



**REQUEST FOR QUOTATION**

Date: November 17, 2022  
RFQ No. SVP-2022-11-03

TO ALL PHILGEPS REGISTERED APPRAISAL COMPANIES:

Please quote your best offer for the item described below, subject to the Terms and Conditions provided hereof. Submit your quotation duly signed by you or your duly authorized representative and Certified True Copy of the requirements in two (2) separate sealed envelopes.

The first envelope shall contain the following:

1. Mayor's/Business Permit;
2. Professional License
  - a. List of completed and ongoing projects
  - b. Curriculum vitae of Key Personnel to be assigned to the contract to be bid
  - c. Detailed Experience with
    - b.1 Position Title
    - b.2 Type and Description of experience in similar projects
    - b.3 Duration of Experience in years
  - d. Relevant Trainings/Seminars
3. PhilGEPS Registration/Organization Number
4. Latest Income/Business Tax Return
5. Omnibus sworn statement by the prospective bidder/supplier or its duly authorized representative as to the following:
  - 5.1 It is not blacklisted or barred from bidding by the government of the Philippines (GOP) or any of its agencies, offices, corporations or LGUs;
  - 5.2 Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true;
  - 5.3 It is authorizing the PCGG Chairman or its duly authorized representative and the BAC to verify all the documents submitted;
  - 5.4 The representative is duly authorized and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the bidder in the bidding with the duly notarized Secretary's Certificate attesting to such act, if the bidder is corporation, partnership, cooperative or a joint venture;
  - 5.5 Bidder's compliance to his responsibilities as provided in the Guidelines;
  - 5.6 Disclosure of no relationship by consanguinity or affinity up to the third civil degree to the head of the PCGG, to the BAC members and its Secretariat, or to anyone who directly or indirectly took part in the bidding process.
  - 5.7 It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the PCGG in relation to any procurement or activity.

The second envelope shall contain the duly accomplished Bid Form with duly signed Terms of Reference.

Sealed quotations may be submitted to the undersigned at the Presidential Commission on Good Government (PCGG), Administrative Services Division, Ground Floor, Annex Building, IRC Building, 82 EDSA, Mandaluyong City with telephone number 8725-9039 on or before November 28, **2022**.

(Sgd.) **GLORIA C. LLANEZA**  
Supervising Administrative Officer

**TERMS of REFERENCE**

1. The Bidders must provide correct and accurate information required in this RFQ.
2. The Approved Budget for the Contract (ABC) is TWO HUNDRED EIGHTY THOUSAND PESOS (Php280,000.00), inclusive of VAT, per appraiser.
3. The subject of the RFQ is the supply of Consulting Services for the appraisal of One Hundred Twenty Two (122) ARTWORKS in the name of the Republic of the Philippines located at IRC Building, 82 EDSA, Mandaluyong City.

4. SCOPE OF WORK:

The PCGG desires to engage the services of reputable Philgeps-registered appraisal companies to undertake the appraisal and determine the fair market value of various art collections consisting of more or less One Hundred Twenty Two (122) pieces. The appraisal services shall include but not limited to the following information:

- 4.1 Artist
- 4.2 Title/Description
- 4.3 Medium
- 4.4 Measurement
- 4.5 Year and Date of Creation (if indicated or known)
- 4.6 Market Value
- 4.7 Condition
- 4.8 Digital Photo
- 4.9 Appraisal Report in Work File
- 4.10 Other pertinent information such as proper management

5. Price quotation must be valid for a period of forty-five (45) calendar days from the date of submission.
6. Price quotation which must be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
8. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative.
9. The end-user requires (2) Philgeps-registered appraisal company to undertake the appraisal/valuation of the subject artworks.
10. The contract must be completed in sixty (60) calendar days from issuance of Notice to Proceed (NTP) and the final report must be submitted to PCGG.
11. The winning bidder shall provide a Performance Security to guarantee the faithful performance of its obligations under the contract equivalent to five percent (5%) of the total contract price (if cash or cashier's/manager's check), or thirty percent (30%) of the total contract price (if surety bond callable upon demand). The bidder shall post a Performance Security prior to the signing of the contract.

12. TERMS OF PAYMENT

Payment of professional services rendered by the appraisal companies shall be in accordance with the progress billing schedule provided in the contract.

13. DISCLAIMER

This Terms of Reference (TOR) is not an offer to enter into a contract as it may not give rise to any contractual obligation implied or otherwise and contains no express or implied representations or warranties. The PCGG may at its option, incorporate all or any part of all bidders proposal into the contract subject to the winning bidder's concurrence.

PCGG shall not in any way liable for any cost incurred by the bidders in preparing a response to this TOR or during subsequent discussions with the PCGG regarding their TOR response.

PCGG is not obligated to proceed with the project described in this TOR or to negotiate with any bidder that has received this document. PCGG shall be entitled to use the information received as a response to this TOR and any additional information provided at its request in any way it determines in its sole discretion.

14. RIGHT TO REJECT

PCGG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract pursuant to Section 41 of the 2016 Revised IRR of RA 9184.

15. Liquidated damages equivalent to one-tenth of one percent (0.001%) of the value of the goods/services not delivered within the prescribed delivery period shall be imposed per day of delay. The PCGG shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Conforme:

\_\_\_\_\_  
Name and Signature of Bidder

Date: \_\_\_\_\_

BID FORM

Date: \_\_\_\_\_  
RFQ No.: \_\_\_\_\_

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Permit No.: \_\_\_\_\_  
TIN No.: \_\_\_\_\_  
PhilGEPS Registration/Organization No. : \_\_\_\_\_

After having carefully read and accepted the attached Terms and Conditions dated \_\_\_\_\_, I/We submit our quotation for the item as follows:

Item Description	Contract Term	Approved Budget for the Contract	Offer					
			Price (Supply of one (1) lot of professional services)			Compliance with Technical Specifications (please check)		Remarks
			Qty.	Unit Price	Total Price (VAT Inclusive)	Yes	No	
Supply of one (1) lot of professional services described in the Terms of Reference	60 days	PhP280,000.00				[ ]	[ ]	

Signature over Printed Name

\_\_\_\_\_

\_\_\_\_\_  
Contact Number (Landline and/or  
Cellphone Nos.)/e-mail address