



**MINUTES**

**PRE-BID CONFERENCE FOR SURVEY WORKS AND INDIVIDUAL LOT TITLING**

**I. Attendance**

Chairperson	:	Engr. DANTE U. ESTROBO
Vice-Chairperson	:	Atty. MANUEL ZOSIMO OZOA
MEMBERS	:	Ar. DONABEL LORRAINE P. VERGARA Engr. CAROLYN MAE M. MENDOZA ELENA G. GALEON GLORIA P. AMBRAY MARY ANN F. VIRTUCIO
TECHNICAL WORKING GROUP:		Ar. LOUIS ARNOLD B. BACOLOD Engr. JEEFRY D. ARRANGUEZ ALICIA HEREDIA-PENDON
BAC SECRETARIAT	:	JADE C. POE APPLE JOY E. LAVISTE
HOPE	:	Engr. HERMES JUDE G. JUNTILO
END-USER	:	Engr. RANIEL P. RUBILLA
OBSERVER	:	Ms. JOCEL CADUNGOG, COA REG.7

**CONTRACTORS/ REPRESENTATIVES PRESENT:**

Name of Contractor	Representatives
1. RAJ LAURENTE CONSTRUCTION	Engr. RODNEY LAURENTE
2. CEPEDOZA CONSTRUCTION AND SURVEYING OFFICE	Engr. JOSEPH CEPEDOZA
3. PINTOR SURVEYING, REALTY	DANYLYN TRAZO
4. TECSON-DIANGO SURVEYING	Engr. CESALITA DIANGO Engr. JOSEPH TECSON

**II. Preliminaries**

Facilitated by the BAC Secretaries, the following preliminaries were executed prior to the start of the meeting proper:

- i. Invocation
- ii. National Anthem
- iii. Acknowledgement of Attendees/Quorum Call

The BAC Secretary then laid out the video conferencing house rules to the Attendees both physical and virtual.

**III. Call to Order**

Upon declaration of quorum, the Chairman called the meeting to order at 9:10 A.M.

**IV. Proceedings**

Presentation on the Project Timeline, Project Profile, & Scope of Works by Eng'r. Raniel P. Rubilla, Sr. Engineer, NHA Cebu District Office & End-user in the following order:

1. *Project Profile and Scope of Works of proposed GMA Ville Housing Project with Reference No. NHA VII-CONSULTING-2021-001.*

The GMA Ville Housing Project is a DOH property conveyed to National Housing Authority (NHA), located in Brgy. Carreta, Cebu City, South District with a total land area of 4.2395 has. On 2004, the reconstitution of lost original land title caused the postponement of survey works and lot titling of the said property. And on 2011, a fire broke out in Sitio Laray, Brgy. Carreta, Cebu City a property owned by National Housing Authority thus, an amendment survey and individual lot titling based upon the approved subdivision plan are proposed to be funded under the National Housing Authority.

2. Project Profile and Scope of Works of proposed Sacred Heart Ville – Phase 1 with Reference No. NHA VII-CONSULTING-2021-002.

The Sacred Heart Ville Housing Project (PP1772), located in Brgy. Jagobiao, Mandaue City, is a Slum Upgrading Project of National Housing Authority (NHA). Upon grant of seventeen (17) special patent, a total land area of 5,487 sq. m with a total no. of 451 beneficiaries based on the qualified censused actual occupants will be engaged in the proposed funding for survey works and individual lot titling.

3. Project Profile and Scope of Works of proposed TISA-PUNTA Housing Project with Reference No. NHA VII-CONSULTING-2021-003.

The Tisa-Punta (TIPUN) Housing Project is a Slum Upgrading Project located in Brgy. Tisa and Punta Princesa, Cebu City. The Project, first sponsored under then Congressman Thomas Osmeña with a total land area of 1.9827 has. and a total no. of 194 lot awardees in which 157 beneficiaries are already fully paid, but no certificate of land title has been granted yet. And due to insufficient funds to support the cost of survey and lot titling, the Homeowners' Association (HOA) of TIPUN Housing Project seek financial assistance to the National Housing Authority to cover the cost of survey works and individual lot titling.

#### V. OPEN FORUM

- Mr. Joseph Tecson of TECSON-DIANGO SURVEYING asked for clarifications if there is no consolidation or amendment of the approved subdivision plan, in which Engr. Rubilla explained that upon titling the approved subdivision plan the portion of the lot that were affected from the fire will be consolidate and subdivide due to the implementation of the reblocking plan.
- Mr. Tecson ask for consideration of the project timeline, he then pointed out if the approval process from DENR has been negotiated due to their FIFO system, Engr. Rubilla promised that the agency will provide assistance or in the event of force majeure or anything that cause the delay of approval from the DENR, the agency (National Housing Authority) will then issue for suspension or time extension of the project.
- Ms. Cesarita Diango of TECSON-DIANGO asked if there is a need of approval of the subdivision plan from the LGU, Engr. Rubilla answered that there is an exemption of the said matter based upon the board resolution from the HLURB, thus deemed unnecessary.
- Engr. Tecson mentioned that what will happen if the existing structure is bigger than the supposed lot area, Engr. Rubilla responded that the NHA has been implementing maximum retention in case such situation occurs. Engr. Juntilo also replied that the winning bidder will be guided by the agency throughout the entire surveying works and lot titling processes.
- Vice-Chairperson, Atty. Ozoa asked the bidder if in the event a border dispute occurs between the property owners for the unsatisfactory survey findings, are they willing to testify in court to any disputes, Ms. Diango expressed the idea that as a Geodetic Engineer they are liable to any responsibilities upon approval of subdivision plan of the project, as long as they follow the approved subdivision plan and the technical procedures of the project, therefore part of their scope of work. Engr. Juntilo added that the subdivision plan was in accordance of the agreement of the HOA before, thus the implementation of the project is the limit of contractor's responsibilities, the perimeters, boundaries and corresponding responsibilities as professionals will follow.
- Ar. Arnold Bacolod enumerated and reminded the bidders of the pre-bidding requirements.
- The next activity which is the opening of eligibility and financial documents was scheduled on July 26, 2022 at 1:00 P.M.


#### V. Adjournment

There having no other matters up for discussion, the meeting adjourned at 10:21 A.M.


Prepared by:

  
**APPLE JOY E. LAVISTE**  
ROBAC Secretariat  
Sr. Financial Planning Analyst  
NHA Region VII

Reviewed by:

  
**JADE S. CORBO**  
ROBAC Secretariat  
Chief Corporate Accountant  
NHA Cebu District Office

Approved:

  
**DANTE U. ESTROBO**  
Chairperson, ROBAC  
Officer-in-Charge  
NHA Cebu District Office



**MINUTES**

SHORTLISTING OF CONSULTANT FOR VARIOUS CONSULTING SERVICES FOR THE PROCUREMENT OF SURVEY WORKS AND INDIVIDUAL LOT TITLING FOR BRGYS. CARRETA, JAGOBIAO AND TISA-PUNTA.

**I. Attendance**

Chairperson : Engr. DANTE U. ESTROBO  
Vice-Chairperson : Atty. MANUEL ZOSIMO OZOA  
MEMBERS : Ar. DONABEL LORRAINE P. VERGARA  
Engr. CAROLYN MAE M. MENDOZA  
ELENA G. GALEON  
GLORIA P. AMBRAY  
MARY ANN F. VIRTUCIO  
TECHNICAL WORKING GROUP: Ar. LOUIS ARNOLD B. BACOLOD  
Engr. JEEFRY D. ARRANGUEZ  
ALICIA HEREDIA-PENDON  
BAC SECRETARIAT : JADE C. POE  
Ar. ERIC Q. KISKISAN  
APPLE JOY E. LAVISTE  
END-USER : Engr. RANIEL P. RUBILLA

**CONTRACTORS/ REPRESENTATIVES PRESENT:**

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The BAC Secretary then laid out the video conferencing house rules to the Attendees.

**III. Call to Order**

Upon declaration of quorum, the Chairman called the meeting to order at 1:15 P.M.

**IV. Highlights of the Meeting**

Brief introduction of the Project Profile and Scope of work of the following Projects by the BAC Chairperson Engr. Dante U. Estrobo.

Reference No.	Project	Project Name	Project Classification
NHA VII-CONSULTING-2021-001	Individual Lot Titling and Consolidation-Subdivision Survey	GMA Ville Housing Project	Slum Upgrading-Amendment Survey and Titling
NHA VII-CONSULTING-2021-002	Individual Lot Titling and Consolidation-Subdivision Survey	Sacred Heart Ville – Phase 1	Slum Upgrading Project
NHA VII-CONSULTING-2021-003	Survey works and Individual Lot Titling	TIPUN Housing Project	Slum Upgrading Project

The BAC Chairman, Engr. Dante U. Estrobo conducted the first phase of the bidding process by opening of the bidding documents for the procurement of Consulting Services for Survey works and Individual Lot Titling. He then informed the body that the examination of bids will use the non-discretionary of pass or fail criteria to determine whether all required documents are present and only bids that are determine to contain all the bid requirements for eligibility and technical component for the first envelope shall be considered for the opening and evaluation of the financial component of second envelope. He then likewise emphasized that in case there is a discrepancy between the original and photocopies of the documents submitted, the original shall prevail and in case a discrepancy in bid price between in figures and in words the latter shall prevail.

The following important contents of the bidding documents were discussed/emphasized in the opening of bidding documents and shortlisting of consultants. Below were the discussions/clarifications/agreements/ during the conference.

Project Name	Discussion/Bidding Documents	Contractor	Remarks
GMA Ville Housing Project	Mayor's or Business Permit	-RAJ Laurente Construction -CEPEDOZA Construction and Surveying Office	- Subject for renewal of business permit. For further Post-Qualification process.
Sacred Heart Ville – Phase 1	Mayor's or Business Permit	Tecson-Diango Surveying	- Subject for renewal of business permit. For further Post-Qualification process.
TIPUN Housing Project	Statement of Nationality/Authority to Practice Professions and Commitment to Employ the same for the project.	CEPEDOZA Construction and Surveying Office	- Non-compliant to the eligibility documents, in which failure to require a minimum professional staff.


#### V. Adjournment

Having no other concerns to be discussed relative to the Shortlisting of Consultant for the Procurement Survey works and Individual Lot Titling of GMA Ville Housing Project, Sacred Heart Ville Phase 1 and TIPUN Housing Project the meeting was terminated at exactly 03:26 P.M


Prepared by:

  
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 Sr. Financial Planning Analyst  
 NHA Region VII

Reviewed by:

  
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 NHA Cebu District Office

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**DANTE U. ESTROBO**  
 Chairperson, ROBAC  
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