



REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Third Party Appraisal Company** 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 **January 24, 2024 at 10:00am**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized), ITR (latest) and 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 or email address at jbperez@sbcorp.gov.ph; jparpan@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:

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p style="text-align: center;">TERMS OF REFERENCE</p> <p style="text-align: center;">OUTSOURCING OF THIRD-PARTY APPRAISAL COMPANY</p> <p style="text-align: center;">SB CORP ROPA FOR DISPOSAL</p> <p>I. OBJECTIVE</p> <p>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), Generally Accepted Valuation Principles (GAVP), Philippine Valuation Standards (PVS), or best practice in the valuation profession.</p> <p>II. METHODOLOGY</p> <p>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>III. SCOPE OF WORK</p> <p>The services to be provided by third-party appraiser/appraisal companies would include among others:</p> <p>1. Inspection and valuation of lands and improvements, exact identification and pin-pointing of the property and investigation of the utility, environment market condition, sales and holding</p>	

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;

3. Preparation of two (2) hard copies and digital copy in JPG of photos and PDF format of the valuation/appraisal report, which shall summarize the principles, methodology and valuation procedures applied and appraisal results developed; and

4. Provide disclosures in the Appraisal Report if with/without road right of way or any other liens/encumbrances in the subject property.

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 50% down payment upon acceptance of proposal, balance upon submission of final valuation report and digital copy.

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 in JPG and PDF format.

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<p>3. Photographs of all road access if interior, road right of way, community facilities, significant landmarks, market data sources, and among others shall be properly labelled and be provided in the hard copies and digital copy.</p> <p>VII. BUDGET ALLOCATION</p> <p>The budget allocation for the appraisal of sixteen (16) properties is estimated at Php 331,000.00</p> <p>(see attached list of sixteen (16) properties)</p>	
DELIVERY REQUIREMENT	
a) 1 lot	
b) SBCorp Makati Head Office	

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.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
Php331,000.00 Tax Inclusive			In words _____ _____ In figures: _____

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. 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: _____



PROPERTIES FOR EXTERNAL APPRAISAL

	ASSET CODE	TCT NO.	LOCATION	AREA	
NORTH LUZON					
1	NAG-03	042-2016013857	The Lakeshore Subd., Panipuan, Mexico. Pampanga	367	LAND
2	TAR-02	040-2017012656	Brgy. Tambobong, Bocaue, Bulacan	2097	LAND
SOUTH LUZON					
3	GUZ-01	058-2010000456	Bo. Callos, Sta. Cruz, Laguna	1472	LAND
4	TAA-01	T-149045	No. 525, Int. Protacio St., San Roque, Pasay City	324.5	LAND
5	PEN-02	060-2014005274	San Antonio Village, Paciano, Rizal, Calamba, Laguna	229	WITH IMPROVEMENT
VISAYAS					
6	GOL-01	092-2010-000543	Purok Villamar, Bo. Mandalagan, Bacolod, Negros Occ	1263	WITH IMPROVEMENT
7	ALP-01	TD-02-0001-00747	Cangcaya, Poblacion, Alcoy, Cebu	2110	LAND
8	ROM-01	T-63866	Brgy. Casili, Mandaue, Cebu	3257	WITH IMPROVEMENT
9	SOG-01	117-2016000523	Brgy. Sta. Cruz, Bondoc, Leyte	17899	WITH IMPROVEMENT
MINDANAO					
10	DIN-02	T-92091	Koronadal, South Cotabato	375	LAND
11	SEM-02	T-71210	Digos, Davao del Sur	1800	LAND
12	REY-01	T-103131	1 st Road, Calumpang, Gen. Santos City	2737	LAND
13	RRA-01	P-54533	Brgy. Katipunan, Panabo, Davao del Norte	8835	LAND
14	TOM-01	133-2016000546	lot 2929-B, Kalugman, Manolo, Fortich, Bukidnon	57030	LAND
15	TAY-01	T-95957	Sitio Silangan, Brgy Centrala, Surallah, South Cotabato	19,355	LAND WITH IMPROVEMENT
16	ANC-04	T-123617	Koronadal, South Cotabato	275	LAND