



**REQUEST FOR QUOTATION (RFQ)**

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

Procuring Entity : DBP Head Office  
Solicitation Number : P-REM-25-00004  
Date of Posting/Canvass : 02/10/2025  
Deadline of Submission : 02/14/2025 (9:00 AM)  
Approved Budget for the Contract (ABC) : ₱65,000.00

**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;
- Valid Mayor's/Business Permit;
- Notarized Omnibus Sworn Statement;
- Secretary's Certificate;
- Signed Request for Quotation (RFQ).

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

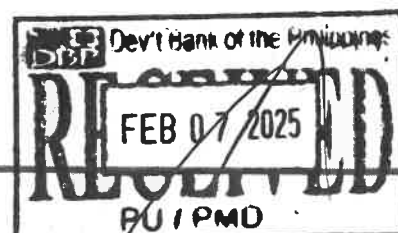
**LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604**

*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



**TERMS OF REFERENCE  
THIRD PARTY APPRAISAL SERVICES**

**ENGAGEMENT OF PRIVATE APPRAISAL FIRM FOR REMEDIAL MANAGEMENT  
DEPARTMENT, DEVELOPMENT BANK OF THE PHILIPPINES**

**I. RATIONALE**

The Remedial Management Department of the Development Bank of the Philippines (DBP) is in need of the services of a private appraisal firm to appraise the mortgaged properties of **OFELIA ANGELES TAN/ OFEL GRAINS CENTER** particularly described as follows:

**A. LAND:**

No.	TCT No.	Lot No.	Block No.	Survey No.	Lot Area (sq.m.)	Registered Owner
Location 1: Majestic Village, Purok 4, Brgy. Calaocan, Santiago City, Isabela						
1	TSC-31169	6	E	(LRC) Psd-98775	215	OFELIA A. TAN, widow, ALFEA MONICA A. TAN and PIA ANGELICA A. TAN, both single
2	TSC-31170	7	E		215	
3	TSC-31171	8	E		215	
4	165-2013000508	34	3	PSD-(AF)-02-055287	85	OFELIA ANGELES TAN, widow
Total					730	
Location 2: Majestic Village, Purok 4, Brgy. Calaocan, Santiago City, Isabela						
5	165-2013001063	17	D	(LRC)Psd-98775	240	OFELIA ANGELES TAN, widow
6	TSC-31168	18	D	(LRC)Psd-42628	240	OFELIA A. TAN, widow, ALFEA MONICA A. TAN and PIA ANGELICA A. TAN, both single
Total					480	
Location 3: Majestic Village, Purok 4, Brgy. Calaocan, Santiago City, Isabela						
7	165-2013001055	21	-	(LRC)Psd-99775	240	ALFEA MONICA A. TAN , single
8	165-2013001056	10	D	(LRC)Psd-98775	216	OFELIA ANGELES TAN, widow
Total					456	
Location 4: Majestic Village, Purok 4, Brgy. Calaocan, Santiago City, Isabela						
9	165-2013001053	18	E	(LRC)Psd-98775	180	OFELIA ANGELES TAN, widow
10	165-2014001591	19	E		180	OFELIA A. TAN, widow
11	165-2014001592	20	E		176	
12	165-2014001593	21	E		176	
13	165-2014001594	22	E		180	
14	165-2013001054	23	E		180	OFELIA ANGELES TAN, widow
Total					1,072	

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

**B. BUILDING AND OTHER IMPROVEMENTS:**

No.	Type of Buildings/ Improvements	Floor Area/ Surface Area (sq.m.)/ Dimensions	Location
1	Warehouse Building 1	658	Erected on Lot Nos. 6, 7, 8, & 34 all of Block E covered by TCT Nos. TSC-31169, TSC-31170, TSC-31171 and 165-2013000508, respectively.
2	One- Storey Office Building	156	Erected on Lot Nos. 17 & 18 both of Block D covered by TCT Nos. 165-2013001063 and TSC-31168, respectively.
3	Perimeter Fence No. 1	27	
4	Warehouse Building No. 2	238	Erected on Lot Nos. 10 & 21 covered by TCT Nos. 165-2013001056 and 165-2013001055, respectively.
5	Perimeter Fence No. 2	180	
6	Concrete Pavement/ Dryer No. 1	195	
7	Perimeter Fence No. 3	297	Erected on Lot Nos. 18, 19, 20, 21, 22, & 23 covered by TCT Nos. 165-2013001053, 165-2014001591, 165-2014001592, 165-2014001593, 165-2014001594, and 165-2013001054, respectively
8	Concrete Pavement/ Dryer No. 2	1,072	

**II. OBJECTIVE**

To engage the services of a private appraisal firm that shall conduct the appraisal of the above mortgaged properties for foreclosure.

**III. QUALIFICATIONS**

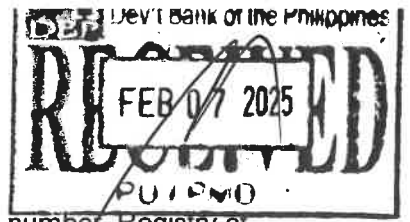
1. The appraisal firm must not have previously conducted the appraisal of the properties. Otherwise, it shall be disqualified to participate in the procurement of the service.
2. The appraisal firm must submit the following:
  - a. Proof of Philgeps Certificate of Registration
  - b. 2025 Valid Mayor's or Business permit;
  - c. Signed Request for Quotation (RFQ);
  - d. Omnibus Sworn Statement; and
  - e. Secretary Certificate (for winning supplier under Partnership/Corporation).

**IV. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **PESOS: SIXTY-FIVE THOUSAND ONLY** (P65,000.00), inclusive of all applicable government taxes and charges, subject to the penalties that may be incurred as stated in Item VI.4 of this TOR, and shall not be adjusted during the contract implementation.

**V. SCOPE OF WORKS****A. LAND**

1. Actual inspection and identification of the 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 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. Its interior, existence/ownership/ legality of access road shall be established
- e. BIR zonal value, if available  
Certificate of verification of title/s at 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/ annotation, if any. Certified true copy of the TD or Certification from the Assessor's Office in case of unavailability of TD shall be submitted.
- f. Market data sources
- g. Approach adopted in the valuation
- h. 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
- i. Existence of creek/easement should be noted.
- j. **Vulnerability assessment in terms of natural and climate induced hazards (e.g. liquefaction, flooding, earthquake, fault line, etc.).**

#### B. BUILDING AND OTHER IMPROVEMENTS

All buildings and improvements found on the property 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. **Market Value (MV)**
- g. Economic Life (EL) and Estimated Remaining Economic Life (EREL)
- h. Encroachments on adjacent property, if any
- i. Encroachment on subject property **and present occupants/s**, if any

#### VI. OTHER TERMS AND CONDITIONS

1. Photographs of all assets shall be provided and properly labelled.
2. All building and improvements found on the property 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 the actual measurement taken, d) Status/ Condition, e) Reproduction Cost, New (RCN), f) Economic Life (EL) and Estimate Remaining Economic Life (EREL), g) Market Value, h) Encroachments on adjacent property, if any, i) Encroachments on subject property, if any and j) Present occupant. **If for any reason whatsoever, actual appraisal/valuation of a property/ies described in Item 1 (A & B) above was not made, Appraisal Fee**

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

- shall be correspondingly decreased due to the incomplete Appraisal work.
3. Description of assets being appraised should follow the herein reflected descriptions (naming conventions, floor area, feature, specifications, **serial number**, etc.). Any discrepancies observed as per actual inspection should be duly noted in the report.
  4. Appraisal Report shall be submitted within **25 calendar days** from the **date of acceptance of the Notice to Proceed** and documents, otherwise, corresponding penalty charges shall be charged accordingly. Should there be correction/s found necessary on the report during the Property Appraisal and Credit Investigation Department's (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. **Penalty is equivalent to one-tenth of 1% of the contract amount for each day delay.**
  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 Services (SOS).
  6. Payment of the appraisal service fee shall be made upon full completion of the engaged services to be facilitated by **the Procurement and Inventory Management Department (PIMD)**, in coordination with the Requesting Department, upon clearance from PACID that the TOR has been fully complied with.
  7. Appraisal Report to be submitted shall be **CONFIDENTIAL**, for the exclusive use of DBP and **shall be not de divulged to the client even though they made the payment for the appraisal service. All pages shall be marked with "CONFIDENTIAL – FOR DBP USE ONLY". It is also understood that the borrower shall not be furnished a copy of the appraisal report nor any part thereof.**
  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.

## VII. PAYMENT

Payment of the contract price shall be subject to submission of the complete documents such as: (a) Updated Tax Clearance, (b) Billing Statement, and (c) statement of Account.

Recommended by:

SIGNED

**SARAH L. MINOLA**  
Acting Remedial Officer

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

Approved by:

SIGNED

**VP AIRENE PETRONILA D. ESTRELLA**  
Head, Remedial Management Department



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	65,000.00	65,000.00		
Account Name : <u>Ofelia Angeles Tan/Ofel Grains Center</u>						

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

### SUPPLIER

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