



Santa Maria

WATER DISTRICT

May 18, 2023

P-RFQ No. 2023-041

REQUEST FOR QUOTATION

APPRAISAL/VALUATION OF PROPERTY AND EQUIPMENT OF SANTA MARIA WATER DISTRICT

The Santa Maria Water District (SMWD) hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, "**APPRAISAL/VALUATION OF PROPERTY AND EQUIPMENT OF SANTA MARIA WATER DISTRICT**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Two Hundred Thirty Thousand Pesos Only (**₱230,000.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	Appraisal of SMWD property and equipment for insurance purposes located at: New Building, Farmacia and Bernardo office, Sta. Clara Warehouse and 23 Pump Stations	1	LOT		
	*** nothing follows ***				

The Terms of Reference (TOR) has been attached hereto and shall form part of the Contract Agreement. The scope of work, qualification and responsibility of the Service Provider, responsibility of SMWD, payment scheme, liquidated damages, confidentiality requirement and dispute resolution are stated therein. Any stipulations in the general condition shall be complied with.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act). It is the intent of the Procuring Entity to evaluate the quotation/proposal for the project and award will be made to the proposal/quotation resulting in the overall lowest cost.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract. The documents shall be attached together with the quotations.

1. PhilGEPS Registration Number
2. Mayor's/Business Permit
3. Photo Copy of Sample Official Receipt (OR)
4. Certificate of Registration (BIR FORM 2303); and



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5. Duly Notarized Omnibus Sworn Statement. (If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement, subject to compliance therewith after award of contract but before payment).

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental charges for the implementation of the contract if awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked "**APPRAISAL/VALUATION OF PROPERTY AND EQUIPMENT OF SANTA MARIA WATER DISTRICT**" (RFQ No. 2023-041) and must be submitted on or before **May 26, 2023, 11:00AM** at the SMWD main office. It may also be sent thru email on our official email address at smwdbulacan@yahoo.com on the specified time stated above and address to the General Manager, Engr. Carlos N. Santos Jr.

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same. The contractor should inform the PE at least three (3) days before the implementation of the project.

PROJECT SITE: Cay Pombo – SMWD New Building, Farmacia and Bernardo Office, Sta. Clara Warehouse and 23 Pump Stations

The prospective contractor shall submit the duly accomplished Quotation/Proposal Form and Other Documents that will be required by the Procuring Entity.

The Santa Maria Water District reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. SMWD also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Prepared by:

Sgd.

Romel P. Lazaga
Procurement Assistant

Noted by:

Sgd.

Maria Leonora S. Romarate
BAC Chairperson



**TERMS OF REFERENCE
FOR THE HIRING OF AN INDEPENDENT APPRAISER
FOR THE APPRAISAL/VALUATION OF PROPERTY AND EQUIPMENT
OF SANTA MARIA WATER DISTRICT**

I. Objective

Section 5 of 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 risks, 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 interests 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, the SMWD 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 P 10 Million and below. Otherwise, an independent appraisal is necessary.

Considering that the value of properties of SMWD located at its Main Office, #302 & 301 J.P. Rizal St., Poblacion and various Pump Stations within the municipality of Santa Maria, Bulacan are more than P 10 Million, there is a need to acquire the services of an independent appraiser.

II. Mode of Procurement

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

III. Approved Budget for the Contract

ABC is **TWO HUNDRED THIRTY THOUSAND PESOS (P 230,000.00)** which is included in Annual Budget for CY 2023.

IV. Scope of Work

Appraisal of SMWD property and equipment for insurance purposes located at the following locations:

Classification	Item Description	Nature of Occupancy	Location
Land, Bldg, Machineries	New Building	Main Office Building	302 J.P. Rizal, Poblacion
Land, Bldg, Machineries	Farmacia Emilia	GS Office Building	301 J.P. Rizal, Poblacion
Land, Bldg, Machineries	Bernardo	Operation Building	J.P. Rizal, Poblacion
Bldg, Machineries	Gulod Pump Station 02	Production Well	Blumitritt St., Poblacion
Bldg, Machineries	Celeste Pump Station 03	Production Well	Celeste, Guyong
Land, Bldg, Machineries	Sta. Clara PS/WH 04	Production Well	Molave St., Sta. Clara

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Land, Bldg, Machineries	Sta. Clara PS/WH	Warehouse	Molave St., Sta. Clara
Bldg, Machineries	SHA Pump Station 05	Production Well	T. Santiago St., Poblacion
Bldg, Machineries	Sto. Tomas PS 06	Production Well	Ramos Cmpd., Sto. Tomas
Land, Bldg, Machineries	S. Bato Pump Station 07	Production Well	S. Bato, Guyong
Bldg, Machineries	Villarica PS 08	Production Well	Villarica Subd., Poblacion
Bldg, Machineries	Green Valley PS 09	Production Well	Green Valley Subd. P.
Land, Bldg, Machineries	Garden Vill. PS 10	Production Well	Buhangin
Bldg, Machineries	Sta. Cruz PS 11	Production Well	L15 B15 GV, P. Buhangin
Bldg, Machineries	M. Parang PS 12	Production Well	Sta. Cruz Proper
Bldg, Machineries	K. Munti PS 13	Production Well	Mahogany St., M. Parang
Bldg, Machineries	Caybanban PS 14	Production Well	K. Munti St., Catmon
Land, Bldg, Machineries	San Jose Patag PS 15	Production Well	Caybanban St., Parada
Land, Bldg, Machineries	Labanos PS 16	Production Well	Gulod, San Jose Patag
Bldg, Machineries	Caysio, PS 17	Production Well	Labanos St., Tumana
Bldg, Machineries	Kamatis PS 18	Production Well	Pag-Asa St., Caysio
Bldg, Machineries	Camangyanan PS 19	Production Well	Kamatis St., Tumana
Bldg, Machineries	Pulang Lupa PS 20	Production Well	Lawaan St., Camangyanan
Land, Bldg, Machineries	Manggahan PS 21	Production Well	Pulang Lupa, Catmon
Bldg, Machineries	Policarpio PS 22	Production Well	Manggahan
Land, Bldg, Machineries	Sonoma 1 PS	Production Well	Policarpio St., Parada
Land, Bldg, Machineries	Sonoma 2 PS	Production Well	Blk 25 Sonoma
			Residences, Sta. Cruz
			Sonoma Residences, Sta. Cruz

The contract duration for this project is for a period of one month only.

V. Qualification of the Service Provider

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

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

VI. Responsibility of the Service Provider

1. Secure from SMWD all information about the property, plant and equipment subject for valuation/appraisal.
2. Conduct interview to gather additional relevant information from concerned staffs/personnel of SMWD;
3. Submit a draft valuation/appraisal report within fifteen (15) calendar days from receipt of Notice to Proceed (NTP);
4. Submit the final valuation/appraisal report within ten (10) calendar days from receipt of instruction from SMWD to proceed with the finalization of the report; and
5. Submit one (1) copy per property of the comprehensive narrative report of valuation/appraisal including a digitized format (PDF form). The original copies shall contain a dry seal of the Service Provider properly affixed thereto.



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VII. Responsibility of SMWD

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 SMWD Property;
3. Allow the Service Provider to conduct interview for purposes of gathering additional relevant information; and
4. Pay the Service Provider in accordance with Section VIII of this TOR.

VIII. Payment Scheme

In consideration of the services rendered, the Service Provider shall be paid a total of Two Hundred Thirty Thousand Pesos (P 230,000.00) inclusive of VAT and all applicable taxes and consideration shall be paid in the following schedule:

Schedule of Payment	Percentage payment
Upon receipt of Notice to Proceed	15% of total contract price
Upon submission of draft appraisal reports	35% of total contract price
Upon submission of final comprehensive narrative reports	50% of total contract price
TOTAL	100%

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. Confidentiality Requirement

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

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 for mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Santa Maria, Bulacan.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Bulacan, 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.



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RECOMMENDING APPROVAL:

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APPROVED BY:

Sgd.

ENGR. CARLOS N. SANTOS, JR.
General Manager