



University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon


INVITATION /REQUEST FOR SUBMISSION OF PRICE QUOTATION  
Posted in PhilGEPS Website/Conspicuous Place at the Procuring Entity

The University of Science & Technology of Southern Philippines, through the Bids and Awards Committee (BAC) hereby invites interested parties to submit quotation for the procurement of the following item:

Reference No	Qty.	Unit	Specification/Description	Approved Budget for the Contract	Mode of Procurement
RFQ NP- HTC- 008- 2021	Please see details below	Please see details below	<b>Negotiated Procurement of Appraisal Services for CDO Campus</b>	<b>₱100,000.00</b>	Highly Technical Consultant Section 53.7, Rule XVI, Revised IRR of RA 9184)

Deadline for the submission of quotation is on October 12, 2021 at 12:00 noon at the Procurement Unit, 2nd Floor, USTP Gymnasium building. You may submit your quotation through fax number 856-4696 / 856-1739 or through personal delivery in a sealed envelope.

The University of Science & Technology of Southern Philippines reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

  
ATTEST: JONATHAN S. OCHE  
BAC I Chairman



University of Science and Technology of Southern Philippines

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Date: October 07, 2021
Quotation No.: RFQ-NP-HTC 008-2021

Name of Project: Procurement for the
Appraisal Services for CDO Campus

The Manager

Cagayan de Oro City

Please quote your lowest price on the item/s listed below, subject to the general Conditions stated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than October 12, 2021 at 12:00 noon. Please enclosed in a sealed envelope.

ATTN: NATHAN S. OCHE
BAC I Chairman

- NOTE: 1. DELIVERY PERIOD WITHIN 7 CALENDAR DAYS UPON RECEIPT OF PO.
2. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS
3. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED. (if applicable)
4. THE USTP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS FOR ANY JUSTIFIABLE AND REASONABLE GROUND WHERE THE AWARD OF THE CONTRACT WILL NOT REDOUND TO THE BENEFIT OF THE GOP.
5. REQUIREMENTS: 1) PHILGEPS REGISTRATION (PLATINUM MEMBERSHIP).

Table with 5 columns: ITEM #, QTY, UNIT, DESCRIPTIONS AND SPECIFICATIONS, APPROVED UNIT COST (php), UNIT PRICE. Row 1: 1, 1, UNIT, Appraisal Services for CDO Campus (see attached TOR), 100,000.00, [blank]

Brand Name:
Delivery Period:
Price Validity:
After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed Name / Signature

Tel. # /address/e-mail add

Date

Egot-Appraisal
RFQ-NP-SVP-HTC-008-2021
Resolution No. 619 2021
PR No.-202109-617

C.M. Redo Aver ue, Lapasan, Cagayan de Oro City 9000 Philippines, Tel. Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 | www.ustp.edu.ph

**TERM OF REFERENCE (TOR)**  
**REAL ESTATE APPRAISER**

**A. ENGAGEMENT PURPOSE AND COVERAGE**

The scope of work shall apply to the appraisal services for University of Science and Technology of Southern Philippines (USTP) located at Lapasan, Cagayan de Oro City and Balubal, Cagayan de Oro City

**B. OBJECTIVES**

The objective of the service is to establish a fair and reasonable valuation of the real estate property assets which based on market value.

**C. SCOPE OF WORK**

1. The appraisal service shall cover determination of the Market Value of the property on an “as-is-where-is- basis”.

**MARKET VALUE** is the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

2. The market value appraisal may be performed using the Sales Comparison or 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 ongoing developments.

**MARKET 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 estimated 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.

## **D. SPECIFICATION OF SERVICES AND REPORT PRESENTATION**

### **1. Purpose, Scope and Date of Appraisal**

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 as provided in Section C.

### **2. Property Location and Identification**

Based on technical description as inscribed on the title over the Property, conduct inspection to verify and/or record property information which may 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.

## **E. APPRAISAL REPORT**

1. The appraisal report will be comprehensive and must contain data required as indicated in Section D, 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 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 pictures 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 whether based from Philippine Valuation Standards or International Valuation Standards;
- c. Identification and description of the following:
  1. Property rights or interests 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 analysis, opinions and conclusions in the report.
2. The appraisal report will 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 date 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 improvement;
  - 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
  - f. Such other documents as may be required by USTP

#### **F. DURATION OF WORK**

The Appraiser will immediately conduct actual ocular inspection and appraisal of the Properties upon receipt from USTP of the following documents (i.e. TCT, lot plan, etc.) Draft appraisal report for the property will be submitted to USTP for review and comments in accordance with the agreed timeline. Appraisal work including submission of final reports as reviewed by USTP shall be completed within thirty (30) calendar days from the engagement date and or upon receipt of PO.

USTP shall provide the following documents to the appraisal firm:

1. Letter of Authority from the owner or any authorized representative, with mark "received" by USTP, to inspect the property;

2. Copy of the TCT or OCT, Tax Declarations and map; and
3. Other necessary documents required by the Appraiser.

#### **G. MODE OF PAYMENT**

The appraisal fee shall be paid within seven (7) working days after the Review Committee certifies the Appraisal report which shall be submitted together with all the required attachments and annexes within thirty (30) calendar days from engagement date. Payment shall be subject to USTP's auditing and accounting rules.

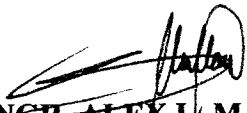
#### **H. APPROVED BUDGET FOR THE CONTRACT**

The ABC for the proposed undertaking is **ONE HUNDRED THOUSAND PESOS (PhP100,000.00)**, inclusive of all applicable government taxes and charges.


#### **I. QUALIFICATION CRITERIA**

The appraiser shall be Land Bank of the Philippines(LBP) or Development Bank of the Philippines (DBP) accredited.

Prepared by:

  
**ENGR. ALEX L. MAUREAL**  
Vice Chancellor for Finance  
And Administration

Funds Available:

  
**CHERRY ANN S. VILLARTE, CPA**  
Director, FMS

Approved:

  
**ATTY. DIONEL O. ALBINA**  
Chancellor, USTP CDO Campus