

Eligibility Data Sheet

1.1	The PROCURING ENTITY is: NATIONAL HOUSING AUTHORITY – REGION VII
1.2	The identification of the Project is: Ref. No. NHA-CONSULTING-2021-001: INDIVIDUAL LOT TITLING AND CONSOLIDATION-SUBDIVISION SURVEY OF NHA-DOH LOT 110 HOUSING PROJECT (GMA VILLE HOUSING PROJECT) The types and fields of Consulting Services that will be performed in relation to the project are: a) Consolidation/Subdivision Survey b) Individual Lot Titling Works The appropriate GOP regulatory body is the Philippine Regulatory Commission (PRC) for Geodetic Engineers of the Philippines.
1.3	No further instructions.
(i)	No additional Requirements.
(iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.
(iii.7)	The bidder must submit Certificate of Completion and Acceptance for completed projects issued by the project owners/clients to show proof of satisfactory completion of completed contracts.
2.1	<p><u>TABS OR EARS</u> must be provided for easier checking of documents. BAC 2 will not assume responsibility for misplaced and premature opening of the bid for bids that are not properly sealed and marked.</p> <p>ELIGIBILITY DOCUMENTS - To be submitted in one (1) original and two (2) copies:</p> <p>PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of IRR of RA 9184 if already registered in the PhilGEPS under Platinum category. The Class “A” Eligibility Documents may still be submitted, or a combination thereof in case any of the earlier uploaded Class “A” Eligibility Documents has expired.</p> <p>1. <u>Class "A" Documents:</u></p> <p><u>Legal Documents</u></p> <p>a) Registration Certificate from the Securities and Exchange Commission (SEC) including Articles of Incorporation and Amendments, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives.</p> <p>b) Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or equivalent document for Exclusive Economic Zone or Areas supported by an Official Receipt (OR) evidencing payment for the latest applicable quarter or year (Must be paid up to 2nd Quarter of</p>

2019)

- c) Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;

Technical Documents

- d) Statement of the prospective bidder of all its **COMPLETED** Government and private contracts, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years. The statement shall include, for each contract, the following (**SF-CONS-15A**):

(i)	The name and location of the contract
(ii)	Date of award of the contract
(iii)	Type and brief description of consulting services
(iv)	Contractor's role (whether main consultant, subcontractor or partner in a JV) and percentage of participation
(v)	Amount of contract
(vi)	Contract duration
(vii)	Certificate of Owner's Acceptance or Certificate of Satisfactory Completion

- e) Statement of the prospective bidder of all its **ONGOING** government and private contracts, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid. The statement shall include, for each contract, the following (**SF-CONS-15B**):

(i)	The name and location of the contract
(ii)	Date of award of the contract
(iii)	Type and brief description of consulting services
(iv)	Contractor's role (whether main consultant, subcontractor or partner in a JV) and percentage of participation
(v)	Amount of contract
(vi)	Contract duration
(vii)	The statement shall be supported by Contract of Agreement, Notices of Award (NOA) and/or Notices to Proceed (NTP) issued by the owners

- f) Statement of the consultant specifying its nationality and confirming that the following personnel who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2 and commitment to employ the same for the project with the following minimum required experience, education and training of proposed professional staff supported by their **respective curriculum vitae**:

No.	Professional Staff	Required Experience
1	Geodetic Engineer	--With at least 10 years experience on survey works and titling
2	Geodetic Engineer Aide	-With at least 5 years experience on survey works
2	Line Men	-With at least 2 years experience on survey works
2	Labor	-With at least 2 year experience on survey works
1	Liason Officer	-With at least 1 year experience on survey works and titling
1	Draftsmen	-With at least 1 year experience on survey works

The bidder shall be evaluated based on their capability to undertake the project in relation to its on-going works and availability of sufficient equipment to undertake the on-going projects, not yet awarded projects and the project under bidding.

Minimum Equipment Requirement:
2 sets GPS and/or Total Station Instrument with accessories
(minimum of 2 mounted prism with rod, etc.)
2 sets Tapes and Rods

Financial Documents

g) Audited Financial Statements - these include **Independent Auditor’s Report(In my Opinion), Income Tax Return (ITR), Balance Sheet and Income Statement for the Year 2018**, showing, among others, the prospective total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

2. Class “B” Document

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential JV partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a JV in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the JV shall submit the legal eligibility documents. The submission of technical and financial documents by any of the JV partners constitutes compliance.

4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(c)	The eligibility documents shall be addressed to the Chairperson NHA - Bids and Awards Committee 2 for Consulting Services.
4.3(d)	The identification of the Project is: Ref. No. NHA-CONSULTING-2021-001: INDIVIDUAL LOT TITLING AND CONSOLIDATION-SUBDIVISION SUVREY OF NHA-DOH LOT 110 HOUSING PROJECT (GMA VILLE HOUSING PROJECT)

5 & 8.1	<p>The place for the Submission and Opening of Eligibility Documents is:</p> <p>NHA, 2ND Flr., Machay Bldg., Gorordo Ave., Camputhaw, Cebu City</p> <p>The deadline for Submission of Eligibility Documents is December 03, 2021, not later than 10:00 a.m. (or as stated in the Request for Expression of Interest).</p>
9.1	<p>Similar contracts are those projects that have similar scope of works to the project under consideration detailed in Clause 1.2.</p>
9.2	<p>The Detailed Set of Criteria and Rating System to be used by NHA for Shortlisting of Consultants is:</p> <p>a) Applicable experience of the consultant and associates in case of joint ventures, considering both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants – 50%</p> <p>b) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking – 30%</p> <p>c) Current workload relative to job capacity – 20%</p> <p>Note: Minimum passing rate to qualify is 60%</p>



REQUEST FOR EXPRESSION OF INTEREST

1. The National Housing Authority (NHA) - Region VII, through the Corporate Budget approved by the NHA Board for CY 2021 intends to apply the sum of **One Million Six Hundred Sixty Seven Thousand Six Hundred Seventy One and 30/100 Pesos Only (PhP 1,667,671.30)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Individual Lot Titling and Consolidation-Subdivision Survey of NHA-DOH Lot 110 Housing Project (GMA Ville Housing Project)** with Ref. No. **NHAVII-CONSULTING-2021-001**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The National Housing Authority (NHA) - Region VII now calls for the submission of Eligibility Documents for the above-cited project. Checklist of requirement for eligibility and shortlisting may be acquired by interested consultants starting on December 6, 2021 and must be duly received by the ROBAC-7 Secretariat during 09:00 AM to 5:00 PM, upon submission of Letter of Intent (LOI) addressed to the ROBAC-7 Chairperson, and upon payment of the applicable fee in the amount of PhP 2,500.00. Interested Consultants must submit their eligibility documents on or before December 16, 2021 (Thursday), not later than 10:00 a.m. at the 2nd Floor Machay Building, Gorordo Avenue, Cebu City.
3. Opening of Eligibility Documents shall follow immediately after the deadline of submission of eligibility documents. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
4. The ROBAC-7 shall draw up the short list of consultants from those who have submitted Expression of Interest, including the Eligibility Documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of a maximum of five (5) consultants/bidders prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:
 - a. Applicable experience of the consultant and associates, considering both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants;
 - b. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
 - c. Current workload relative to job capacity.
5. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised IRR of RA 9184 and is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

6. The Regional Office Bids and Awards Committee shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. The weights to be allocated for the Technical and Financial Proposals and the criteria and rating system for the evaluation of bids shall be indicated and provided in the Bid Data Sheet.
7. The contract shall be completed within One Hundred Ninety (190) Calendar Days.
8. The NHA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

ROBAC SECRETARIAT

National Housing Authority - Region VII

2nd Floor Machay Building, Gorordo Avenue, Brgy. Kamputhaw, Cebu City

E-mail address: nha.robac7@gmail.com


Telephone Nos.: (032) 232-9053 / 232-9048

10. You may visit the following websites:

For downloading of Bidding Documents: <https://notices.philgeps.gov.ph/>
<https://nha.gov.ph/bid-opportunities/>

For online bid submission: nha.robac7@gmail.com

Date issued: December 6, 2021


DANTE U. ESTROBO
Chairperson
Regional Office Bids and Awards Committee
National Housing Authority - Region VII
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Office of the President

NATIONAL HOUSING AUTHORITY



ROBAC RESOLUTION NO. 2021-001 (CONSULTING)

RECOMMENDING THE CANCELLATION OF BIDDING FOR THE INDIVIDUAL LOT TITLING AND CONSOLIDATION-SUBDIVISION SURVEY OF NHA-DOH LOT 110 HOUSING PROJECT (GMA VILLE HOUSING PROJECT) with Ref. No. NHA-CONSULTING-2021-001

WHEREAS, the on the National Housing Authority (NHA) Region 7 advertised the Request for Expression of Interest for Ref. No. NHA-CONSULTING-2021-001 and was posted continuously for seven (7) days at the NHA Website, the PhilGEPS and at conspicuous places of the National Housing Authority (NHA) Region 7 office on November 24, 2021;

WHEREAS, the deadline for the submission/ receipt of bids was scheduled on December 3, 2021 at 10:00 a.m. and subsequently be opened on same day;

WHEREAS, the Approved Budget for the Contract (ABC) is **Php 1,667,671.30**;

WHEREAS, on December 3, 2021, ROBAC-7 issued a Bid Bulletin No. 2021-007-R7 to postpone the Eligibility Check and Shortlisting of Consultants since the Proposed Professional Staff Requirements noted in the Eligibility Data Sheet issued and posted last November 24, 2021 in PhilGEPS and in the conspicuous places of NHA VII office did not meet the actual field conditions with NHA's Detailed Estimates of the said project;

WHEREAS, the End User together with the Regional Bids and Awards Committee 7 (ROBAC-7) conducted a special session to address the above concerns, thus hereby amend the proposed professional staffing requirements. In consideration of the request of the bidders to revisit and re-evaluate the manpower requirements;

WHEREAS, Section 22 Pre-Bid Conference of the Revised IRR of RA 9184 provides that the decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental/ Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids;

WHEREAS, as of date, we have already exceeded the minimum operational timeline of seven (7) days from issuing any Supplement/ Bid Bulletin to Eligibility Check and Shortlisting;

WHEREAS, pursuant to Clause 8 of the Request for Expressing of Interest of the Bidding Documents which provides that *"NHA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders."*

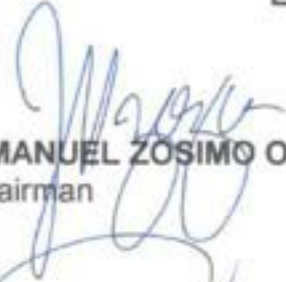
NOW, THEREFORE, the BIDS AND AWARDS COMMITTEE RESOLVES, as it is hereby RESOLVED:


1. DECLARE and ISSUE Notice of Cancellation of the Bidding for the **INDIVIDUAL LOT TITLING AND CONSOLIDATION-SUBDIVISION SUVREY OF NHA-DOH LOT 110 HOUSING PROJECT (GMA VILLE HOUSING PROJECT)**
2. Re-post a new Bidding Schedule for the above project, in compliance with Revised IRR of RA 9184;
3. Bidders may request for refund of the payment for the purchase of bidding documents or use the same for the re-posting and re-advertisement.

RESOLVED this 3rd day of December 2021 at the National Housing Authority Region 7 Office, Cebu City.

BIDS AND AWARDS COMMITTEE


ENGR. DANTE U. ESTROBO
Chairman


ATTY. MANUEL ZOSIMO OZOA
Vice-Chairman


MS. CAROLYN MAE M. MENDOZA
ROBAC Member



AR. DONABEL LORRAINE P. VERGARA
ROBAC Member


MS. GLORIA P. AMBRAY
ROBAC Member


MS. MARY ROSE ANN F. VIRTUCIO
ROBAC Member


MS. ELENA G. GALEON
ROBAC Member

APPROVED:


ENGR. HERMES JUDE G. JUNTILO
HoPE-7



TERMS OF REFERENCE

PROPOSED INDIVIDUAL LOT TITLING AND CONSOLIDATION- SUBDIVISION SURVEY OF NHA-DOH LOT 110 HOUSING PROJECT (GMA VILLE HOUSING PROJECT)

Barangay Carreta, Cebu City

I. GENERAL INFORMATION

On May 02, 2002, in line with the Anti-Poverty Program, the President issued among others a directive to the National Housing Authority through Housing and Urban Development Coordinating Council (HUDCC) Chairman Michael T. Defensor to immediately undertake structural and other necessary land surveys to implement the Socialized Housing Program in Cebu City particularly in Barangays Carreta and Sambag 2. So on November 26, 2002 the President through the efforts of all the stakeholders, the DOH properties in the afore-cited barangays were conveyed to the National Housing Authority.

After a public bidding, the Survey Works (Boundary, Structural and Subdivision Survey) contract for the area commenced on February 26, 2004. The said activity amounting to **PHP 547,400.00** was completed on April 11, 2006. The 42,395 sq.m. property generated 317 saleable lots (406 total).

On July 9, 2011 a fire hit portion of the lot (Ponce Compound), which engulfed much of a neighboring area belonging to Barangay Tejero. On December 10, 2013 another fire destroyed much of Lot 110's Sitio Laray. Both fires were the cause of "Reblocking" of portion of Lot 110 GMA Ville Housing Project. The planning and survey activities were all led by the City of Cebu in coordination with the Project Office. The reblocking was in adherence to the thrust of then Mayor Michael Rama to widen roads particularly on areas heavily occupied by informal settlers of the city.

To proceed with the actual distribution of lots to qualified beneficiaries, thus this proposed project.

II. ACCESSIBILITY OF SITE

The Regional Office shall ensure the accessibility of the project site and its right-of-way (ROW) for the delivery of materials, equipment and other project resources to the site prior to the bidding. The Regional Office shall likewise certify that the lot is not the subject of a pending case in court. Certifications to this effect shall be required from the Regional Manager to

be submitted to the Regional Bids and Awards Committee (ROBAC) on or before the scheduled Pre-Bid Conference.

III. SCOPE OF WORKS

3.1 INDIVIDUAL LOT TITLING

3.1.1 Registration and issuances from the Register of Deeds of individual lot titles in the name of NHA or corresponding beneficiary.

3.1.2 Issuances from the Cebu City Assessor's Office of individual lot Tax Declaration in the name of NHA or corresponding beneficiary.

3.2 SUBDIVISION SURVEY

3.2.1 Data Research from all resource offices

3.2.2 Fieldwork and establishment of horizontal control

3.2.3 Corner setting and monumenting

3.2.4 Preparation of complete survey returns (field notes, setting and lot data computations)

3.2.5 Necessary Permits and Licenses

References

a. *HLURB Resolution No. R-465 s. 1990 and Amd. Res. R-465-A s. 1991 confirming the position of the National Housing Authority (NHA) that it is not required to secure license to sell for its housing and resettlement sites.*

b. *HLURB MC No. 10-A s. 1991 (04 March) amending Resolution No. 12-465. Re: NHA exemption from securing license to sell on its Housing/ Resettlement Project.*

IV. END PRODUCTS

Submission to NHA of the following documents:

4.1 APPROVED CONSOLIDATION-SUBDIVISION PLAN

- 4.1.1 One (1) electronic copy on CD, two (2) sepia copies and six (6) print copies of the duly approved Consolidation-Subdivision Survey Plan in LRA / LMS-DENR mylar form.
- 4.1.2 Two (2) sepia copies with six (6) photocopies each of the LRA / LMS-DENR approved individual lot descriptions and narrative descriptions.
- 4.1.3 One (1) electronic copy on CD of all survey returns (raw data, lot descriptions and individual lot technical descriptions, subdivision plan, etc.).

NOTE: All electronic copies of Drawings shall be in standard DWG format

4.2 INDIVIDUAL LOT TITLING

- 4.2.1 Owner's Duplicate of Transfer Certificate of Title of individual lots in the name of NHA duly registered by the local Registry of Deeds and three (3) photocopies of each TCT

V. CONTRACT DURATION

The required survey works shall be completed within **One Hundred Ninety (190)** calendar days.

VI. PERFORMANCE SECURITY

To guarantee the faithful performance by the winning bidder of its obligations under the contract in accordance with the Bidding Documents, it shall post a Performance Security in favor of the procuring entity prior to signing of the contract. The Performance Security may be in any of the following forms and schedule.

FORM OF PERFORMANCE SECURITY	MINIMUM AMOUNT IN % OF TOTAL CONTRACT PRICE
1. Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank	
2. Bank draft / guarantee or irrevocable letter of credit issued by a universal or Commercial bank. Provided however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Five percent (5%)

3. Security Bond callable upon demand issued by a surety or insurance company duly certified by the insurance Commission as authorized to issue such security	Thirty percent (30%)
4. Any combination of the foregoing	Proportionate to share of form with respect to total amount of security

VII. MODE OF PAYMENT

Full (100%) payment for each Scope of Work shall be made by the NHA upon complete submission by the Survey Contractor of the required end products / documents per item IV hereof.

VIII. BIDDING INFORMATION, TERMS AND CONDITIONS

- 8.1 Pursuant to the provisions of the IRR of RA 9184, as amended, the National Housing Authority (NHA), through publication of notices, shall call for the submission of offers for **PROPOSED TITLING AND CONSOLIDATION-SUBDIVISION SURVEY OF NHA-DOH LOT 110 HOUSING PROJECT**
- 8.2 The public notice is intended to satisfy the requirements of due notification to all interested parties and prospective bidders for the purpose of selecting bids most advantageous to the government.
- 8.3 All parties interested in submitting proposals shall comply with the requirements of this TOR.
- 8.4 Bidders shall be wholly responsible for taking all necessary steps to examine the TOR and to inform themselves as to all conditions and circumstances affecting their bids and the implementation of the contracts and/or the obligations to be undertaken by them.
- 8.5 Costs and expenses incurred directly or indirectly by the Bidders in the preparation and presentation of their bids shall be borne by them.
- 8.6 NHA reserves the right to request additional information or clarification from Bidders.
- 8.7 NHA reserves the right, as its interest may require, amending or clarifying the requirements of this TOR prior to the deadline for submission of proposals. Any amendment or clarification shall be made through the issuance of bulletins, copies of which shall be furnished all bidders. If the amendments require substantial changes to the proposals, the date will be re-set for the submission of bids.

Bidders shall acknowledge receipt of all addenda to the TOR. Inquiries may be made with the Regional Bids and Awards Committee (ROBAC). 2nd Floor, Machay Building, Gorordo Avenue, Cebu City.

- 8.8 The Bidders shall be required to submit and attach to the bid, the derivation of the unit rates of items of work as shown in the Schedule of Rates.
- 8.9 The NHA will hold a Pre-Bid Conference on a date to be announced which shall be open only to all interested parties who have purchased the Bidding Documents.
- 8.10 The NHA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders

Prepared by:


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Cebu District Office

Approved by:


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