



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2018- 021

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the items stated below, in accordance with Section 53.9 **Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

Amendment to S-APP 2018-2 Ref. #	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
f.3	201805116	Hiring of an Independent Appraiser	Php 100,000.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Certificate of Membership in any of the following associations:
 - a. Philippine Association of Realty Estate Board (PAREB)
 - b. Institute of Philippine Real Estate Appraisers (IPREA)
 - c. Philippine Association of Realty Appraisers (PARA)
5. Omnibus Sworn Statement (to be submitted upon award) (Attachment 3)
6. Appraiser should be SEC accredited

SEC Condition of Sale:

1. Delivery Schedule: Twenty-One (21) calendar days from receipt of approved PO/NTP
2. Bid Validity: Sixty (60) calendar days from submission of bids
3. Delivery Site: General Services Division, 3rd/F Secretariat Building, PICC Complex, Pasay City

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than **10:00 A.M. of July 16, 2018** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually or through Facsimile No. 818-5330.

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


EMMANUEL Y. ARTIZA
Chairman, BAC

PRICE QUOTATION FORM
RFQ. 2018-021

Date: _____

The Bids and Awards Committee
c/o Procurement Division
3rd Floor, Secretariat Building,
PICC Complex, Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

Item no.	Article and Descriptions	Qty	Unit price	Total Price (VAT Inclusive)
1	Hiring of an Independent Appraiser (See Attachment 2 for minimum Technical Specifications)	1 lot	P _____	P _____

AMOUNT IN WORDS: _____

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name : _____
 Contact no. : _____

TERMS OF REFERENCE FOR THE HIRING OF AN INDEPENDENT APPRAISER

I. Background of the Project Engagement

The Securities and Exchange Commission (SEC) Head Office is currently leasing with the Philippine International Convention Center (PICC), whose contract commenced on April 1, 2016 and will expire on March 31, 2019, and continuously studying/looking for options for a proposed permanent Office Building, suitable for its employees including a five-year projection for the expansion.

II. Engagement Purpose and Coverage

These terms of reference shall apply to the appraisal work for the proposed permanent SEC Head Office Building, located within the Business District of Makati City.

The objective of the said engagement is to establish a fair and reasonable valuation of the property based on current market value, as well as market rent/current lease rate for possible renting/leasing of the property.

III. Scope of Work

1. The appraisal service shall cover land, building and other improvements of the property. It shall also cover determination of the Market Value and Market Rent of the property on an "as-is-where-is-basis".

MARKET VALUE is the estimated amount for which the 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.

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

2. The market value and market rent appraisal shall be performed using the 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. The appraisal shall also take into account the status of the title to the property. In the case of improvements thereon, the appraiser shall also determine the value of the components and other facilities such as generator sets, elevators, air-conditioning, pumps, and other equipment.

In the case of improvements thereon, the appraiser shall also determine the value of the components and other facilities such as generator sets, elevators, air-conditioning, pumps, and other equipment.

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.

IV. Specification of Services and Report Presentation

1. The appraiser in his report must identify the purpose of the work, scope, date of appraisal service rendered on the property, and improvements thereon, its location, the valuation method and the assumption used provided in item no.3.
2. Based on the technical description as inscribed on the title over the Property, the appraiser must conduct inspection to verify and/or record property information which shall include but not be 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.
3. The appraiser must 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.

Also, the appraiser must conduct title verification through examination of the corresponding Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) on file with the proper Register of Deeds. Report all recorded liens, encumbrances or restrictions, e.g. Notice of Lis Pendens. All processes adopted and findings should be specifically reported. 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.
4. Based on the conduct of inspection of improvements, the appraiser must be able to determine the floor area, number of rooms, nature, make or type, materials used, economic life, extent and condition of existing improvements.
5. Determine/report the most advantageous use of the Property which is physically possible, appropriately justified, legally permissible, financially feasible and which results in the highest value of the property being realized.
6. Gather data on the valuation of the Property under appraisal; investigate and identify sale of comparable properties within the last two (2) years in the vicinity of the subject Property, and interview people known to be knowledgeable of real estate prices and circumstances of sale as identified; and, gather property listings including list of sales of 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.

V. Appraisal Report

1. The appraisal report must be complete and must contain the data required/specified in Section V, and other disclosures vital 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, and Market Rent of the Properties. The appraisal report shall be submitted in two (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 be 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 interests to be valued;
 2. physical and legal characteristics of the Property;

3. classes of property included in the valuation other than the primary property category and,
 4. inventory of building equipment and facilities, i.e. elevators, generator sets, air-conditioning, pumps, etc.
- 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.
2. The appraisal report shall be accompanied by the following documents:
 - a. Certified true copy of OCTs or TCTs covering the Properties on file with the Register of Deeds;
 - b. 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);
 - c. Compound layouts, plots, plans, vicinity maps, location plans to show the relative location of the Properties to land, building and other land improvements;
 - d. Name of occupants, if any, contact number and other relevant circumstances of their occupancy;
 - e. Latest real estate tax assessment and other unpaid dues/assessments; and
 - f. Such other documents as may be required by SEC.

VI. Duration of Work

The Appraiser shall immediately conduct actual ocular inspection and appraisal of the Property upon receipt of the Notice to Proceed.

Draft appraisal report for the property must be submitted to SEC for review and comments. Appraisal work including submission of final reports as reviewed by SEC shall be completed within three (3) weeks from the engagement date.

Omnibus Sworn Statement

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

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 of *[Name of Bidder]* *[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, 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;

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. I did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__, affiant exhibiting to me his/her _____ *(Government issued ID name, number and validity date)*

(Notary Public)

Until _____

PTR No. _____

Date _____

Place _____

TIN _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Bidder's Representative/Authorized Signatory

[JURAT]