr>
<tr><td>2</td><td>Aboitiz Land, Inc. Canlubang Property<br><br>MV, MR, and HBU</td><td>Brgy. Mangumit, Canlubang, Calamba, Laguna<br><br>Composed of one (1) lot with an area of more or less 459,667.00 m2</td><td>November 2026</td></tr>
<tr><td>3</td><td>Island Cove Property. Kawit, Cavite<br><br>MV, MR, and HBU</td><td>Covelandia Road, Brgy. Pulvorista, Kawit, Cavite.<br><br>Site 1 – 2 Hectares (approximate only)<br>Site 2 – 12 Hectares (approximate only)
<table>
<tr><th>Category</th><th>Developments</th><th>Estimated Existing inventory</th></tr>
<tr><td rowspan="2">Residential</td><td>7 Residential Buildings</td><td rowspan="2">2,200 Units</td></tr>
<tr><td>2 Premier Residential Buildings</td></tr>
<tr><td>Office</td><td>4 Office Buildings</td><td>60,000 sqm (GLA)</td></tr>
<tr><td>Open Lots</td><td>2 Undeveloped Plots</td><td>6.0 hectares</td></tr>
<tr><td></td><td></td><td></td></tr>
</table>
</td><td>January 2027</td></tr>
</table>
<br>SSS reserves the right to cancel the appraisal activities for any property before issuance of NTC, as may be deemed necessary. No payment shall be made by SSS to the Appraiser for any appraisal activities that are cancelled or not undertaken.</td><td></td></tr>
<tr><td></td><td><u>A. ENGAGEMENT INCEPTION & WORKPLAN</u><br>• Activities commence upon receipt of the Notice to Commence (NTC). An inception meeting shall confirm objectives, deliverables, work plan, and data requirements.</td><td></td></tr>
</table>

| HIRING OF A LICENSED REAL ESTATE APPRAISAL COMPANY TO CONDUCT INDEPENDENT VALUATION OF SELECTED PROPERTIES FOR ACQUISITION EVALUATION | | |
|---|---|---|
| **LOT NO** | **SPECIFICATION** | **STATEMENT OF COMPLIANCE** |
| | **B. DUE DILIGENCE & DATA COLLECTION**<br><br>• Review SSS-provided documents, including titles, tax declarations, site plans, and prior studies.<br>• Independently collect and verify market data (comparable sales/leases, cost data, yields, market trends).<br>• Coordinate with Local Government Units (LGUs), Assessor's/Registry offices, and relevant agencies as necessary.<br>• Obtain the following legal and technical documents, where applicable:<br>a. Certified True Copies:<br>1. Tax Declarations and Tax Maps<br>2. Zoning Certifications and Land Use Classifications<br>3. Title documents and ownership verifications<br>b. Copies or Information Sourced from Official Websites / Online Sources<br>1. BIR Zonal Values<br>2. Hazard and Risk Map<br>c. Secure copy/ies from concerned agency/ies<br>1. Approved Survey Plan with Technical Descriptions, Lot Data Computations, and Cadastral Maps (LRA) | |
| | **C. SITE INSPECTION**<br><br>• Conduct ocular inspection(s) of the subject property/ies (land and improvements, if any); surrounding land uses, access, and utilities.<br>• Photo documentation and geotagging; prepare location and vicinity maps.<br>• Ocular inspection covering:<br>o Property location, access, and identification<br>o Proximity to major roads, transport hubs, and landmarks<br>o Existing occupants, tenants, encroachments, or informal uses<br>o For properties with improvements: Availability and condition of Utilities (Water, power, telecommunications, drainage, etc.)<br>o Verification and Documentation of the general conditions and functionality of the site improvements | |
| | **D. PHYSICAL, TECHNICAL, AND ENVIRONMENTAL ASSESSMENT**<br><br>• Assessment of land area, configuration, topography, terrain, and elevation.<br>• Inventory and assessment of existing improvements and structures, including condition and remaining economic life.<br>• Verification of compliance with zoning, land use regulations, Floor Area Ratio (FAR), and other development controls.<br>• Identification of environmental, geological, and hazard-related risks (e.g., flood, fault lines, transmission lines, easements, security concerns). | |
| | **E. VALUATION ANALYSIS**<br><br>The Appraiser shall:<br><br>• Define valuation problem: property interest, HBU, valuation date, scope, assumptions, and constraints.<br>• Apply Sales Comparison and/or Cost Approach as relevant, depending on the nature of the property and the availability of data.<br>• Reconcile indications of value with a clear rationale.<br>• Determine the current Market Value (MV) as of the valuation date, Accommodation Value (AV), and indicative Market Rent (MR) using appropriate valuation methodologies and verified market evidence. Where requested by SSS, the Appraiser may also provide indicative future value and rental scenarios for up to five (5) years based on reasonable assumptions and stated market conditions. Such future value indications and rental projections shall be presented solely as scenario analyses for planning and evaluation purposes and shall not be construed as Market Value opinions, forecasts, guarantees, or representations of future market performance.<br>• Any future value indications, rental projections, sensitivity analyses, or scenario-based outputs shall be presented solely for planning purposes and shall not constitute Market Value opinions, investment advice, guarantees, forecasts, or recommendations for acquisition approval. | |

| HIRING OF A LICENSED REAL ESTATE APPRAISAL COMPANY TO CONDUCT INDEPENDENT VALUATION OF SELECTED PROPERTIES FOR ACQUISITION EVALUATION | | |
|---|---|---|
| **LOT NO** | **SPECIFICATION** | **STATEMENT OF COMPLIANCE** |
| | • Conduct a complete independent valuation of the subject property using appropriate valuation methodologies and verified market evidence.<br>• Arrive at its own conclusion of value without reliance on previous valuation conclusions. | |
| | **F. SPECIAL CONSIDERATIONS**<br><br>• **For Palo, Leyte Property:** Environmental Hazard Exposure, especially Flood Hazard, Storm Surge, and Liquefaction, Right-of-Way and Zoning Checks.<br><br>The Appraiser shall assess the existing canal, drainage network, and related easements affecting the property and discuss their impact on accessibility, development potential, marketability, flood susceptibility, highest and best use, and value conclusion.<br><br>• **For Canlubang Property:** Industrial/Residential Conversion Scenarios and Absorption Sensitivity.<br><br>The Appraiser shall assess the river system traversing or adjoining the property and evaluate its impact on developable area, site planning, environmental constraints, flood risk exposure, highest and best use, and value conclusion.<br><br>• **For Island Cove Property:** Flood and Storm Surge Vulnerability Assessment, Shoreline Easement Verification, Environmental Compliance Certificate (ECC) Improvement Reports, Geotechnical Reports, Title Issuances, and Zoning Checks. | |
| | **G. COMPARABLES CONDITIONS:**<br><br>• All comparable properties utilized in the valuation shall be sufficiently identified and independently verified by the Appraiser. Verification of comparable properties may include, where applicable, confirmation through property owners, brokers, developers, public registries, assessor's records, market participants, published transaction records, or other reliable sources deemed appropriate by the Appraiser. The verification method utilized for each comparable shall be disclosed in the appraisal report. Comparable properties should preferably be located within the same municipality or relevant market area. Where sufficient market evidence is unavailable, the Appraiser may utilize comparables from adjacent municipalities or competing market areas, provided that appropriate adjustments and justification are fully disclosed.<br><br>• The Appraiser shall disclose, where available and legally permissible, the ownership, tax declaration number, title reference, location, property description, source of information, and verification procedures undertaken.<br><br>• The Appraiser shall perform reasonable due diligence to determine whether any comparable property is owned, controlled, represented, or marketed by the same owner, related party, broker, developer, or entity associated with the subject property. Any identified relationship shall be fully disclosed and its impact on the reliability of the comparable shall be discussed in the report.<br><br>• Comparables consisting solely of unverified asking prices, listings, or offerings by the subject property owner or related parties shall not be relied upon as primary evidence of market value unless independently validated by the Appraiser and supported by other market evidence<br><br>• The reliability of market evidence shall be assessed in the following order of preference:<br>a. Verified consummated transactions;<br>b. Verified contracts to sell, options, or pending transactions;<br>c. Broker-confirmed transactions supported by independent verification;<br>d. Published listings or asking prices, which shall be used only as secondary supporting evidence and not as the primary basis of value unless adequately supported and verified. | |

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**H. OTHER ACTIVITIES- VALUATION RECONCILIATION MATRIX TEMPLATE**

The Appraiser shall:

- Review previous valuation reports, assumptions, methodologies, comparable properties, and conclusions provided by SSS (refer to table below).
- The review of previous appraisal reports shall be undertaken only after the Appraiser has completed its own independent valuation analysis and preliminary conclusion of value. Previous appraisal reports shall be used solely for comparative review and variance analysis and shall not substitute for independent market research, professional judgment, or valuation conclusions.
- Identify and explain differences in approaches, assumptions, market evidence, highest and best use considerations, and adjustment methodologies.
- Reconcile its independent valuation conclusion with previously available valuation opinions.
- Explain and justify any material variance from previous valuation conclusions.
- Provide sufficient supporting documentation that would enable SSS management, oversight bodies, auditors, and other stakeholders to understand the basis of the valuation conclusion.

<table>
<tr><th>ITEM</th><th>Appraisal A</th><th>Appraisal B</th><th>Appraisal C</th></tr>
<tr><td>Valuation Date</td><td></td><td></td><td></td></tr>
<tr><td>Market Value Conclusion</td><td></td><td></td><td></td></tr>
<tr><td>Highest & Best Use</td><td></td><td></td><td></td></tr>
<tr><td>Key Comparables Used</td><td></td><td></td><td></td></tr>
<tr><td>Major Assumptions</td><td></td><td></td><td></td></tr>
<tr><td>Key drivers of Variance</td><td></td><td></td><td></td></tr>
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The Appraiser shall discuss the reasons for any material differences between valuation conclusions and provide supporting market evidence for such differences.

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**I. RISK, SENSITIVITY & SCENARIO ANALYSIS**

- Conduct sensitivity tests on key valuation drivers (e.g., rents, real estate demand)
- Identify material risks (title/tenure, rights of way, zoning, hazards).

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**J. COMPLIANCE WITH STANDARDS**

- Ensure compliance with Philippine Valuation Standards (PVS) (3rd Edition 2025) aligned with International Valuation Standards (IVS) (2025 Edition) and ethical standards under RA 9646 (RESA Law) and PRC regulations.
- Ensure compliance with RA 10173, the Data Privacy Act of 2012, for all personal data processed in this engagement.
- Reference RPVARA (RA 12001) and note where LGU SMVs/Zonal Values, if cited, diverge from market evidence.
- Payment for services shall be made in accordance with SSS's internal policies and relevant procurement requirements.

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**K. REPORTING & PRESENTATION**

The Appraiser shall:

- Submit Draft Appraisal Reports for SSS review.
- Address comments and issues on Final Reports.
- Provide signed and sealed final versions (PDF + editable file + hard copies) of Final Reports.

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**II. VALUATION STANDARDS AND REGULATORY REFERENCES**

The Appraiser shall ensure conformance with the latest applicable versions of the PVS aligned with IVS; RA 9646; PRC/Board regulations for real estate service practitioners; applicable local government zoning/land-use instruments; and SSS policies.

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<table>
<tr><th colspan="3">HIRING OF A LICENSED REAL ESTATE APPRAISAL COMPANY TO CONDUCT INDEPENDENT VALUATION OF SELECTED PROPERTIES FOR ACQUISITION EVALUATION</th></tr>
<tr><th>LOT NO</th><th>SPECIFICATION</th><th>STATEMENT OF COMPLIANCE</th></tr>
<tr><td></td><td>

**III. DELIVERABLES**

**A. Inception Meeting and Workplan**
- Workplan, timeline, and data request list.

**B. Draft Appraisal Report (PDF + editable source file)**
- Executive Summary with concluded MV, AV (if applicable), and indicative MR.
- Property identification, legal/titling status, and tenure/encumbrances summary.
- Market analysis and HBU analysis (as vacant and as improved).
- Approaches to value (methods, assumptions, computations).
- Reconciliation and final opinion of value.
- Photographs, maps, plans, appendices, and certifications.
- Sensitivity analysis and valuation risk section.

**C. Final Appraisal Report**
- Clean final version addressing SSS comments, sealed and signed by PRC licensed Real Estate Appraisers; with digital copies and three [3] hard-bound copies. (see Annex B – Minimum Appraisal Report Structure)

**D. Independent Review and Reconciliation Valuation Report and Comparative Valuation/Variance Analysis Matrix**

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**IV. Timelines**

The indicative schedule for the completion of appraisal works from the issuance of the NTC is as follows:

- Within Metro Manila: Twenty-Five (25) working days per property
- Outside Metro Manila: Thirty (30) working days per property

SSS review periods and approval are excluded from the above timelines. Delays not attributable to the Appraiser may be subject to suspension or extension upon notice by the SSS. Indicative schedules may be adjusted subject to the overall approval process, availability of required data, and formal commencement of the engagement with appraiser, upon mutual notice and agreement.

<table>
<tr><th>Milestone</th><th>Timeline/Target</th><th>Notes</th></tr>
<tr><td>Inception Meeting and data request from SSS</td><td>Time Zero (receipt of NTC) - 3rd working day</td><td>Workplan and Data Request List</td></tr>
<tr><td>Site Inspections & Data Gathering</td><td>• Within Metro Manila: On the 2nd – 10th working day<br>• Outside Metro Manila: On the 2nd – 17th working day</td><td>Depending on the property count/locations</td></tr>
<tr><td>Draft Appraisal Report Submission (PDF + editable source file)</td><td>• Within Metro Manila: On the 11th – 17th working day<br>• Outside Metro Manila: On the 18th – 24th working day</td><td></td></tr>
<tr><td>SSS Review, Clarifications, and Presentation of Appraiser</td><td>5–10 working days</td><td>Excluded from the total indicative schedule</td></tr>
<tr><td>Final Appraisal Report Submission</td><td>• Within Metro Manila: On the 18th – 30th working day<br>• Outside Metro Manila: On the 25th – 30th working day</td><td>After the comments are addressed</td></tr>
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| HIRING OF A LICENSED REAL ESTATE APPRAISAL COMPANY TO CONDUCT INDEPENDENT VALUATION OF SELECTED PROPERTIES FOR ACQUISITION EVALUATION | | |
|---|---|---|
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| | Suspension of work or delivery of projects is allowed for the following reasons:<br><br>**Reasons initiated by the SSS:**<br>• **Force Majeure/Natural Events**. Uncontrollable events like typhoons or floods.<br>• **Safety & Compliance**. Safety risks or Appraiser's failure to follow contract provisions.<br>• **Site Conditions.** Adjustments needed due to field conditions.<br>• Investigations. Inquiries into corruption or "ghost projects".<br><br>**Reasons Initiated by the Appraiser:**<br>The Appraiser may suspend work via written notice due to:<br>• **Site Access/Materials**. Right-of-way issues or failure to deliver government furnished materials.<br>• **Document Delays**. Missing approved plans or designs.<br>• **Security Concerns**. Documented peace and order issues, as verified by police.<br>• **Payment Delays**. Non-payment of progress billings beyond 45 working days<br><br>**Key Conditions for Suspension:**<br>• **Formal Process**. Generally requires a written Order or Notice.<br>• **Contract Adjustment**. Non-fault suspensions allow for contract time extensions.<br>• **Damages.** Liquidated damages are typically not imposed during authorized suspensions. | |
| | **V. TEAM QUALIFICATIONS AND ELIGIBILITY**<br><br>A. **Key Personnel**<br>• Lead Appraiser: PRC-licensed Real Estate Appraiser, with at least eight (8+) years of experience.<br>• Senior Valuation Specialist(s): PRC-licensed Appraiser, with at least five (5+) years.<br>• Market Research/Analyst and Quality Reviewer (as applicable).<br>• Submission of PRC licenses and IDs required.<br><br>B. **Independence & Integrity**<br>• Independence and conflict-of-interest declarations are mandatory.<br>• Disclosure of prior engagements with subject property/related parties in the last three (3) years. | |
| | **VI. DATA ACCESS AND SUPPORT FROM SSS**<br><br>SSS will provide, where available: titles, tax declarations, site/layout plans, previous valuations or studies; contact facilitation for property access and relevant agencies; and prompt review/comments.<br><br>Any previous appraisal reports, studies, or valuation documents provided by SSS shall be subject to legal, confidentiality, intellectual property, and reliance restrictions. SSS reserves the right to redact, summarize, or withhold portions of such documents where disclosure is restricted by law, contract, or professional engagement terms. | |
| | **VII. CONFIDENTIALITY AND DATA PROTECTION**<br><br>All information obtained shall be treated as confidential and used solely for this engagement. The Appraiser shall comply with SSS's data privacy and information security requirements. All documents and outputs become the exclusive property of SSS. SSS shall have unrestricted internal use rights over all reports, analyses, supporting schedules, valuation models, photographs, maps, work products, and other deliverables generated under this engagement. Such use shall include internal evaluation, audit, governance, legal, procurement, risk management, and asset management purposes.<br><br>Processing personal data must implement strict organizational, physical, and technical security measures pursuant to the Data Privacy Act of 2012 (RA 10173) and its Implementing Rules and Regulations (IRR). Cross-border data transfers are prohibited without prior approval from the SSS, adhering to NPC regulations for | |

| HIRING OF A LICENSED REAL ESTATE APPRAISAL COMPANY TO CONDUCT INDEPENDENT VALUATION OF SELECTED PROPERTIES FOR ACQUISITION EVALUATION | | |
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| **LOT NO** | **SPECIFICATION** | **STATEMENT OF COMPLIANCE** |
| | secure data handling.<br><br>The Appraiser shall retain all work papers, valuation models, comparable property verification records, photographs, inspection notes, supporting market evidence, correspondence, calculations, and related documentation for a minimum period of five (5) years from completion of the engagement and shall make such records available to SSS and authorized oversight agencies upon lawful request.<br><br>The Appraiser shall cooperate with lawful requests for information, clarification, and supporting documentation made by SSS, the Commission on Audit (COA), Internal Audit Service, investigating authorities, and other authorized oversight agencies in connection with this engagement. | |
| | **VIII. ASSUMPTIONS, LIMITATIONS, AND DISCLAIMERS**<br><br>The Appraiser shall clearly disclose sources and verification steps for market and title data; any extraordinary assumptions; limiting conditions; and the need for specialist reports (e.g., environmental/geo-technical) if risks are suspected. | |
| | **IX. FEES, INVOICING, AND PAYMENT TERMS**<br><br>**A. PAYMENT TERMS**<br>Payment shall be made on a per-property basis upon completion and acceptance of the appraisal services for the specific property, submission of all required deliverables, issuance by SSS of the corresponding Certificate of Completion and Final Acceptance, and complete submission of all payment requirements / conditions as indicated in item IX.C INVOICING AND PAYMENT CONDITIONS of Annex A. Technical Specifications.<br><br>**B. REVISIONS AND TIME REQUIRED**<br>**Minor Revision**. A minor revision in valuation reports refers to small, non substantive changes—such as correcting typographical errors, formatting issues, or clarifying wording—that do not alter the valuation conclusion, methodology, or key assumptions. These revisions are typically administrative in nature and do not affect the report's integrity or the appraised value. Such revisions must be properly addressed within two (2) to three (3) working days from receipt of the official notification from the SSS before the issuance of the Certificate of Completion.<br><br>**Major Revision**. A major revision in valuation reports refers to substantive changes that affect the valuation conclusion, methodology, assumptions, or key inputs. Unlike minor revisions, which are clerical or cosmetic, major revisions alter the basis of the valuation and may lead to a different appraised value or materially change the interpretation of the report. Such revisions must be formally addressed and completed within three (3) to five (5) working days from receipt of the official notification from the SSS before the issuance of the Certificate of Completion.<br><br>**C. INVOICING AND PAYMENT CONDITIONS**<br>Payment to the Appraiser shall be made **on a per-property basis, as a milestone payment**, and shall be processed and released only upon the full completion of appraisal services for the specific property, including the submission of all required deliverables and supporting documentation, receipt of a complete billing statement, and the issuance by SSS, through the Investment Property Department (IPD), of the Certificate of Completion and Final Acceptance for the specific property valued. After the submission of the **FINAL APPRAISAL REPORT**, the SSS shall have fifteen (15) working days to review and request a revision, if any. Failure to issue comments within the prescribed review period shall not prejudice SSS's right to require correction of material errors subsequently discovered.<br><br>The total payment for each property shall not exceed the approved contract price, inclusive of all applicable taxes and fees, and shall be subject to withholding tax in accordance with existing government revenue regulations.<br><br>**D. DELAYS**<br>Delay in performance of obligation. Liquidated damages equivalent to 1/10 of 1% (0.001) of the unperformed portion of the contract price shall be charged for every day of delay. | |

| HIRING OF A LICENSED REAL ESTATE APPRAISAL COMPANY TO CONDUCT INDEPENDENT VALUATION OF SELECTED PROPERTIES FOR ACQUISITION EVALUATION | | |
|---|---|---|
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| | **X. CONTRACT DURATION**<br><br>The engagement will be in effect for six (6) months from the date of receipt of NTC (Notice to Commence), unless extended by SSS due to justified circumstances. | |
| | **XI. WARRANTIES AND LIABILITY RELIANCE**<br><br>The Appraiser warrants the exercise of due professional care and compliance with applicable standards. The Appraiser may be held liable for professional negligence and material errors as provided by law and contract. Where available, the Appraiser shall disclose existing Errors & Omissions Insurance coverage. | |
| | **XII. RELIANCE AND USE RESTRICTION**<br><br>The appraisal reports are intended solely for the internal acquisition evaluation and decision-making purposes of the Social Security System. No third party may rely upon the reports without the prior written consent of the SSS and the Appraiser. | |
| | **XIII. CONFLICT OF INTEREST, ETHICS, AND INDEPENDENCE**<br><br>The Appraiser shall remain independent of any party with a financial interest in the subject property. Any potential conflict shall be disclosed immediately. No gift or benefit may be solicited or accepted that may influence the valuation.<br><br>The Appraiser shall execute a sworn Independence and Non-Conflict Certification stating that neither the firm, its officers, employees, nor subcontractors have any direct or indirect ownership, brokerage, consulting, financial, family, agency, referral, commission-based, or other beneficial interest in the subject property or the proposed transaction. | |
| | **XIV. NON-COLLUSION CERTIFICATION**<br><br>The Appraiser shall submit a Non-Collusion Certification affirming that no arrangement or agreement exists with the property owner, broker, seller, representative, intermediary, or any related party that may influence the valuation process or conclusions. | |
| | **XV. MEETINGS, REPORTING LINES, AND APPROVALS**<br><br>The Appraiser shall coordinate with the SSS Investment Property Department and Valuation Services Department and report to the Technical Working Group. Key meetings: Inception, Draft Report Walkthrough, Final Presentation. | |
| | **XVI. DISPUTE RESOLUTION AND GOVERNING LAW**<br><br>Disputes shall first be resolved through good-faith negotiation; if unresolved, they shall be referred to mediation/arbitration in accordance with applicable Philippine rules. The engagement shall be governed by the laws of the Republic of the Philippines. | |
| | **XVII. TERMINATION**<br><br>SSS may terminate the contract for cause (material breach, failure to deliver, conflict of interest) or for convenience in accordance with the contract terms and applicable regulations, with payment for accepted deliverables to date. | |

# ANNEX B. MINIMUM APPRAISAL REPORT STRUCTURE

1. Executive Summary (concluded MV, AV, MR, valuation date, HBU)
2. Terms of Reference and Service Scope
3. Valuation Standards Adopted (includes IVS or PVS version used)
4. Property Identification and Legal/Titling Status
5. Area and Site Description; Improvements (if any)
6. Zoning/Planning Context; Environmental Considerations, and Floor Area Ratio (FAR), compliance with the NBCP, the guidelines of DSHUD, and refer to LGU zoning ordinances, as applicable:
7. BIR Zonal Value and/or Schedule of Market Value, as applicable.
8. Environmental Hazards (printouts: fault, liquefaction, storm surge, flood, etc.)
9. Market and Highest and Best Use Analysis, as vacant and as improved.
10. Market Analysis & Comparable Data – supported by six (6) verified comparable properties, with a minimum of four (4) comparables presented in an adjustment grid/table.
11. Valuation Approaches (Sales and Cost—methods & computations)
12. Reconciliation & Final Opinion of Value
13. Sensitivity Analysis & Valuation Risks
14. Assumptions, Limiting Conditions, and Certifications
15. Appendices (photos, maps, plans, comp sheets, licenses, LGU zoning ordinances, GeoRiskPH HazardHunter outputs)
16. Review of previous valuation conclusions;
17. Reconciliation of value opinions;
18. Explanation of material variances;
19. Property-specific impact assessments (e.g., canal, river, easements, hazards);
20. Supporting market evidence and transaction verification.

# ANNEX C. DOCUMENTARY REQUIREMENTS

| DOCUMENTARY REQUIREMENTS |
|---|
| **Instructions:**<br><br>**Submission of documentary requirements together with the sealed quotation, as follows:**<br><br>a. Notarized Omnibus Sworn Statement (using the NGPA-prescribed form of the Government Procurement Policy Board) with attached Notarized Special Power of Attorney (SPA) for Sole Proprietorship or Secretary's Certificate for Partnership/ Corporation, authorizing the representative, if any, to sign on behalf of the owner/company (for ABCs above P50,000.00)<br><br>Kindly submit the e-mail address and mobile number of the commissioned lawyer who notarized your submitted Omnibus Sworn Statement (OSS), Special Power of Attorney (SPA), or Secretary's Certificate, for our reference during evaluation.<br><br>**Suppliers that have previously submitted the following requirements that are still <u>valid</u> may no longer resubmit a copy:**<br><br>b. Mayor's/Business Permit[1]<br>c. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership)<br>d. Latest Annual Income / Business Tax Return (for ABC's above P500,000.00)<br><br>**NOTE:** Submitted documents are subject to verification and validation of its authenticity, genuineness, validity, and completeness. Incomplete submission, concealment, falsification, or misrepresentation of any of the documents submitted, or the contents thereof is a ground for disqualification of submitted quotation. |

[1] For individuals engaged under Sec. 53.6, 53.7 and 53.9 of the IRR of RA No. 9184, only the certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.