



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No./Date : 18-11-526
November 26, 2018

RFQ No./Date: 19-01-001
January 3, 2019

Gentlemen/Ladies:

We would like to request you to please quote your lowest price/s for the item/s listed in the attached form. Your submission shall be prepared in accordance with the following requirements:

1. Indicate or write your quotation using this form or your company letterhead. Supplemental information, if any, using your company stationary may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, etc.
2. Put your quotation in a **SEALED ENVELOPE** and label the envelope with the PR and RFQ numbers or PhilGEPS Reference Number;
3. Address/send your quotation to the **NBAC Secretariat c/o the undersigned at 2nd floor** of the address below; and
4. The deadline for submission of your quotation is on 12:00pm of January 16, 2019.

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP90,000.00

Your participation to this bidding shall be subject to the requirements as identified below:

- ☒ **Registered with PhilGEPS (Attach a copy to your quotation/offer).***
- ☒ **Quotation must be inclusive of all applicable government taxes** and subject to 5% F-VAT and 1% (PO) or 2% (JO) deductions. **Cash on Delivery (COD) will not be accepted.**
- ☒ Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP90,000.00
- ☐ Award shall be made by lot (please bid for all items to avoid disqualification of bid).
- ☒ Award shall be made by item.
- ☒ Bids should be valid for a **minimum of 30 calendar days** from deadline of submission of bids as indicated above.
- ☒ Procured items shall be delivered to NEDA sa Pasig.
- ☐ An Authority to Sell shall be submitted in bidding for branded ICT items (except supplies).
- ☐ For the repair of equipment/vehicle, on-site inspection of the unit shall be required before submission of bids.

ALTERNATIVE BIDS OR BID WITH MULTIPLE OPTIONS SHALL BE REJECTED (NBAC Resolution No. 7 (2012))

With the end view of obtaining the contract most advantageous to the government, NEDA reserves the right to: 1) accept or reject any or all the quotations/bids and waive any minor deviation in the bid which will not materially affect the substance of the bid; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

All bidders will be informed of the results of this procurement.

The delivery schedule shall be completed within the duration stated in the Terms of Reference to be reflected in the Purchase/Job Order.

Failure to comply with this delivery schedule shall be subject to the salient provisions of the Revised IRR of R.A. 9184, Section 68 (Liquidated Damages).

For clarifications, please contact the Procurement Management Division, c/o Ms. Gilda A. Ibno in the address/telephone numbers below.

MA. MONICA P. PAGUNSAN
Head, NBAC Secretariat

Dear Ms. Pagunsan,

Indicated below is our quotation in response to the RFQ above.....

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND	UNIT PRICE	TOTAL (PhP)
1	1	job	Provision of services for the appraisal/valuation of NEDA Central Office properties located in Pasig and Makati for insurance purposes.			
			Please see attached Terms of Reference (TOR) and Annex A for details.			
			Kindly sign on the conforme portion of the TOR.			
			*Qualification and Other Requirements			
			Must submit the following:			
			a. PhilGEPS Registration Number;			
			b. Mayor's or Business Permit (current and valid); and			
			(if your Mayor's or Business Permit has been issued subject to compliance with certain conditions, please submit proof of compliance thereto. Otherwise, non-submission shall be a ground for disqualification.)			
			c. Omnibus Sworn Statement.			
			c.1 Notarized Secretary's Certificate / Board Resolution / Partnership Resolution / Special Power of Attorney / DTI Certificate Number, whichever is applicable.			
			*****Nothing Follows*****			
TOTAL:						
Contractor's Declaration: a. I/We have "Read and Accepted and Good for Agreement" the attached detailed specifications or Terms of Reference (TOR), whichever is applicable, with page and annexes signed by duly authorized representative of _____ (company) on the provided "Conforme Box"; b. I/We abide by this bid/quotation for the period of 30 days from the deadline of submission of bid as indicated in the Request for Quotation (RFQ) and it shall remain binding upon us; and c. I/We shall undertake, if our bid is accepted, to commence the Service Works as soon as is reasonably possible after the receipt of the Notice of Award or Notice to Commence, and deliver the whole of the Service/Works in the Job Order/Purchase Order within the time stated in the TOR/detailed specification.				Amount in Words:		
				CONFORME		
				Signature : _____		
				Name/Designation : _____		
				Name of Company : _____		
				Cheque payment payable to: _____		
				Address : _____		
				Telephone/Fax/Email : _____		
				TIN No. : _____ VAT Non- VAT		

TERMS OF REFERENCE

Provision of Services for the Appraisal/Valuation of NEDA Central Office (CO) Properties Located in Pasig and Makati for Insurance Purposes

I. RATIONALE

Republic Act (RA) No. 656, otherwise known as the Property Insurance Law, as amended by Presidential Decree No. 245, requires all government agencies (except municipal governments below first class category) to insure against insurable risk their properties, assets, and interests with the General Insurance Fund (GIF) as administered by the Government Service Insurance System (GSIS),

The non-compliance with the requirement denies the government adequate and reliable protection against any damage to or loss of its properties or assets and interest due to fire, earthquake, storm, or other fortuitous events/casualty. It also deprives the GSIS of substantial premium income that should have formed part of the GIF. In compliance, NEDA-CO religiously insures its properties with the GSIS.

On May 11, 2018, the Commission on Audit (COA) issued COA Circular No. 2018-002 prescribing the guidelines on the submission of Property Inventory Form with the GIF. Said Circular requires all government agencies to cause the appraisal of the insurable properties and other assets of their respective offices. For this purpose, an in-house appraisal shall be sufficient if the property or insurable interest has a value of PhP10 million and below. Otherwise, an independent appraisal is necessary.

Since the value of properties at the NEDA Central Office in Pasig and Makati is above PhP10.0 million, there is a need to acquire the services of an independent appraiser.

II. SCOPE OF WORK

Provision of appraisal services of the NEDA CO properties (see Annex A) located in Pasig and Makati City for insurance purposes.

III. MODE OF PROCUREMENT

The procurement shall be undertaken through Negotiated Procurement-Small Value Procurement as provided for in Section 53.9 of the Revised IRR of RA 9184.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is Ninety Thousand Pesos (PhP90,000.00), inclusive of all government taxes and service charges.

V. QUALIFICATION OF THE SERVICE PROVIDER

Service Providers are required to submit, as part of the post-qualification requirements, proof of the following:

1. Certificate of Accreditation with the Securities and Exchange Commission;

2. Certificate of Satisfactory Service from at least two clients for the last five years;
3. List of clients (government and/or private institutions).

VI. RESPONSIBILITY OF THE SERVICE PROVIDER

1. Secure from NEDA all information about the property for valuation/appraisal;
2. Conduct interviews to gather additional relevant information from concerned staffs/personnel of NEDA;
3. Submit a draft valuation/appraisal report twenty (20) calendar days after inspection of the property;
4. Submit the final valuation/appraisal report within ten (10) calendar days from receipt of instruction from NEDA to proceed with the finalization of the report;
5. Submit two sets of the final report of valuation/appraisal in digitized (PDF form) and hard copies with dry seal of the Service Provider properly affixed thereto;

VII. RESPONSIBILITY OF NEDA

1. Furnish the Service Provider with the information concerning the property including, among others, ownership documents, reports, and any other material information that may impact on the status and valuation of the same;
2. Issue an Authority to Inspect NEDA Property;
3. Allow the Service Provider to conduct interviews for purposes of gathering additional relevant information; and
4. Pay the Service Provider in accordance with Section VIII of this TOR.

VIII. PAYMENT SCHEME

One-time payment to the Service Provider shall be made after completion of delivery of the service, submission of Certificate of Satisfactory Service issued by NEDA and other documentary requirements for payment in accordance with accounting and auditing rules and regulations.

IX. LIQUIDATED DAMAGES

In case of delay and/or failure to comply with the delivery schedule will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%), the agency reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

X. USE OF NEDA PROCUREMENT DOCUMENTS

The Service Provider shall not, except for purposes of performing the obligations in the Contract entered into, without NEDA's prior written consent, disclose said Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of NEDA. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

Any document, other than the Contract itself, shall remain the property of NEDA and shall be returned (all copies) to NEDA on completion of the Service Provider's performance under the Contract if so required by NEDA.

XI. DISPUTE RESOLUTION

1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Pasig City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Pasig City, to the exclusion of all other courts; and

2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Conforme:

Signature over Printed Name/Designation

Date:

LIST OF PROPERTIES

Equipment

Description
Books
Communication Equipment
Computer Softwares
Disaster Response & Rescue Equip.
Furniture and Fixtures
ICT Equipment
Medical Equipment
Military, Police and Security Equip.
Motor Vehicles
Office Equipment
Other Property, Plant and Equipment

Land and Buildings

NEDA sa Pasig		
1 Parcel of Land		2,771 sq. meters
1 Parcel of Land		2,946 sq. meters
1 7-storey Bldg		
1 Single Storey Daycare Ctr.		
1 Single Storey Guest House		
1 Single Storey Canteen		
1 Covered Garage		
1 Spherical Water Tank		
NEDA sa Makati		
1 Parcel of Land		860 sq. meters
1 Parcel of Land		940 sq. meters
1 7-storey Bldg		
Heritage Assets		
1 lot paintings		200 pcs