



AFP Retirement and Separation Benefits System

424 Capinpin Avenue, Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION

Please quote your lowest price on the project listed below, subject to the Terms of Reference hereto attached. Submit your quotation duly signed by your representative not later than **04:00 p.m.** on **16 November 2020** to this address:

**Property Management and Enhancement Department
AFP Retirement and Separation Benefits System
2nd Floor, AFPRSBS Building, 424 Capinpin Ave. Camp General Emilio Aguinaldo
Quezon City**

Name of Project/ Brief Description	PROCUREMENT OF APPRAISAL SERVICES FOR THE VARIOUS RSBS' REAL ESTATE PROPERTIES
Approved Budget for the Contract (ABC)	FIVE HUNDRED THOUSAND PESOS & 00/100 (Php 500,000.00)

NOTES:

1. All entries in the Quotation Form shall be typewritten.
2. Quotation Form shall be submitted in a **sealed envelope**.
3. Accreditation requirements shall be submitted in a **separate sealed envelope**, which shall include the following:
 - a) Copy of Philippine Government Electronic Procurement System (PhilGEPS) Platinum Registration Certificate
 - b) Copy of Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) Registration Certificate
 - c) Copy of current Mayor's/Business Permit
 - d) Current Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR
 - e) Resume of the licensed Real Estate Appraiser who will oversee the project, with photocopy of valid and current PRC ID
 - f) Resume of personnel/staff who will undertake the appraisal works
 - g) Income /Business Tax Return for the immediate preceding calendar year

- h) Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form (Annex "A")
- i) Original copy of the Corporate Secretary's Certificate designating the company's authorized representative to submit and sign the bid and sign any and all the contracts and documents pertaining to the placement and acceptance of order (for corporate bidders)

4. SUBMISSION BY ELECTRONIC or ONLINE MEANS

In addition to the submission of sealed bids as discussed in the as stated in the foregoing, Bidders can submit bids thru electronic or online means in accordance with the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 as guided by the following procedures:

- 4.1) All procurement related documents to include the eligibility requirements and bid proposals may be submitted electronically to this e-mail address afprsbsbacsec@gmail.com on or before the closing date and time specified in the Bidding Documents as published in the Philippine Government Electronic Procurement System (PhilGEPS). The electronic documents must be sent through the **bidder's valid company e-mail account** or through the **e-mail address of the bidder's duly authorized representative**.
- 4.2) The receipt of electronic submission shall be acknowledged by the AFPRSBS BAC Secretariat through an e-mailed reply from the official AFPRSBS e-mail account afprsbsbacsec@gmail.com. A Bid receipt page for the official time of submission as well as the e-mail acknowledgment of the submission shall be printed by the AFPRSBS BAC representative for reference and audit trail.
- 4.3) Bid documents to be submitted through electronic means must be saved in two (2) separate compressed archive folders in "**WinRAR**" or "**ZIP**" archive format. These should be sent simultaneously to the afprsbsbacsec@gmail.com. The **first compressed archived folder** which shall contain the technical component of the bid, including the eligibility requirements under Section 23.1 of the IRR for the procurement of Goods and Infrastructure Projects shall be labelled as "**Technical Bid**", while the **second compressed archived folder** which shall contain the financial component of the bid shall be labelled as "**Financial Bid**".
- 4.4) The electronic Bidding Documents contained in each of the compressed archive folders must be **password-protected**. The passwords for accessing the files will be disclosed by the bidders' duly authorized representatives to the AFPRSBS BAC Secretariat only during the actual bid opening which will be done face-to-face through videoconferencing using Google Meet. The invite for the videoconferencing shall be sent to the bidder's valid

company e-mail account and/or e-mail address of the bidder's duly authorized representative.

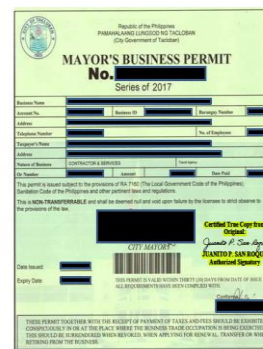
- 4.5) Electronic Bidding Documents not in compressed archive folders and are not password-protected, shall be rejected. However, submitted bids that are not properly compressed and not password-protected may be accepted provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of improperly compressed or not password-protected folder, or for its premature opening.
- 4.6) The Bidding Documents to be submitted through electronic means should be **scanned copies of the original documents** in PDF/JPEG file format. Each scanned document must bear the markings **“Certified True Copy from Original”** **duly signed by the bidder’s authorized signatory.** Each document must be saved in PDF/JPEG file format using this **file name format: “Name of Bidder - Title of the Original Document”**. Examples are shown below:



File Name:
ABC Company – DTI
Certificate of Registration



File Name:
ABC Company – BIR
Certificate of Registration



File Name:
ABC Company – Mayor's
Business Permit

- 4.7) As with manual submission, Bidders may modify or withdraw their electronic bid submission at any time before the deadline for the submission and receipt of bids. Where a bidder modifies its Bid, it shall not be allowed to retrieve its original Bid and shall only be allowed to send another Bid equally secured, properly identified, and labelled as **“Technical Bid Modification”** and **“Financial Bid Modification”**. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Electronic bids submitted after the deadline shall not be accepted.

- 4.8) Electronic Bidding Documents, including the eligibility requirements under Section 23.1 of the IRR, submitted after the deadline shall not be accepted by the BAC Secretariat. The BAC Secretariat shall generate a Bid receipt page for the official time of late submission which should be saved and printed for reference and audit trail. The BAC Secretariat shall likewise record in the minutes of bid submission and opening, the bidder's name, its representative and the time the late bid was submitted.
5. As a Government Owned and Controlled Corporation (GOCC), the AFPRSBS shall deal only with legitimate appraisal firm/companies which issue BIR-registered official receipts (attach photocopy of Official Receipt).
 6. Quoted prices shall be inclusive of applicable taxes and shall be firm and valid for a period for at least thirty (30) days from the date of receipt of quotation and shall be binding upon the company within the period.
 7. Contract shall be awarded to the bidder with the lowest calculated responsive bid.
 8. AFPRSBS reserves the right to post-qualify participating companies and/or to reject any or all submitted quotations without thereby incurring any liabilities to the affected bidder.
 9. Request for Quotation may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) by interested Bidders starting on **04 November 2020**.

Secure copy of the documents needed for the appraisal works from the Property Management and Enhancement Department, AFP Retirement and Separation Benefits System, 2nd Floor, AFPRSBS Building, 424 Capinpin Ave. Camp General Emilio Aguinaldo, Quezon City,

9. For further information, please call at telephone number 912-4718 and look for Mr. Ramon Tancio or Ms. Dolly Bungabong of the Property Management and Enhancement Department (PMED), AFPRSBS.

QUOTATION FORM

ITEM No.	ITEM & DESCRIPTION	PRICE
1	Appraisal services for the various RSBS' real estate properties.	

Name of Bidder : _____

Delivery Period : 120 calendar days

After having carefully read and accepted your conditions above, I/we quote you on the item at prices noted above.

Print Name / Signature

Tel. No. _____

Fax No. _____

e-mail address _____

Date _____

TIN _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any other person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory



TERMS OF REFERENCE

PROCUREMENT OF APPRAISAL SERVICES FOR VARIOUS

AFP-RSBS' REAL ESTATE PROPERTIES

1.0 INTRODUCTION

The intent of this document is to outline the requirements of the project and to secure quotations from appraisers for the appraisal of various real estate properties of AFPRSBS in accordance with Republic Act (R.A.) No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulations.

2.0 THE PROPERTIES FOR APPRAISAL

- 2.1 STA. ROSA, LAGUNA (RAWLANDS) - located in the outskirts of the developed subdivision projects of AFPRSBS in Sta Rosa City, Laguna. Said lots are also intended for expansion of the respective subdivisions developed by AFPRSBS.
- 2.2 MEXICO, PAMPANGA - Identified as Benjamin 9 Northville Subdivision and comprised of developed and undeveloped lots.
- 2.3 CIUDAD VERDE 2 - located in Ulango, Calamba, consists of 26 lots, 19 of which are classified as residential while seven (7) lots are agricultural.
- 2.4 GENERAL SANTOS - located within Brgy. Dadiangas South and Bula, General Santos City.
- 2.5 TANAUAN PROPERTIES – comprised of agricultural lots.
- 2.6 HEAVEN'S GATE MEMORIAL GARDENS II - located in Barangay San Juan, Antipolo City. A developed memorial park which includes concrete roadways, main

guardhouse, landscaping, perimeter fence, concrete parking area, underground drainage system, water supply facility, temporary admission office and a chapel.

2.7 RIVIERA SPORTS AND COUNTRY CLUB, INC. CLUB SHARES

3.0 LIST AND RESPECTIVE DETAILS OF PROPERTIES FOR APPRAISAL

Refer to the attached list in TAB "A"

4.0 OBJECTIVE

The objective of the service is to establish a fair and reasonable valuation of the properties based on market value, prompt sale or forced sale value.

5.0 APPROVED BUDGET FOR THE CONTRACT (ABC)

The procuring entity's Approved Budget for the Contract (ABC) is Five Hundred Thousand Pesos (Php 500,000.00). The ABC is inclusive of value added tax, withholding tax, and other forms of taxes that may be imposed by the Philippine government and/or concerned government agencies in relation to the above project.

6.0 SCOPE OF WORK

6.1 The appraisal service shall cover land and other improvements of the properties enumerated in Section 3. Appraising company shall undertake the appraisal of the listed lots above using the standard appraisal procedure of the Philippines.

6.2 Appraisal reports for the above listed lots shall be submitted to the procuring Entity in two (2) original copies.

6.3 The appraisal service shall cover determination of the Market Value, Prompt/Forced Sale Value and Market Rent of the System's real estate properties. It shall also cover determination of the value of the RSCCI club share in connection with, for submission to BIR.

MARKET VALUE is the estimated amount for which a property may be exchanged on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.

PROMPT/FORCED SALE VALUE is the amount, which may reasonably be received from sale of property within the time frame too short to meet the marketing time frame required by the market value definition.

MARKET RENT is the estimated amount for which a property, or space within the property may be leased on the date of valuation between a willing lessee on appropriate lease terms in arm's length transaction, after proper marketing, wherein the parties had each acted knowledgeably, prudently, and without compulsion.

6.4 The market value, prompt/force sale value and market rent appraisal shall be performed using generally accepted analytical methodologies that are of common use, namely Sales Comparison and Cost Approach.

The valuation of the property shall consider the present condition of the property at the time of the appraisal, without considering future developments or the completion of on- going developments. In addition, the appraisal shall take into account the status of the title to the property, un-cancelled encumbrances, liens and specific rights/limitations imposed by the government. The report shall include a disclosure on the status of the title to the property.

SALES COMPARISON APPROACH considers the sale of similar or substitute properties on cash basis, and related market date within the same or comparable area/location, and establishes a value estimate by process involving comparison. In general, a property being valued is compared with cash sales of similar properties that have been transacted in the market.

COST APPROACH considers the possibility that, as an alternative to the purchase of a given property, one could acquire an equivalent asset that would provide equal utility. This would involve the cost of acquiring equivalent land and constructing an equivalent new structure.

7.0 SPECIFICATION OF SERVICES AND REPORT PRESENTATION

7.1 Purpose, Scope and Date of Appraisal

Briefly describe the purpose, scope, date of appraisal service rendered on the property, its location, the valuation method and the assumptions used as provided in Section 6.

7.2 Neighborhood Data

Conduct a survey on the immediate neighborhood of the subject property to have a data/record on the following:

- a. Compliance to official zoning of the area in which the property is located;
- b. Land Development;
- c. Availability of utility and other public services – i.e. water, power, telephone, sanitation and transportation;
- d. Nature and condition of public roads leading to the property, including alternate routes;
- e. Nuisance and or easement, if any;
- f. Availability and accessibility of amenities – i.e. schools and public markets, hospitals and churches, commercial/business centers, and recreational facilities.

7.3 Property and Location and Identification

Based on technical description as inscribed on the title over the Property, conduct necessary inspection to verify and/or record property information which shall include but not limited to the following:

- a. Property location and identification;
- b. Landmark and distance from main thoroughfares;
- c. Occupants and claimants, if any; and
- d. Developments on the property.

7.4 Land Data

Locate and plot the property to determine boundaries, use and occupancy, illegal encroachments or structures, right of way (usufruct) or the lack thereof, obstruction

that would affect the access to and from the property, easements, and physical characteristics of the land which shall include but not limited to the following:

- a. Size;
- b. Shape and/or terrain;
- c. Elevation in relation to fronting thoroughfare;
- d. Road type and width;
- e. Road frontage; and
- f. Average depth.

Furthermore, the appraiser shall state the following in the report:

- i. zonal classification and zonal value of the property
- ii. whether the Property needs to be re-surveyed by a professional surveyor.

7.5 Highest and Best Use

Determine/report the most optimal use of a Property which is physically possible, appropriately justified, legally permissible, financial feasible and which results in the highest value of the property being realized.

7.6 Valuation

Gather data on the valuation of the Property under appraisal; investigate and identify sale of similar properties within the last two (2) years in the vicinity of the subject Property, whether undervalued or not; and interview people known to be knowledgeable of the real estate prices and circumstances of sales as identified; and, gather property listings including list of sales of similar bank foreclosed properties within the vicinity.

Gather construction cost information for materials, labor, contractor's overhead, profit and fees and provide an estimate of value of existing improvements based on data collected and using appropriate valuation approach.

Describe the work process or approach to value, appraisal considerations and present summary showing the distribution of the Market Value and Market Rent of the Property.

8.0 APPRAISAL REPORT

8.1 The appraisal report shall be comprehensive and must contain data required as indicated in Section 7, and other disclosures essentials to the proper valuation of the Property. The report shall clearly and accurately set forth the conclusions of the valuation in a manner that is not misleading with professional opinion on the Market Value, Prompt/Forced Sale Value, and Market Rent of the Properties. The appraisal report shall be submitted in to (2) original copies **and a soft copy of the report in PDF format and picture of the subject in JPG format with date stamp.**

The appraisal report shall include, but not limited to the following data:

- a. Date as of which the value applies, date of the report and date of inspection;
- b. Basis of valuation, including type and definition of value. When any of the component of the valuation is valued on more than one basis of value, a clear distinction must be made between the bases;
- c. Identification and description of the following:
 1. property rights or interest to be valued;
 2. physical and legal characteristics of the Property, and
 3. classes of property included in the valuation other than the primary property category
- d. Description of the scope/extent of work used to develop the valuation;
- e. All assumptions and limiting conditions upon which the value conclusion is contingent;
- f. Special unusual or extraordinary assumptions and address the probability that such condition will occur; and
- g. Description of the information and data examined, the market analysis performed, the valuation approaches and procedures followed, and the reasoning that supports the analyses, opinions and conclusions in the report.

8.2 The appraisal report shall be accompanied by the following documents:

- a. Pictures of the Properties with date stamp (**camera must have a dater to capture actual date photo was taken; and maps must be scanned in PDF format**).

- b. Compound layouts, plots, plans, vicinity maps, location plans to show the relative location of the Properties to land, building and other land improvements;
- c. Name of occupants, if any, contact number and other relevant circumstances of their occupancy;
- d. Such other documents as may be required by AFPRSBS

9.0 DURATION OF WORK

The Appraiser shall immediately conduct actual ocular inspection and appraisal of the Properties from receipt from AFPRSBS of documents identified in Section 3. Draft appraisal report for the properties must be submitted to AFPRSBS for review and comment weekly and by batch in accordance with agreed timeline. Appraisal work including submission of final reports as reviewed by AFPRSBSC shall be completed within ONE HUNDRED TWENTY (120) calendar days reckoned seven (7) days after receipt of Notice to Proceed (NTP).

10.0 THE PROPOSAL

To facilitate the evaluation process, appraisal firms are to submit a proposal which shall include the following information, among others:

COMPANY BACKGROUND

The section should provide a brief background or profile of the firm.
Please attach the following as annexes:

- a. Company Profile/Brochure
- b. Current Business Permit
- c. List of Key Officers in the Organization

Further, the appraisal firm must comply with the eligibility and financial requirements to be specified in the Request for Quotation that shall be published at Philgeps.

11.0 TERMS OF PAYMENT

- b. An advance/initial payment equivalent to fifteen percent (15%) of the contract price shall be made within seven (7) working days after the effective date of the work order.

- c. Additional payment equivalent to thirty five percent (35%) of the contract price shall be released upon inspection and submission of initial reports on the properties.
- d. Full payment of fifty percent (50%) shall be released upon submission of respective appraisal reports.
- e. All payments shall be subject to expanded withholding taxes and other applicable taxes, and such other deductions as may be mutually agreed upon by both parties.

12.0 LIQUIDATED DAMAGES

The appraiser shall be liable for payment of liquidation damages in case of breach of any provisions of the contract, including a mistake by the Appraiser in the performance of its obligations. The amount of liquidated damages shall be equal to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, AFPRSBS, at its option, may rescind the Contract, without prejudice to other courses of actions and remedies open to it, including the liquidated damages.

Furthermore, AFPRSBS reserves the right to deduct any all of the liquidated damages from any money due or may become due to the appraiser under the terms of the contract, as AFPRSBS may deem convenient and expeditious under the circumstances.

13.0 LITIGATION EXPENSES

In the event that AFPRSBS shall be compelled to seek judicial relief, it shall be entitled to attorney's fees equivalent to ten percent (10%) of the amount claimed in the judicial action, but in no event shall be less than Ten Thousand Pesos (P10,000.00), Philippine Currency, apart from the costs of litigation and other incidental expenses.

14.0 EVALUATION GUIDELINES

Evaluation of bids shall be on the basis of the Lowest Calculated Responsive Bid pursuant to Section 32 under Rule IX, of the Implementing Rules and Regulations of RA 9184.