



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



THIRD PARTY APPRAISAL SERVICES TERMS OF REFERENCE

ENGAGEMENT OF PRIVATE APPRAISAL FIRM FOR CABANATUAN LENDING CENTER- NORTH & CENTRAL LUZON LENDING GROUP, DEVELOPMENT BANK OF THE PHILIPPINES

I. RATIONALE

The North and Central Luzon Lending Group 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 **MAKOBBI DISTRIBUTORS INC.** particularly described as follows:

A. Land

No	TCT / No.	Lot No.	Survey No.	Lot Area (sq.m.)	Registered Owner
Location1: Circumferential Road, Brgy. Barrera District, Cabanatuan City, Nueva Ecija					
Two (2) parcels of contiguous titled land with the following particulars:					
1	(T-136895) 046- 2017005685	10/-	Consolidated Subdivision Plan	640	Luis Q. Mutuc married to Rosario Mutuc; Melvinh Mutuc, single
2	(T-136894) 046- 2017005686	1860- B	(LRC) Psd-40738	4,469	
Total				5,109 sq. m. more or less	
Location2: Avida Settings, Brgy. Sta. Arcadia, Cabanatuan City, Nueva Ecija					
Four (4) contiguous parcels of individually titled "through and through" lots with the following details:					
1	046- 2020001980	5/22	Pcs-03-187974	172	Melvinh Manio Mutuc, single
2	046- 2020000404	6/22	Pcs-03-187974	172	
3	046- 2020000089	7/22	Pcs-03-187974	172	
4	046- 202000402	8/22	Pcs-03-187974	172	
Total				688 sq. m. more or less	
Location3: Brgy. Ligtasan-Gomez Subd., Tarlac City					
Two (2) parcels adjoining lots, with the following particulars:					
1	(374964) 043- 2023018938	1/8	Psd-33240	323	Rosario Manio married to Luis Q.

2	(374965) 043- 2023018939	2/8	Psd-33240	270	Mutuc and Lourdes Manio, single
Total				593 sq. m. more or less	

B. Condominium

No	TCT / No.	Unit No.	Floor No.	Tower	Unit Area (sq.m.)	Registered Owner
Location3: Unit No. 0622, 6 th Floor, Sea Residences - Phase I – Condominium Building B, MOA Complex, Pasay City						
1	003- 2015009221	0622	6 th	B	28.50	Sps. Luis Q. Mutuc and Rosario M. Mutuc

C. Building and Other Improvements

No	Type of Building / Improvements	Floor Area/ Surface Area (sq.m.)	Location
1	Office/Canteen	276	Location1: Circumferential Road, Brgy. Barrera District, Cabanatuan City, Nueva Ecija
2	Motorpool Shed 1 (partly encroaching Lot 1860-A)	450	
3	Warehouse Building 1 (partly encroaching Lot 1860-A)	885	
4	Admin Building/Quarters	588	
5	Warehouse Building 2 (partly encroaching Lot 1860-A)	1,360	
6	Fence	173	
7	Motorpool Shed 2 (encroached with Lot 1860-A)	-	

II. SCOPE OF SERVICES

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 should not have 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. 2024 Valid Mayor's or Business Permit; and
3. Signed Request for Quotation (RFQ)

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **SIXTY THOUSAND PESOS & 00/100 (P60,000.00)**, inclusive of all applicable government taxes and charges, subject to the penalties that may be incurred as stated in Item VI.3 of this Scope of Services and shall not be adjusted during the contract implementation.

V. SCOPE OF WORKS

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 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 evaluation.
 - 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/easement should be noted.
 - K. **Vulnerability assessment in terms of natural and climate induced hazards (e.g. liquefaction, flooding, earthquake, fault line, etc.)**

Condominium

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 9Title/TF number, Registry of Deeds/Assessor's Office, location)
 - B. Physical/Actual description of the properties
 - C. Community Facilities (Street improvements, utilities, amenities in the area, nearest/significant landmarks, etc.)
 - D. **Condominium facilities/Amenities**
 - E. BIR zonal value, if available
 - F. Certificate of verification of title/s at the Registry of Deeds and 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.
 - G. Market data sources.
 - H. Approach adopted in the valuation.
 - I. Diagrammatic Floor Plan of the units

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. Economic Life (EL) and Estimated Remaining Economic Life (EREL)

- G. Encroachments on adjacent property, if any.
- H. Encroachments on subject property, if any.

VI. OTHER TERMS AND CONDITIONS

1. Photographs of all assets shall be provided and properly labeled.
2. All buildings and improvements found on the property on location 2 and 3, if any, shall be properly identified to include the following: 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 and present occupant.
3. Description of assets being appraised should follow the herein reflected descriptions (naming conventions, floor area, features, specifications, etc.). Any discrepancies observed as per actual inspection should be duly noted in the report.
4. Appraisal Report shall be submitted within **20 calendar days** from the date of pick-up the Notice to Award and documents, otherwise, corresponding penalty charges stipulated in the Accreditation Agreement 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 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 Works (SOW).
6. Payment of the appraisal service fee shall be facilitated by the requesting department upon clearance from PACID that the SOW has been fully complied with.
7. Appraisal Report to be submitted shall be **CONFIDENTIAL**, for the exclusive use of DBP and shall not be disclosed to the borrower even if payment was made by the borrower.
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 made upon full completion and acceptance of the appraisal report by the representative of the Bank.

Recommended by:


AVP KRISTINE JOY M. YAMBAO
Head, Cabanatuan Lending Center

Approved by:


SVP CATHERINE T. CAMARAO
Head, North & Central Luzon Lending Group