



**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-24-00500  
Date of Posting/Canvass : 12/10/2024  
Deadline of Submission : 12/16/2024 (9:00 AM)  
Approved Budget for the Contract (ABC) : ₱51,400.00

**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*



DEVELOPMENT BANK OF THE PHILIPPINES  
Head Office: Sen. Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines



## 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

Six (6) parcels of individually titled land with total lot area of 17,029 sq.m. located at Brgy. San Idefonso, Magalang and Brgy. Camuning, Mexico, Pampanga.

| TCT No.  | Lot/<br>Blk No. | Survey No.                              | Lot Area<br>(sq.m.) | Registered Owner                                       |
|--|-----------------|---|---------------------|--|
| Location 1: Galolo & Duaso Sts., Poblacion, Dinalungan, Aurora |                 |   |                     |  |
| T-40092  | 474             | Casiguran Public<br>Land Subd., Pls-295 | 873<br>=====        | SPS. ALBERTO T.<br>CURITANA AND<br>NANCY M. CURITANA   |
| Location 2: Galolo St., Dinalungan, Aurora                     |                 |   |                     |  |
| T-40416  | 573             | Casiguran Public<br>Land Subd., Pls-295 | 647                 | SPS. ALBERTO T.<br>CURITANA AND<br>NANCY M. CURITANA   |
| T-30383  | 574             |   | 875                 | NANCY M. CURITANA<br>married to ALBERTO T.<br>CURITANA |
| Total  |                 |   | 1,522<br>=====      |  |
| Location 3: Inocillas St., Poblacion, Dinalungan, Aurora       |                 |   |                     |  |
| T-30384  | 502-B           | Psd-04-139036                           | 437.50<br>=====     | SPS. ALBERTO T.<br>CURITANA AND<br>NANCY M. CURITANA   |
| Location 4: P. Flores St., Poblacion, Dinalungan, Aurora       |                 |   |                     |  |
| 0-1197   | 547             | Casiguran Public<br>Land Subd., Pls-295 | 875<br>=====        | EDILBERTO MANALAD<br>married to JULIANITA<br>BUERANO   |
| Location 5: Zamora St., Brgy. 5 Poblacion, Casiguran, Aurora   |                 |   |                     |  |
| T-41796  | 1740            | Cad. -358- D                            | 191<br>=====        | SPS. ALBERTO T.<br>CURITANA AND<br>NANCY M. CURITANA   |

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

|  |      |              |              |  |
|--|------|--------------|--------------|--|
| Location 6: Gala St., Brgy. 4 Poblacion, Casiguran, Aurora |      |              |              |  |
| T-37045  | 1607 | Cad. -358- D | 158<br>===== | ALBERTO T.<br>CURITANA married to<br>NANCY M. CURITANA |

## 2. Buildings and other Improvements

| No. | Type of Buildings/<br>Improvements                       | Floor Area/<br>Surface Area<br>(sq.m)/<br>Dimensions | Location  |
|-----|--|--|---|
| 1   | Canteen  | 60   | Erected on Lot 474,<br>Casiguran Public Land<br>Subd., Pls-295, covered<br>by TCT No. T-40092                       |
| 2   | Laundry Shop   | 25   |   |
| 3   | Store Building   | 120  | Erected on Lots 573 &<br>574, Casiguran Public<br>Land Subd., Pls-295,<br>covered by TCT Nos. T-<br>40416 & T-30383 |
| 4   | Multi- Purpose Building (Palay<br>dryer area and garage) | 270  |   |
| 5   | Residential Building                                     | 100  | Erected on Lot 502-B,<br>Casiguran Public Land<br>Subd., Psd-04-139036<br>covered by TCT No. T-<br>30384            |
| 6   | Lanai House  | 35   |   |
| 7   | Residential House  | 98   | Erected on Lot 547,<br>Casiguran Public Land<br>Subd., Pls-295, covered<br>by TCT No. 0-1197                        |
| 8   | Residential House  | 170  | Erected on Lot 1740,<br>Cad-358-D, covered by<br>TCT No. T-41796  |
| 9   | Residential / Commercial Bldg                            | 235  | Erected on Lot 1607,<br>Cad-358-D, covered by<br>TCT No. T-37045  |

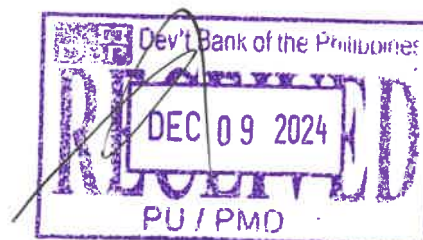
## II. OBJECTIVE

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



TOR for the engagement of Private Appraisal Firm for six (6) parcels of individually titled land with total lot area of 17,029 sq.m. located at Brgy. San Ildefonso, Magalang and Brgy. Camuning, Mexico, Pampanga.

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#### 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

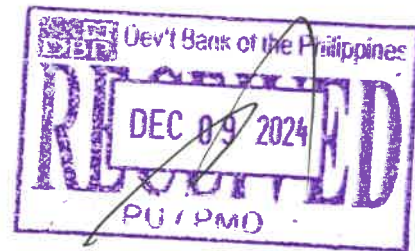
The Approved Budget for the Contract (ABC) is **FIFTY-ONE THOUSAND FOUR HUNDRED PESOS (P51,400.00)**, inclusive of all applicable government taxes and charges, subject to the penalties that may be incurred as stated in Item VII of this Scope of Services and shall not be adjusted during the contract implementation.

#### VI. SCOPE OF WORK

The private appraisal firm shall supply/undertake the following:

##### A. Land

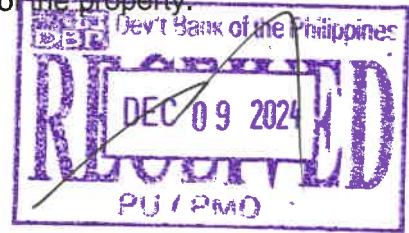
1. Actual inspection and identification of the assets shall be conducted.
2. Appraisal Report shall include the following:
  - a. Description of the property based on title/TD (Title/TD number, Registry of Deeds/Assessor's office, location, approved survey plan, lot/block number, boundaries, classification,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



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- j. Existence of creek/easement should be noted.
- k. Environmental and social safeguards such as vulnerability assessment in terms of environmental/climate hazards should be provided.
- l. GPS coordinates on Google Maps to indicate the location of the property.



## VII. OTHER TERMS AND CONDITIONS

1. Photographs of all assets shall be provided and properly labelled.
2. All buildings and improvements found on the property, 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 the 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, i) Encroachments on subject property, if any and j) present occupant.
3. 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.
4. Appraisal Report shall be submitted within **twenty (20) calendar days** from the date of 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.
5. 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).
6. 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.
7. Appraisal Report to be submitted shall be **CONFIDENTIAL**, for the exclusive use of DBP.
8. 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 **twenty (20) 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.

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Signature over Printed Name



## 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

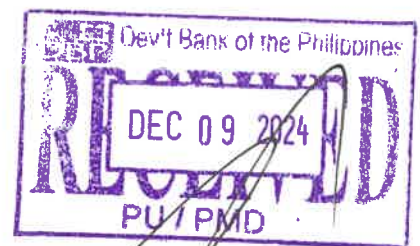
**AVP ROWENA O. GONZALES**  
Acquired Assets Officer

Approved by:

SIGNED

**VP RICARDO JOSEF S. BANDAL II**  
Head, Acquired Assets Department

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



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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 | 51,400.00              | 51,400.00 |        |       |
| Account Name : Sps. Nancy & Alberto Curitana |     |   |                        |           |        |       |

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

### SUPPLIER

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