



## REQUEST FOR QUOTATION

Date : \_\_\_\_\_

RFQ No.: \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number(requiredpriorito award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Third Party Appraisal** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **November 03, 2022 at 10:00am**. A copy of your **latest Business/Mayor's Permit and Philgeps Registration/BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734/1742 or email address at [blagazo@sbcorp.gov.ph](mailto:blagazo@sbcorp.gov.ph); [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph).

  
**Rowena G. Betia**  
BAC Chairperson

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements. Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item #	Item & Description	Qty.	Unit Price

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p><b>OUTSOURCING OF THIRD-PARTY APPRAISAL COMPANY</b>  <b>SB CORP ROPA FOR DISPOSAL</b></p>	
<p><b>I. OBJECTIVE</b>            To determine the appropriate market valuation of SB Corp properties/assets for disposal/sale to be conducted by third-party professional and/or licensed property appraisers in accordance with International Valuation Standards (IVS) or the Generally Accepted Valuation Principles (GAVP) or best practice in the valuation profession.</p>	
<p><b>II. METHODOLOGY</b>            The valuation study of third-party appraiser/appraisal companies shall conform to the provisions of the International Valuation Standards (IVS) or Philippine Valuation Standards (PVS). It shall further comply with standard valuation approaches such as the direct market comparison approach, the cost approach, and income approaches.</p>	
<p><b>III. SCOPE OF WORK</b>            The services to be provided by third-party appraiser/appraisal companies would include among others:</p> <ol style="list-style-type: none"> <li>1. Inspection and valuation of land and improvements, proper identification of the property and investigation of the utility, environment market condition, sales and holding prices of similar land and supplemented by informed local opinions and records of judgment;</li> <li>2. Using appropriate appraisal technique</li> </ol>	

<p>giving due consideration to all elements of costs to arrive at an estimate of the MARKET VALUE; and,</p> <p>3. Preparation of two (2) copies of the valuation/appraisal report, which shall summarize the principles, methodology and valuation procedures applied and appraisal results developed.</p>	
<p><b>IV. APPRAISAL FEE</b></p> <p>The appraisal fee for the service rendered by the third-party appraiser/appraisal company to be charged to SB Corp shall be the least cost among the submitted quotations (inclusive of VAT) and other related charges.</p> <p>Payment shall be subject to the following:</p> <ul style="list-style-type: none"> <li>• 50% down payment upon acceptance of proposal, balance upon submission of final valuation report</li> </ul>	
<p><b>V. DOCUMENTS TO BE PROVIDED TO THIRD-PARTY APPRAISER</b></p> <ol style="list-style-type: none"> <li>1. Transfer of Certificate of Titles</li> <li>2. Tax Declaration (Land)</li> <li>3. Location/Vicinity Map;</li> <li>4. Contact person/telephone numbers</li> <li>5. Letter of Authority to inspect the property</li> </ol>	
<p><b>VI. DELIVERABLES &amp; TIMELINE</b></p> <ol style="list-style-type: none"> <li>1. Submission of Appraisal Report shall be within 10 to 15 days upon receipt of SB Corp Terms of Reference (TOR).</li> <li>2. Final Appraisal Report shall be submitted in hard copies (2 copies) and digital copy, if available.</li> <li>3. Soft copies of the property/ies photos shall be likewise submitted</li> </ol>	
<p><b>VII. BUDGET ALLOCATION</b></p> <p>The budget allocation for the appraisal of eight (8) properties is estimated at Php120,000.00</p>	

<b>DELIVERY REQUIREMENT</b>	
a) 1 lot (consisting of 8 properties)	
b) Submission of Appraisal Report shall be within 10 to 15 days upon receipt of SB Corp Terms of Reference (TOR).	
c) Final Appraisal Report shall be submitted in hard copies (2 copies) and digital copy, if available.	
d) Soft copies of the property/ies photos shall be likewise submitted	
<b>Terms of Payment: Check payment, 15 days after delivery</b>	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
<b>P 120,000.00 Tax inclusive</b>			In words _____  In figures: _____

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_

**ROPA FOR EXTERNAL APPRAISAL**

<b>GROUP</b>	<b>ASSET CODE</b>	<b>TCT/TD NO.</b>	<b>LOCATION</b>	<b>AREA (SQM)</b>	
NLG	1 AIE-01	T-28497	Luciente II, Bolinao Pangasinan	5,884	Land only
	2 ARL-01	T-26714	Brgy. Villa Santiago, Aglipay, Quirino	37,483	Land only
	3 RAM-01	T-330029,30 & 31	Bo. San Antonio, Delfin Albano, Isabela	800	Land with improvement
	4 CYR-01	035-2014000754	Brgy. Simanu Norte, San Pablo, Isabela	49,999	Land only
	5 TUG-01	T-27281	Bo. Zamora. Cabarroguis, Quirino	1,138	Land only
	6 VIL-01	T-24315	Caparispisan, Pagudpod, Ilocos Norte	2,000	Land only
	7 MON-01	ARP-2010-03001-103962	Int 220M. Asin Road, Brgy. San Roque, Baguio Benguet	260	Land only
	8 FIV-01	T-21445	Bgy. 49-B, Raraburan, Laoag City	18,561	Land only

## **TERMS OF REFERENCE**

### **OUTSOURCING OF THIRD-PARTY APPRAISAL COMPANY SB CORP ROPA FOR DISPOSAL**

#### **I. OBJECTIVE**

To determine the appropriate market valuation of SB Corp properties/assets for disposal/sale to be conducted by third-party professional and/or licensed property appraisers in accordance with International Valuation Standards (IVS) or the Generally Accepted Valuation Principles (GAVP) or best practice in the valuation profession.

#### **II. METHODOLOGY**

The valuation study of third-party appraiser/appraisal companies shall conform to the provisions of the International Valuation Standards (IVS) or Philippine Valuation Standards (PVS). It shall further comply with standard valuation approaches such as the direct market comparison approach, the cost approach, and income approaches.

#### **III. SCOPE OF WORK**

The services to be provided by third-party appraiser/appraisal companies would include among others:

1. Inspection and valuation of land and improvements, proper identification of the property and investigation of the utility, environment market condition, sales and holding prices of similar land and supplemented by informed local opinions and records of judgment;
2. Using appropriate appraisal technique giving due consideration to all elements of costs to arrive at an estimate of the MARKET VALUE; and,
3. Preparation of two (2) copies of the valuation/appraisal report, which shall summarize the principles, methodology and valuation procedures applied and appraisal results developed.

#### **IV. APPRAISAL FEE**

The appraisal fee for the service rendered by the third-party appraiser/appraisal company to be charged to SB Corp shall be the least cost among the submitted quotations (inclusive of VAT) and other related charges.

Payment shall be subject to the following:

- 50% down payment upon acceptance of proposal, balance upon submission of final valuation report

**V. DOCUMENTS TO BE PROVIDED TO THIRD-PARTY APPRAISER**

1. Transfer of Certificate of Titles
2. Tax Declaration (Land)
3. Location/Vicinity Map;
4. Contact person/telephone numbers
5. Letter of Authority to inspect the property

**VI. DELIVERABLES & TIMELINE**

1. Submission of Appraisal Report shall be within 10 to 15 days upon receipt of SB Corp Terms of Reference (TOR).
2. Final Appraisal Report shall be submitted in hard copies (2 copies) and digital copy, if available.
3. Soft copies of the property/ies photos shall be likewise submitted

**VII. BUDGET ALLOCATION**

The budget allocation for the appraisal of eight (8) properties is estimated at Php120,000.00.