

## REQUEST FOR PROPOSAL

30 June 2021

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

**RFP No.** TPB-PR.2021.06.235

**PR No.** 6.040 / 12-Jan-2021

### REQUIREMENTS: SERVICES OF A LICENSED PROPERTY APPRAISAL

| Quantity       | Particulars  | Estimated Unit Price              | Estimated Total Amount |          |            |                |                               |                               |           |                |                               |                                   |           |            |           |
|----------------|--|-----------------------------------|------------------------|----------|------------|----------------|-------------------------------|-------------------------------|-----------|----------------|-------------------------------|-----------------------------------|-----------|------------|-----------|
| 1 LOT          | <p><b>TOURISM PROMOTIONS BOARD (TPB)<br/>PROPERTY APPRAISAL</b></p> <p><b>SUBJECT PROPERTIES / DESCRIPTION</b></p> <table border="1"> <thead> <tr> <th>Property No.</th> <th>TCT No.</th> <th>Location</th> <th>Area (sqm)</th> </tr> </thead> <tbody> <tr> <td>Property No. 1</td> <td>Certificate of Title No. 4935</td> <td>Unit 7, 4<sup>th</sup> Floor</td> <td>247.05sqm</td> </tr> <tr> <td>Property No. 2</td> <td>Certificate of Title No. 4934</td> <td>Unit 10-17, 4<sup>th</sup> Floor</td> <td>1068.1sqm</td> </tr> </tbody> </table> <p><b>SCOPE OF WORK / EXPECTED OUTPUT</b></p> <p>Conduct an ocular inspection of the Properties and the improvements introduced thereto, and determine their size, quality, character, utility, condition and maintenance.</p> <p>Determine local market conditions and holding prices of comparable properties in the area, and include supporting documents for verification purposes.</p> <p>Determine the Fair Market Value (FMV) and Market Rent of the property on an “as-is-where-is-basis”.</p> <p>Perform the market value and market rent appraisal using both Sales Comparison Approach and Cost Approach. The valuation of the property shall consider the present condition of the property at the time of the</p> | Property No.                      | TCT No.                | Location | Area (sqm) | Property No. 1 | Certificate of Title No. 4935 | Unit 7, 4 <sup>th</sup> Floor | 247.05sqm | Property No. 2 | Certificate of Title No. 4934 | Unit 10-17, 4 <sup>th</sup> Floor | 1068.1sqm | P40,000.00 | P40,00.00 |
| Property No.   | TCT No.  | Location                          | Area (sqm)             |          |            |                |                               |                               |           |                |                               |                                   |           |            |           |
| Property No. 1 | Certificate of Title No. 4935  | Unit 7, 4 <sup>th</sup> Floor     | 247.05sqm              |          |            |                |                               |                               |           |                |                               |                                   |           |            |           |
| Property No. 2 | Certificate of Title No. 4934  | Unit 10-17, 4 <sup>th</sup> Floor | 1068.1sqm              |          |            |                |                               |                               |           |                |                               |                                   |           |            |           |

|          |  |  |  |
|----------|--|--|--|
|          | <p>appraisal, without considering future developments or the completion of on-going developments.<br/>Indicate the current zonal value and market and assessed values issued by the Assessor's Office with supporting documents.</p> <p><b>DELIVERABLES / APPRAISAL REPORT</b></p> <p>The appraisal report shall include, but not be limited to, the following data:</p> <p>a. Date as of which the value applies, date of the report and date of inspections;</p> <p>b. Basis of valuation, including type and definition of value.</p> <p>Briefly describe the purpose, scope, date of appraisal service rendered on the property, and improvements thereon, its location, the valuation method and the assumptions used. Determine local market conditions and holding prices of comparable properties in the area and include supporting documents for verification purposes.</p> <p>The appraisal report shall be comprehensive and must contain data required as indicated in Section IV., and other disclosures essential to the proper valuation of the Property.</p> <p>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, and Market Rent of the Properties.</p> <p><b><i>*See attached Terms of Reference (TOR) for the detailed scope of works, rating criteria for the technical proposal, methodology and other details*</i></b></p> |  |  |
| Terms    | As stated in the TOR   |  |  |
| Delivery | As stated in the TOR   |  |  |
| ABC      | Approved Budget for Contract (ABC) is P40,000.00 inclusive of all applicable taxes   |  |  |

Please submit your **proposal and legal documents** thru email at [genesis\\_lee@tpb.gov.ph](mailto:genesis_lee@tpb.gov.ph) not later than **09 July 2021 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

The proposal shall be in **compressed file folder** for easy identification, the subject shall be in this format: **PROPERTY APPRAISAL\_<Company Name>**

Thank you very much.



**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person **(MISS) GENESIS WEIYN B. LEE**

Note: **All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following proposals to be eligible to participate in the bidding:

#### **LEGAL PROPOSAL**

1. Mayor's / Business Permit 2021
2. PhilGEPS Registration Certificate
3. Latest Income/Business Tax Return
4. Company Profile
5. Omnibus Sworn Statement

#### **TECHNICAL PROPOSAL**

1. DTI/SEC Registration Certificate
2. Curriculum Vitae of Proposed Team Leader, with the total number of years of experience
3. Licensed Real Estate Appraiser and a copy of relevant license, PRC License Card, etc.
4. Methodology & Work Plan for Performing the Project
5. Statement of the list of similar projects conducted for Philippine Government Agencies within the last 5 years, including the title of the project, name of Government Agency and approved budget for the contract
6. Description of the Methodology & Work Plan for Performing the Project

#### **FINANCIAL PROPOSAL**

The financial proposal contains the bid of the interested supplier which shall be within the ABC.