



**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-25-00005  
Date of Posting/Canvass : 02/12/2025  
Deadline of Submission : 02/18/2025 (9:00 AM)  
Approved Budget for the Contract (ABC) : ₱62,000.00

**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 (For suppliers under Partnership/Corporation);
- Signed Request for Quotation (RFQ).

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

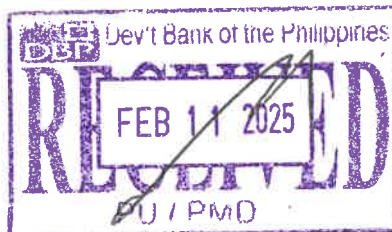
**LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604**

*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  
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 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 Sps. Federico and Maria Theresa Molina particularly described as follows:

##### A. Land

###### Location 1: Brgy. Sta. Cruz, San Manuel, Isabela

TCT No.	Lot No.	Survey No.	Lot Area (sq.m.)	Registered Owner
(T-395038) 035-2018000625	3292	Pls-62	79,662	Wilmer E. Molina married to Ma. Jocelyn Molina
035-2015001409	3293-A	PSD-(AF)-02-082016	10,000	Federico E. Molina, Jr. married to Maria Theresa T. Molina
<b>Total for Location 1</b>			<b>89,662</b>	

###### Location 2: Brgy. Sta. Cruz, San Manuel, Isabela

OCT No.	Lot No.	Survey No.	Lot Area (sq.m.)	Registered Owner
(P-64393) 035-2017000398	3291-B	CSD-02-007355-D	30,000	Wilmer Molina, Single

###### Location 3: Brgy. District III, San Manuel, Isabela

TCT No.	Lot No.	Survey No.	Lot Area (sq.m.)	Registered Owner
(T-388861) 035-2017002031	3057-A	(LRC)PSD-32794	40,000	Dr. Wilmer E. Molina married to Ma. Jocelyn C. Molina

###### Location 4: Brgy. District III, San Manuel, Isabela

TCT No.	Lot No.	Survey No.	Lot Area (sq.m.)	Registered Owner
(T-209640) 035-2017002032	E-2-A	(LRC)PSD-023130-041300	296	Federico Molina, Jr., Single

##### B. Building and Other Improvements

No.	Type of Building / Improvements	Floor Area / Surface Area (sq.m)	Location
1	Tunnel Ventilated Poultry Building (with tunnel ventilation system) No.1	2,023	Location 1
2	Tunnel Ventilated Poultry Building	1,734	

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No.	Type of Building / Improvements	Floor Area / Surface Area (sq.m)	Location
	(with tunnel ventilation system) No.2		
3	Tunnel Ventilated Poultry Building (with tunnel ventilation system) No.3	1,734	
4	Guard House / Shower Room	36	
5	Office Building	50	
6	Bodega	160	
7	Facility Building	648	
8	Poultry Building No. 1 (unfinished)	1,700	
9	Poultry Building No. 2 (unfinished)	1,500	
10	Piggery Building	144	
11	Steel Shed 1	70	Location 2
12	Warehouse	100	Location 3
13	Steel Shed 2	70	
14	Concrete Pavement	1218	Location 4
15	Residential Building	150	

### C. Machineries and Equipment

Location 1: Brgy. Sta. Cruz, San Manuel, Isabela

No.	Type of Machinery / Equipment	Quantity	Location
1	Plastic Matting High Density Polyethylene Plastic Matting, measuring 1 ft. x 2 ft.	6,950 pcs (approx.).	Location 1
2	Generator Set Brand: Denyo 125ES Model: 2007 Rating: 125 KVA Engine No. 6D16-TLE2D Origin: Japan	1	Location 1

## II. SCOPE OF SERVICES (for foreclosure)

### A. OBJECTIVE

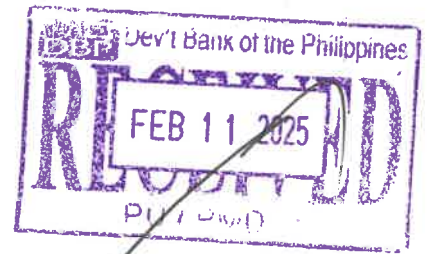
To engage the services of a private appraisal firm that shall conduct the appraisal of the above mortgaged properties for foreclosure.

## III. QUALIFICATIONS

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.

The appraisal firm must be accredited by DBP and must submit the following:

1. Proof of PhilGEPS Certificate of Registration;
2. Valid 2025 Mayor's or Business Permit;



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

#### IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **SIXTY-TWO THOUSAND (P62,000.00)**, inclusive of all applicable government taxes and charges, subject to the penalties that may be incurred as stated in Item VI.4 of this Terms of Reference, and shall not be adjusted during the contract implementation.

#### V. SCOPE OF WORKS

##### A. Land

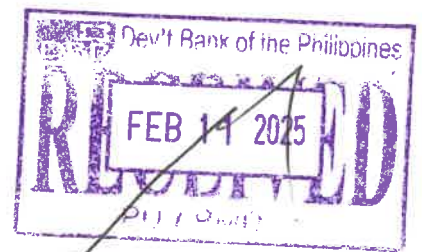
1. Actual inspection and identification of the properties shall be conducted.
2. Appraisal Report shall include the following:
  - a. Description of the property based on the title/TD (Title/TD number, Registry of Deeds/Assessor's Office, location, approved survey plan, lot/block number, boundaries, 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.
  - j. Existence of creek /easements should be noted.
  - k. Vulnerability assessment in terms of natural and climate induced hazards (e.g. liquefaction, flooding, earthquake, fault line, etc.)

##### B. Building

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

1. Exact parcel where structure is located if more than one lot is being appraised
2. Detailed description of the structure
3. Floor Area Based on actual measurement taken
4. Status/Condition

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5. Market Value
6. Reproduction Cost, New (RCN)
7. Economic Life (EL) and Estimated Remaining Economic Life (EREL)
8. Encroachments on adjacent property, if any
9. Encroachments on subject property, if any and present occupant
10. Certificate of verification of TD 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.

**C. Machinery/Equipment**

Physical inventory, verification and inspection shall be conducted, and the following shall be reported:

1. Description/specifications of the unit/s
2. Serial Number/s
3. Status/Condition
4. Market Value
5. Manner of Installation
6. Replacement Cost, New (RCN)
7. Economic Life (EL) and Estimated Remaining Economic Life (EREL)
8. Specific building/location where the unit is installed/located
9. Certificate of verification of TD 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.

**VI. OTHER TERMS AND CONDITIONS**

1. Photographs of all assets shall be provided and properly labeled.
2. If for any reason whatsoever, actual appraisal/valuation of the properties described above was not made, the appraisal fee shall be correspondingly decreased due to incomplete appraisal work.
3. Description of assets being appraised should follow the herein reflected descriptions (naming conventions, floor area, features, specifications, serial numbers, etc.). Any discrepancies observed as per actual inspection should be duly noted on the report.
4. Appraisal Report shall be submitted within twenty (20) **calendar days** from the date of the acceptance of Notice to Proceed, otherwise, corresponding penalty charges shall be charged accordingly. 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 pick-up of 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.**
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 not be divulged to the client. All pages shall be marked with "CONFIDENTIAL – FOR DBP USE ONLY". It is also understood that the borrower shall not be furnished with a copy of the appraisal report nor any part thereof.

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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:

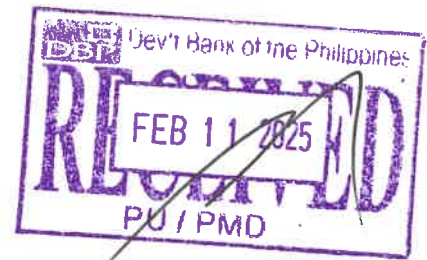
SIGNED

**AVP ROSEMARIE P. YOUNG**  
Special Assets Officer

### Approved by:

SIGNED

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



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



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	62,000.00	62,000.00		
Account Name : Sps. Federico & Maria Theresa Molina						

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

### SUPPLIER

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