



REQUEST FOR QUOTATION

PROJECT: “**PROCUREMENT OF A LICENSED APPRAISER TO CONDUCT A VALUATION OF THE NTA REAL PROPERTY IN PUGAD LAWIN, LAS PIÑAS CITY**”


Purchase Request No.: 2502 - 068

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2025*, intends to apply the sum of ₱ 185,000.00, being the Agency Estimate, to payments under the contract for the “**Procurement of a Licensed Appraiser to Conduct a Valuation of the NTA Real Property in Pugad Lawin, Las Piñas City**”. Quotations received in excess of the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the “**Procurement of a Licensed Appraiser to Conduct a Valuation of the NTA Real Property in Pugad Lawin, Las Piñas City**”. Delivery of services is required after the issuance of the Job Order.
2. A complete set of Specifications and Quotation Form may be acquired by interested parties from **Mr. GERALD C. GUZMAN**, from the address below.
3. A copy of your **Business/Mayor’s Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor’s/Business Permit.
4. The **Omnibus Sworn Statement²** (for ABC’s above Php 50k) (GPPB-prescribed forms), **Income/ Business Tax Return³** (for ABC’s above Php 500k), and **Curriculum Vitae** will also be required to be submitted.
5. Quotations must be delivered to the address below on or before March 12, 2025, at 5 P.M.
6. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.

For further information, please refer to:

ZENAIDA T. ARROJO
National Tobacco Administration
11TH Floor, The Upper Class Tower, Quezon Avenue corner
Scout Reyes St., Quezon City
Tel No. 372 3188;
Website Address: nta.da.gov.ph


ZENAIDA T. ARROJO
Chairperson, NTA-BAC

¹ In case of recently expired Mayor’s/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³ Manually filed tax returns or filed through the EFPS

Bids and Awards Form No. Republic of the Philippines Department of Agriculture NATIONAL TOBACCO ADMINISTRATION Scout Reyes St. cor Panay Ave., QC	Quotation Form	No. Date: _____
	QUOTED BY: Signature over Printed Name	
Name of Company	Position/Designation Date: _____	

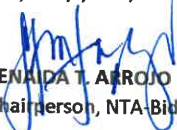
Please quote us your net government price, taxes included, on each of the following:

Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (Php)	Complied	
					(Y or N)	BID PRICE
1	lot	Procurement of a Professional Appraiser for the appraisal of the Pugad Lawin, Las Piñas City, NTA Land Property, TCT No. T22933A, Area 94,802 sq.m * please see attached Terms of Reference **nothing follows**		185,000.00		

Period of Delivery: Thirty (30) working days, after issuance of the Job Order

The NTA reserves the right to reject any or all offers, waive any formality herein or accept such offer as may be considered most advantageous to the Agency.

Very truly yours,


ZENAIDA T. ARCOJO

Chairperson, NTA Bids and Awards Committee (NTA-BAC)



TERMS OF REFERENCE (TOR) FOR THE APPRAISAL OF THE PUGAD LAWIN LAS PIÑAS PROPERTY

PROPERTY DESCRIPTION

Property : Pugad Lawin, Las Piñas City
Land Title: TCT NO. T22933A
Tax Dec. F-019-11356
Area: 94,802 sq.m
Classification: Vacant lot with partial development
Reg. Owner: Philippine Virginia Tobacco Administration

AVAILABLE DOCUMENTS:

- Transfer Certificate of Title
- Copy of Tax Declaration of Real Property
- Original Location Plan
- Copy of print-out for Tax Mapping
- With approval of Board Resolution for Appraisal (Board Resolution No. 212 s. 2024)

PROPERTY STATUS:

- Subject of Land Dispute vs. Ayala Land Inc. (ALI) Quieting of Title

APPROVED APPRAISAL BUDGET: PHP 185,000.00

HIRE OF A LICENSED APPRAISER

QUALIFICATION:

- a. Registered Appraiser Company
- b. Principal Appraiser with valid Philippine Regulatory Board of Real Estate Services (PRBRES) License
- c. Philgeps Registered
- d. With established/Existing Physical Office and address
- e. With Business Permit
- f. With Updated license of manpower for specific disciplines
- g. With at least three (3) Finished Appraisal Reports with the Government/Private

MODE OF PAYMENT:

- a. 15 percent (%) Mobilization
- b. 85 percent (%) upon submission of the appraisal report

OBJECTIVE: To determine the Market Value of the subject parcel of land and Improvement.



INCLUSION IN THE CONTRACT:

- a. The Quoted Professional Appraisal Fee shall be VAT Inclusive and other Taxes
- b. Actual field expenses in the conduct of site inspections such as transportation expenses, meals, accommodation, etc. shall be shouldered by the appraiser.

APPRAISAL DURATION: THIRTY WORKING DAYS (30)

SCOPE OF WORK:

1. Analysis of Title, Real Estate & Property Rights
2. Site Analysis
3. Improvement Analysis
4. Market Analysis
5. Highest and Best Use Analysis
6. Impact Analysis on Environmental, Socio-Economic & Governance
7. Application of Valuation Methodologies & Approaches
8. Determination of the Final Opinion of Market Value
9. Submission of Written Valuation Report

OUTPUT & DELIVERABLES:

One (1) set of Written Report w/ Certification of Value (Original Copy).

- A. TYPE OF REPORT: Summarized Narrative (Printed & Softbound) containing the Desired output.

The Appraisal Report shall be signed by Real Estate duly Licensed by the Professional Board of Real Estate Services (PRBRES) pursuant to RA 9646 (Real Estate Service Act of the Philippines)

DESIRED OUTPUT/CONTENT OF THE REPORT

1. Cover Letter
2. Executive Summary
3. Definition of Assignment & Scope of Work
 - a. Definition and Date of Value
 - b. Property Rights & Ownership
 - c. Hypothetical Conditions, Assumptions & Limiting Conditions
4. General Data
 - a. Regional & Provincial Municipal Data
5. Specific Data
 - a. Subject Property Data
 - a.1 Site Analysis



- a.1 Site Analysis
- a.2 Improvement Analysis
- a.3 Technical Data (Geographic coordinates & Boundaries, Lot Plan)
- a.4 Environmental Hazard
6. Market Analysis & Competitive Demand & Supply
 - a. Comparable Property Data
 - b. Retail Prices of land within the vicinity of the subject
7. Highest and best use Analysis (with land use and zoning)
8. Land Valuation & Approaches
 - a. Sales Approach or Direct Market Comparison
 - b. Cost Approach
 - c. Income Approach
9. Reconciliation of Values
10. Final Opinion of the Market Value of the Land as Vacant
11. Certificate of Value