

TERMS OF REFERENCE
THIRD-PARTY APPRAISAL SERVICES

ENGAGEMENT OF PRIVATE APPRAISAL FIRM FOR ACQUIRED ASSETS,
DEVELOPMENT BANK OF THE PHILIPPINES

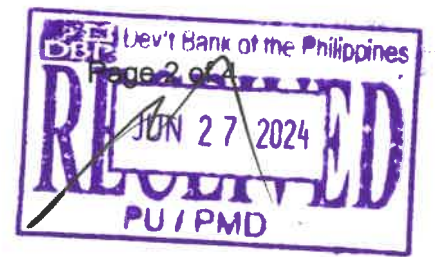
I. RATIONALE

The Acquired Assets Department of the Development Bank of the Philippines (DBP) is in need of the services of a private appraisal firm to appraise Bank acquired assets, particularly described as follows:

1. Land

No.	TCT No.	Lot No./ Blk No.	Survey No.	Lot Area (sq.m.)	Registered Owner
Location 1: Brgy. Comaguinking, Calabanga, Camarines Sur					
Four (4) parcels of individually titled lots with the following particulars:					
1.	47016	21671	As-05-001469-D	2,554	DEVELOPMENT BANK OF THE PHILIPPINES
2.	47019	11517-A	Csd-05-012152-D	1,464	
3.	47018	11517-D		1,800	
4.	47020	11517-E		1,907	
TOTAL				7,725	
Location 2: Brgy. Salvacion, Ocampo, Camarines Sur					
1.	47015	11826 (Equivalent to Lot 40 Ccs-05-000557-D)	Cad-467-D-Case 9	1,294	DEVELOPMENT BANK OF THE PHILIPPINES
2.	47017	11816 (Equivalent to Lot 30-Ccs-05-000557-D)		968	
TOTAL				2,262	

Conforme: _____
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2. Building and Improvements

Erected on the above described lot:

No.	Type of Buildings/ Improvements	Floor Area/ Surface Area (sq.m.)	Location
1.	Rice Mill/ Warehouse Building/ One (1) Storey	111	Erected on Lot 11826, Cad 467-D, Case 9 located on the above-described address on Item I- Location 2
2.	Concrete Pavement/ Driveway	30	

II. OBJECTIVE

To engage the services of a private appraisal firm that shall conduct the appraisal of the above Bank acquired assets for disposal.

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. Secretary's Certificate (for supplier under partnership/corporation); and
5. Signed Request for Quotation (RFQ)

IV. QUALIFICATIONS

The appraisal company that previously conducted the appraisal of the subject property is disqualified to participate in the undertaking, if any.

V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **FIFTY-ONE THOUSAND PESOS (P51,000.00)**, inclusive of all applicable government taxes and charges, subject to the penalties that may be incurred as stated in Item VII of this Scope of Services, and shall not be adjusted during the contract implementation.

VI. SCOPE OF WORK/TERMS AND CONDITIONS

The private appraisal firm shall supply/undertake the following:

A. Land

1. Actual inspection and identification of the assets shall be conducted.
2. Appraisal Report shall include the following:
 - a. Description of the property based on title/TD (Title/TD number, Registry of Deeds/Assessor's office, location, approved survey plan, lot/block number, boundaries, classification, etc.)

TOR for the engagement of Private Appraisal Firm for six (6) parcels of land covered by TCT Nos. 47016,47019,47018 & 47020 with a total lot area of 7,725 sq.m. located in Brgy. Comaguinking, Calabanga, Camarines Sur and TCT Nos. 47015 & 47017 with a total area of 2,262 sq.m. located in Brgy. Salvacion, Ocampo, Camarines Sur.

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- b. Physical description of the property (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. GPS coordinates on Google Maps to indicate the location of the property.
- h. Market data sources.
- i. Approach adopted in the valuation.
- j. 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, consolidated print-out lot plan with Vicinity Map shall be prepared.
- k. Existence of creek/easement should be noted.

B. Building and Other Improvements

All buildings and improvements, found on the property/ies including those not listed herein, if any, shall be properly identified to include the following:

- a. Exact parcel where structure is located if more than one lot is being appraised
- b. Detailed description of the structure
- c. Floor Area based on actual measurement taken
- d. Status/condition
- e. Reproduction Cost, New (RCN)
- f. Economic Life (EL) and Estimated Remaining Economic Life (EREL)
- g. Encroachments on adjacent property, if any.
- h. Encroachments on subject property, if any.
- i. Valuation, if applicable.

VII. OTHER TERMS AND CONDITIONS

1. Photographs of all assets shall be provided and properly labelled.
2. Description of assets being appraised should follow the herein reflected descriptions (naming conventions, floor area, features, specifications, serial nos., etc.). Any discrepancies observed as per actual inspection should be duly noted in the report.
3. Appraisal Report shall be submitted within **fifteen 15 calendar days** from the date of

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acceptance of the Notice to Proceed (NTP), otherwise, corresponding penalty charges for every day of delay equivalent to one tenth of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the report on time. Should there be correction/s found necessary on the report during PACID evaluation, correction thereof shall be done immediately, and the corrected report shall be submitted within **three (3) working days** from the date of advice to pick-up report for correction, otherwise, penalties shall likewise be imposed.

4. Appraisal Report shall be subject to final review and evaluation by PACID to determine its completeness and conformity to the required information per above Scope of Works (SOW).
5. Payment of the appraisal service fee shall be facilitated by the PIMD in coordination with the requesting department upon clearance from PACID that the SOW have been fully complied with.
6. Appraisal Report to be submitted shall be **CONFIDENTIAL**, for the exclusive use of DBP.
7. Certification that the properties appraised were properly identified and that the appraiser/company is liable for any problem that may arise as a result of misidentification shall be issued by the company.

VIII. DELIVERY OF REPORT

Submission of the Appraisal Report shall be submitted within **fifteen (15) calendar days** from the date of acceptance of the Notice to Proceed (NTP), Submission beyond this period is subject to the corresponding penalty charges. Should there be correction/s found necessary on the report during PACID evaluation, correction thereof shall be done immediately, and the corrected report shall be submitted within **three (3) working days** from the date of advice to pick-up report for correction, otherwise, penalties shall likewise be imposed. Penalty is equivalent to one tenth of 1% of the contract amount for each day of delay.

IX. PAYMENT

Payment of the contract price shall be subject to submission of complete documents (e.g. Billing Statement/ Statement of Account as applicable).

Recommended by:

SIGNED

ARLENE C. BAYUTAS
Acquired Assets Officer

Conforme: _____
Signature over Printed Name

Approved by:

VP RICARDO JOSEF S. BANDAL II
Officer-in-Charge, Acquired Assets Department
Per Office Order No. 191 dated April 20, 2023

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REQUEST FOR QUOTATION (RFQ)

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

Procuring Entity : DBP Head Office
Solicitation Number : P-AA-24-00269
Date of Posting/Canvass : 07/02/2024
Deadline of Submission : 07/08/2024 (9:00 AM)
Approved Budget for the Contract (ABC) : ₱51,000.00

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;
- Secretary's Certificate (for Suppliers under Partnership/Corporation)

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



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	51,000.00	51,000.00		
Account Name :Eduardo Jallores						

GRAND TOTAL: _____

SUPPLIER

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