



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

1st Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2023-001
RFQ Date:	3/28/2023
Approved Budget for the Contract (ABC)	₱775,000.00
Mode of Procurement	Highly Technical Consultant
PR No.	2023-399
PR Date:	3/22/23
End-user:	City Mayor's Office

Procurement Title/Category: Consulting Services

Please quote your lowest price for the item(s) listed below, subject to terms and conditions stated hereunder and submit your sealed quotation duly signed by your representative to our office not later than **9 o'clock** in the morning, of **April 4, 2023**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **April 4, 2023**.

Sgd. JONATHAN R. HIJADA
BAC Chairman

Terms & Conditions:

- All entries must either be typewritten or legibly handwritten;
- Delivery Period: within (90) ninety days upon receipt of Purchase Order (PO) or as may be required by the appropriate authority. Administrative penalties pursuant to Rule XXXIII, Section 69 of RA 9184 shall be imposed for non-delivery without valid reason;
- Quoted price shall be valid for a period of (6) months;
- Documents to be attached upon submission of this quotation:
 - Valid Mayor's Business Permit
 - PhilGEPS Registration Number/Organization ID Number
 - Professional License/Curriculum Vitae (Consulting Services)
 - Brochure showing brand, model and specifications of the product being offered, if applicable.
 - All photocopied documents submitted shall be a certified copy from the original.
 - All documents must be enclosed in a properly labeled and sealed envelope, indicating the PR No.
- Condition Stated under the Terms of Reference shall be supplementary to this Request for Quotation.
- The BAC shall conduct the alternative procurement process in accordance with RA 9184 and its 2016 RIRR.

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1.	Appraisal Technical Services (See attached Term of Reference for technical specifications)	1	Lot		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
Delivery Period: _____ days upon receipt of the PO Price valid until: _____

After having carefully read and accepted your General Conditions (terms and conditions), I/We quote you on the item(s) at prices provided above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the terms and conditions specified by your procuring entity.

Printed Name/Signature/Date

Contact Number



Republic of the Philippines
Tacloban City
Office of the City Mayor

TERMS OF REFERENCE (TOR)

Technical Services for the Appraisal of affected properties of the Tacloban Airport Development Project.

I. Background of the Project Engagement

The development of Tacloban Airport has been included among the priority projects of the National Government. The Department of Transportation (DOTr) has entered into and between the Local Government of Tacloban (LGU-Tacloban) a Memorandum of Agreement to expedite the Acquisition of a Right-Of-Way Site or location for this project.

In the line of accelerating the development of the project, the LGU-Tacloban shall procure the services of an Independent Property Appraiser (IPA) for the purpose of undertaking property appraisal and related activities.

II. Engagement Purpose and Coverage

These terms of reference shall apply to the affected property of Tacloban Airport Expansion Project appraisal work at Brgy. 88 San Jose Tacloban City.

The objective of the said engagement is to establish a fair and reasonable valuation of the property based on current market value.

III. Scope of Work

1. The appraisal service shall cover land, building, and other improvements of the property. The participating appraiser/s undertake and commit that it will promptly and fully perform the said services in accordance with the requirements and specifications of DOTr and or the LGU-Tacloban in determining the fair market value of the seventy-six (76) affected properties.

IV. Specification of Services and Report Presentation

1. The participating appraiser/s in his report must identify the purpose of the work, scope, date of appraisal service rendered on the property, improvements thereon, its location, and the valuation method.
2. Based on the technical description as inscribed on the title of the Property, the appraiser must conduct an inspection to verify and /or record property information which shall include but not be limited to the following:

- a. Property location and identification;
- b. Occupants and claimants, and
- c. Developments on the property.

3. Based on the conduct of inspection of improvements, the appraiser/s 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.

4. The participating appraiser/s undertakes to complete and submit each appraisal report within the period specified below upon receipt of the Notice to Proceed (NTP), for review, evaluation, and approval. Subsequent submission of each final report shall not exceed three (3) calendar days from return by LGU-Tacloban of reviewed appraisal reports to the Appraiser/s.

NO	No. of lots	No. of calendar days for completion
1	76	90 days

Prioritization of the list of lots must be at the discretion of DOTr.

V. Terms of Payment

1. Advance payment for mobilization of **fifteen percent (15%)** of the total Contract Amount shall be given to the consultants within sixty (60) calendar days from signing of the contract and upon submission of an irrevocable letter of credit or bank guarantee issued by a universal or commercial bank and with a request to claim for advance payment. This is to cover the cost of mobilization.

2. Upon submission of thirty (30) lots appraisal reports, the consultants can request for another **twenty percent (20%)** of the remaining contract amount.

3. Another submission of accomplished appraisal reports for twenty (20) lots will entitle the consultants for **thirty percent (30%)** of the remaining contract amount.

4. The **thirty-five percent (35%)** of the remaining contract amount shall be due for release upon final submission and acceptance of the outstanding appraisal reports. Provided, however, the consultants satisfactorily completed the work, and deliver the reports as scheduled. Otherwise, Liquidated Damages shall apply.

VI. Qualifications of the consultant

- 1. With at least five (5) years of experience in real estate appraisal.
- 2. The team leader to be assigned to the project should be a licensed Real Estate Appraiser with at least five (5) years of experience in appraisal works.

VII. Procedure for the Evaluation of Proposal

LGU-Tacloban shall evaluate proposals using the Quality Cost Based Evaluation (QCBE) procedure. The LGU-Tacloban shall allocate sixty percent (60%) for technical and forty percent (40%) for financial proposals. The participating Appraiser/s shall be required to submit the Technical and Financial Proposals simultaneously in a separate sealed envelope.

The criteria and rating for the Technical Proposal of consultants are as follows:

NO.	Evaluation Criteria	Score
1	Applicable experience of the consultant	35%
2	Qualification of team leader who shall be assigned to the project	35%
3	Plan of approach and project methodology	30%
TOTAL SCORE		100%

The contract will be awarded to the qualified service provider whose proposal appears to be the most responsive to the requirements and has no pending reports/deliverables to the LGU-Tacloban, in accordance with its judgment and discretion, but LGU-Tacloban is in no way bound to accept any proposal which is not advantageous to the government. LGU-Tacloban reserves the right to accept or reject any or all proposals at any time prior to the contract award/purchase order without thereby incurring any liability to the affected service providers.

VIII. Data assistance to be provided by LGU-Tacloban

LGU-Tacloban will provide the consultant with pertinent documents turned over by the Department of Transportation to the agency and technical information necessary for the execution and performance of the services.

IX. Documents to be submitted by the consultant

The consultant shall submit the certified photocopy of the following documents together with the proposal.

1. Mayor's Business Permit (recent);
2. PhilGEPS Registration Number;
3. Professional License/ Curriculum Vitae;

X. Liquidated Damages

The consultant obliges itself to perform and complete all the services within the period specified in the Terms of Reference (TOR) beginning from the starting date exclusive of such extensions of time as may be mutually agreed upon in writing. Should the

consultant fail to complete the services within the stipulated time, liquidated damages shall apply in accordance with the Implementing Rules and Regulations (IRR) of Republic Act 9184.

XI. Confidentiality Clause


The consultant warrants the full confidentiality of all information gathered for the consultancy contract given by LGU-Tacloban unless the latter indicates the contrary. The consultant shall not disclose any communication disclosed to him for the purpose of this Service. After the completion of the contract, all materials, data, and other related documents provided must be returned to LGU-Tacloban.

The consultant shall not be engaged by any person or entity whose business or interests are against the interests of DOTr and or LGU-Tacloban.

XII. Standard of Services

The consultant shall fulfill its obligations under the agreement using its technical expertise and according to the best-accepted professional and industry standards. The consultant shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agrees to be performed and shall always work in the best interest of LGU-Tacloban. To attain these objectives, the consultant shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.

The services shall be conducted by the consultant in accordance with the instructions or directions made or to be made by the DOTr and or LGU Tacloban and shall conduct

By the Authority of the City Mayor

ATTY. ANACLETO R. A. LAGANLAO III
ALFRED S. ROMUALDEZ
City Administrator
City Mayor