



Development Bank of the Philippines

Date: \_\_\_\_\_

### QUOTATION

QTY	U/M	DESCRIPTION	Budget (VAT Inclusive)		Quote	
			Amount	Total	Amount	Total
1	LOT	THIRD PARTY APPRAISAL SERVICES, PER APPROVED TERMS OF REFERENCE/SCOPE OF WORK	66,000.00	66,000.00		
Account Name : DBP Antipolo Warehouse/DBP Baguio Bldg/DBP Training Complex						

GRAND TOTAL: \_\_\_\_\_

### SUPPLIER

Company Name:	
Address:	
Email:	
Contact Number:	
Contact Person:	
Signature:	



**REQUEST FOR QUOTATION (RFQ)**

**Third Party Appraisal Services, Per Approved Terms of Reference/Scope of Services**

Procuring Entity : DBP Head Office  
Solicitation Number : P-PIMD-24-00261  
Date of Posting/Canvass : 06/18/2024  
Deadline of Submission : 06/24/2024 (9:00 AM)  
Approved Budget for the Contract (ABC) : ₱66,000.00

**Please be guided by the following:**

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.
7. Signed copy of this RFQ by the supplier's authorized representative should be attached with the submitted proposal.

**Documentary Requirements:**

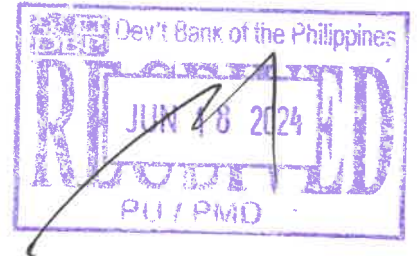
- Proposal/Quotation;
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Signed Request for Quotation (RFQ).
- Omnibus Sworn Statement

For submission of proposal and any inquiry, you may contact the following personnel:

**LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604**

*Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.*

Name of Company/Supplier: \_\_\_\_\_  
Authorized Signatory: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature over Printed Name*



**TERMS OF REFERENCE**  
**THIRD PARTY APPRAISAL**

**ENGAGEMENT OF PRIVATE APPRAISAL FIRM FOR THE DEVELOPMENT BANK OF THE PHILIPPINES (DBP) OFF-SITE WAREHOUSE, ANTIPOLLO, DBP TRAINING COMPLEX, BAGUIO CITY AND DBP BAGUIO BUILDING**

**I. RATIONALE**

The Procurement and Inventory Management Department (PIMD) of the Development Bank of the Philippines (DBP) needs the services of a private appraisal firm to appraise three (3) DBP properties, (see table below) which shall cover the following:

1. LAND
2. BUILDING AND OTHER IMPROVEMENTS
3. MACHINERY AND EQUIPMENT

	<b>DBP Property</b>	<b>Location/Address</b>
1	DBP Training Complex	Leonard Wood Road corner Outlook Drive and Arellano St., Brgy. Gibraltar, Baguio City
2	DBP Baguio Building	Session Road corner Perfecto & Carantes Sts., Brgy. Session Road, Baguio City
3	DBP Head Office Offsite Warehouse	No. 658, Km. 12 Palomar St. Sitio Kasoy I, Brgy. Mambungan, Antipolo City

**II. OBJECTIVE**

To engage the services of a private appraisal firm that shall conduct the appraisal of three (3) DBP properties to determine the current market value.

**III. REQUIREMENTS**

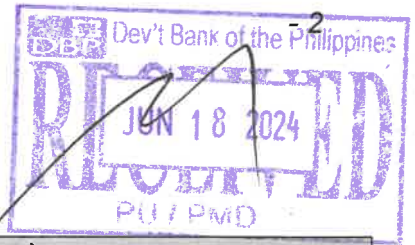
The appraisal firm must submit the following:

1. Proof of PhilGEPS Registration;
2. 2024 Mayor's/Business Permit;
3. Omnibus Sworn Statement;
4. Signed Request for Quotation (RFQ); and
5. The appraisal company that previously conducted the appraisal of the subject property is disqualified to participate in the undertaking, if any.

**IV. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **SIXTY-SIX THOUSAND PESOS (P 66,000.00)**, inclusive of all applicable government taxes and charges.

Conforme: \_\_\_\_\_  
Signature over Printed Name

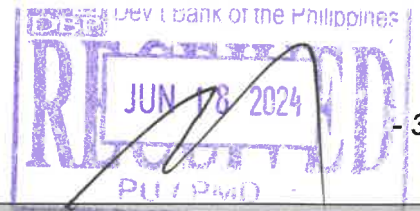


## V. SCOPE OF WORKS

The private appraisal firm shall supply/undertake the following:

I. LAND (Development Bank of the Philippines - Registered Owner )					
Location		TCT/TD* No.	Lot No.	Survey Plan No.	Lot Area (sq.m)
1	Leonard Wood Road corner Outlook Drive and Arellano Street, Brgy. Gibraltar, Baguio City (DBP Training Complex)	TCT No. T-18681	Cons. of Lot 36, 37, 38, 40, 41, 42, 73 and 74 of Baguio Townsite, TS-39	RS-1419	22,502.37
2	Session Road corner Perfecto & Carantes Streets, Brgy. Session Road, Baguio City (DBP Baguio Building)	T-21710	1-B	Bsd-1647	10
		T-21711	2-A-2	S.W.O. 10802	446
		T-21712	B-1	Bcn-29	89
		T-21713	111-C	Bcn-29	297
		Total			842
3	No. 658, Km. 12 Palomar Street, Sitio Kasoy I, Brgy. Mambungan, Antipolo City (DBP Offsite Warehouse)	R-83857	1178-B	(LRC) Psd-308442	1,000
*Transfer Certificate of Transfer (TCT)/Tax Declaration (TD)					
Scope of Works					
1. Actual inspection and identification of the three (3) DBP properties shall be conducted					
2. Appraisal Report shall include the following:					
a. Description of the properties based on Title/TD (Title/TD number, Registry of Deeds/Assessor's Office, location, approved survey plan, lot/block number, boundaries, classification, etc.).					
b. Physical description of the properties (shape, terrain, frontage, elevation with respect to the abutting or nearest road elevation, etc.).					
c. Community Facilities (street improvements, utilities, amenities in the area, nearest/significant landmarks, etc.).					
d. Description/condition of access road. If interior, existence/ ownership/ legality of access road shall be established.					
e. BIR zonal value, if available.					
f. Certificate of verification of title/s at the Registry of Deeds or TD at the Assessor's Office with disclosure of all encumbrances/ annotations, if any. Certified true copy /certified true electronic copy of the title/s or Certification from the Registry of Deeds in case of unavailability of title/s shall be submitted. If covered by TD, certificate of verification at the Assessor's Office with disclosure of all encumbrances/ annotations, if any. Certified true copy of the TD or Certification from the Assessor's Office in case of unavailability of TD shall be submitted.					
g. Market data sources.					
h. Approach adopted in the valuation.					
i. Print-out Lot Plan of the property/ies with Vicinity Map reflecting the nearest road and or landmark generated from the plotted technical descriptions inscribed on the title. Any discrepancy in the technical descriptions (area, distance, bearing, boundary, non-closure, shape, etc.) shall be indicated in the report. For several contiguous properties, a consolidated print-out Lot Plan with Vicinity Map should be prepared.					
j. Existence of creek/easement should be noted.					

Conforme: \_\_\_\_\_  
Signature over Printed Name

**II. BUILDING AND OTHER IMPROVEMENTS**

Location	Type of Buildings / Improvements	Floor Area/ (sq.m.)
Erected at Location 1 (DBP Training Complex)	Two (2) Storey Residential Building (Mansion House)	435 (total)
	One (1) Storey Identical Cottages, four (4) units	88 (per unit)
	One (1) Storey Driver's Quarter and Maintenance Room	44
	One (1) Storey Linen and Computer Room	48
	One (1) Storey Gazebo (near Linen and Computer Room)	15
	Two (2) Storey Residential Building (DBP Institute)	1,234 (total)
	Two (2) Storey Residential Building (Staff House)	567 (total)
	One (1) Storey Covered Walkway	67
	One (1) Storey Guard House 1	10
	One (1) Storey Guard House/Machine Room	20
	One (1) Storey Identical Gazebo (near Staff House) four (4) units	12 (per unit)
Erected at Location 2 (DBP Baguio Building)	Five (5) Storey Building with (2) basement levels (parking area)	5,256 (total)
Erected at Location 3 (DBP HO Offsite Warehouse)	Three (3) Storey Warehouse Building with basement and roof deck/penthouse levels	3,616 (total)

**Scope of Works (SOW)**

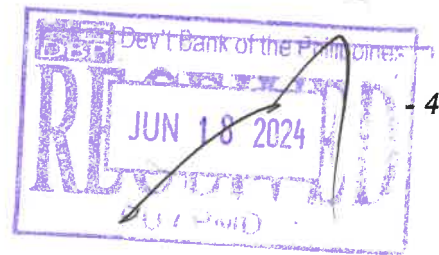
All buildings and improvements found on the property if any, shall be properly identified to include the following:

- The exact parcel where structure is located if more than one lot is being appraised.
- Detailed description of the structure.
- Floor Area based on actual measurement taken.
- Status/condition.
- Reproduction Cost, New (RCN).
- Economic Life (EL) and Estimated Remaining Economic Life (EREL).
- Encroachments on adjacent property, if any.
- Encroachments on subject property, if any.

**VI. OTHER TERMS AND CONDITIONS**

- Photographs of all assets should be provided and properly labelled.
- Description of assets being appraised should follow the reflected descriptions herein (naming conventions, floor area, features, etc.). Any discrepancies observed as per actual inspection should be duly noted in the report.
- The Appraisal Report shall be subject to final review and evaluation by PACID to determine its completeness and conformity to the required information per Scope SOW stipulated herein.
- Payment of the appraisal service fee shall be facilitated by PIMD upon clearance/advice from PACID that the SOW has been fully complied with.
- The Appraisal Report to be submitted shall be CONFIDENTIAL for the exclusive use of DBP.
- Certification that the properties appraised were properly identified and that the appraiser/company is liable for any problem that may arise due to misidentification shall be issued by the company.

Conforme: \_\_\_\_\_



## VII. DELIVERY OF REPORT

Appraisal Report shall be submitted **within forty-five (45) calendar days** after receipt of Notice to Proceed. Should there be correction/s found necessary on the report during PACID's evaluation, correction thereof shall be done immediately, and the corrected report shall be submitted within **three (3) working days** from date of advice to pick-up report for correction, otherwise, penalties shall likewise be imposed. The penalty is equivalent to 1/10 of 1% of the contract amount for each day of delay.

## VIII. PAYMENT

1. Payment of the contract price shall be processed after full completion and final acceptance of the appraisal report by the representative of the Bank subject to submission of complete documents for payment (e.g., Billing Statement/Statement of Account, Certificate of Completion/ Acceptance, etc.); and
2. No down payment or advance payment shall be made.

Prepared by:

SIGNED

**MGR. CARMELA L. SANGALANG**  
Head, Inventory Team, IMU-PIMD

Recommended by:

SIGNED

**SM EMMA O. PEDREZUELA**  
Head, IMU-PIMD

Approved by:

SIGNED

**FE B. DELA CRUZ**  
Head, PIMO

Conforme: \_\_\_\_\_  
Signature over Printed Name