

# Eligibility Data Sheet

1.1	The PROCURING ENTITY is:  NATIONAL HOUSING AUTHORITY – REGION VII
1.2	<p>The identification of the Project is: <b>Ref. No. NHA VII-CONSULTING-2021-002: CONSOLIDATION-SUBDIVISION SURVEY AND INDIVIDUAL LOT TITLING OF LOTS WITHIN PRESIDENTIAL PROCLAMATION 1772 (PHASE 1)</b></p> <p>The types and fields of Consulting Services that will be performed in relation to the project are:</p> <ul style="list-style-type: none"> <li>a) Consolidation/Subdivision Survey</li> <li>b) Individual Lot Titling Works</li> </ul> <p>The appropriate GOP regulatory body is the Philippine Regulatory Commission (PRC) for Geodetic Engineers of the Philippines.</p>
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><b><u>TABS OR EARS</u></b> 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><b>ELIGIBILITY DOCUMENTS - To be submitted in <b>one (1) original</b> and <b>two (2) copies</b>:</b></p> <p><b>PhilGEPS Certificate of Registration and Membership</b> in accordance with Section 8.5.2 of IRR of RA 9184 if already registered in the PhilGEPS under <b>Platinum</b> 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><b>1. <u>Class "A" Documents:</u></b></p> <p><b><u>Legal Documents</u></b></p> <ul style="list-style-type: none"> <li>a) Registration Certificate from the Securities and Exchange Commission (<b>SEC</b>) including Articles of Incorporation and Amendments, Department of Trade and Industry (<b>DTI</b>) for sole proprietorship, or Cooperative Development Authority (<b>CDA</b>) for cooperatives.</li> <li>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 <b>Official Receipt (OR)</b> evidencing payment for the latest</li> </ul>

applicable quarter or year (**Must be paid up to 2nd Quarter of 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
2	Geodetic Engineer	-With at least 10 years experience on survey works and titling
2	Geodetic Aide	-With at least 5 years experience on survey works
4	Line Men	-With at least 2 years experience on survey works
4	Labor	-With at least 2 year experience on survey works
1	Liason Officer	-With at least 1 year of experience on survey works and titling
1	Data Encoder	-With at least 1 year of 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:**

- 4 sets GPS and/or Total Station Instrument with accessories (minimum of 2 mounted prism with rod, etc.)
- 4 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 <b>one (1) original</b> and <b>two (2) copies</b> 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: <b>Ref. No. NHA VII-CONSULTING-2021-002: CONSOLIDATION-SUBDIVISION SURVEY AND INDIVIDUAL LOT TITLING OF LOTS WITHIN PRESIDENTIAL PROCLAMATION 1772 (PHASE 1)</b>

5 & 8.1	<p>The place for the <b>Submission and Opening of Eligibility Documents</b> is:  <b>NHA, 2<sup>ND</sup> Flr., Machay Bldg., Gorordo Ave., Camputhaw, Cebu City</b></p> <p>The deadline for Submission of Eligibility Documents is December 03, 2021, not later than 10:00 a.m. <b>(or as stated in the Request for Expression of Interest).</b></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 <b>Detailed Set of Criteria and Rating System</b> to be used by NHA for Shortlisting of Consultants is:</p> <ul style="list-style-type: none"> <li>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 – <b>50%</b></li> <li>b) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking – <b>30%</b></li> <li>c) Current workload relative to job capacity – <b>20%</b></li> </ul> <p><b>Note: Minimum passing rate to qualify is 60%</b></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 **Two Million Three Hundred Twenty Five Thousand Three Hundred Seventy Eight and 55/100 Only (PhP 2,325,378.55)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Consolidation-Subdivision Survey and Individual Lot Titling within Presidential Proclamation 1772 (Phase 1) located at Brgy. Jagobiao, Mandaue City, Cebu with Ref. No. NHA VII-CONSULTING-2021-002**. 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](mailto: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](mailto: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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## **ROBAC RESOLUTION NO. 2021-002 (CONSULTING)**

**RECOMMENDING THE CANCELLATION OF BIDDING FOR THE CONSOLIDATION-SUBDIVISION SURVEY AND INDIVIDUAL LOT TITLING WITHIN PRESIDENTIAL PROCLAMATION 1772 (PHASE 1) LOCATED AT BRGY. JAGOBIAO, MANDAUE CITY, CEBU with Ref. No. NHA-CONSULTING-2021-002**

**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 2,325,378.55**;

**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 **CONSOLIDATION-SUBDIVISION SURVEY AND INDIVIDUAL LOT TITLING WITHIN PRESIDENTIAL PROCLAMATION 1772 (PHASE 1) LOCATED AT BRGY. JAGOBIAO, MANDAUE CITY, CEBU**
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 3<sup>rd</sup> 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 CONSOLIDATION-SUBDIVISION SURVEY AND TITLING OF THE LOTS WITHIN PRESIDENTIAL PROCLAMATION 1772 (PHASE 1)**

Barangay Jagobiao, Mandaue City

#### I. GENERAL INFORMATION

On May 14, 2009, Former President Gloria Macapagal-Arroyo signed Presidential Proclamation 1772 "AMENDING PROCLAMATION NO. 507 DATED OCTOBER 21, 1932 WHICH RESERVED CERTAIN PARCELS OF LAND IN JAGOBIAO, MANDAUE CITY, CEBU AS ADDITIONAL LEPROSARIUM SITE FOR THE EVERSLEY CHILDS TREATMENT STATION, BY EXCLUDING PORTIONS THEREOF AND DECLARING THE SAME FOR URBAN DEVELOPMENT AND SOCIALIZED HOUSING SITE PURPOSES IN FAVOR OF QUALIFIED BENEFICIARIES UNDER THE PROVISIONS OF REPUBLIC ACT NO. 7279 OTHERWISE KNOWN AS THE URBAN DEVELOPMENT AND HOUSING ACT"

On January 24, 2017, During the Presidential Visit specifically for PP 1772 concerns, NHA Regional Manager discussed with DENR, LMS VII ARD Eduardo M. Enting and staff about the Authority's role on the Presidential Proclamation 1772. The group discussed their concern on the 3 claimants of lots within the proclamation which were issued advance plans. It was unanimously agreed to proceed with NHA's intention to apply for Special Patent on portions without claimants, while DENR files a case for the claimants to surrender the Advance Plans.

Upon President Rodrigo R. Duterte's visit in Cebu last January 25, 2017, he instructed all agencies concerned to strictly implement the said Proclamation immediately and remedy the hindrances that have delayed the project.

Adhering to the Presidents instruction, a "Reblocking Plan" of the entire proclamation site based on the result of the preliminary survey contract (boundary, topographic, structural survey), was presented to the PP 1772 beneficiaries through a General Assembly on August 27, 2017. Majority of the beneficiaries confirmed to the NHA reblocking plan.

On September 25, 2017, 17 Lots representing PP 1772 parcels without Advance Plan approval and/or claimants were issued Special Patents by DENR Region VII. This proposal will facilitate Consolidation-Subdivision Survey and Individual Lot Titling of lots covered by the aforementioned Special Patents

## 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 CONSOLIDATION-SUBDIVISION SURVEY

- 3.1.1 Research, Reconnaissance and Horizontal Control
- 3.1.2 Corner setting and monumenting
- 3.1.3 Preparation of complete survey returns (field notes, setting and lot data computations)
- 3.1.4 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.*

### 3.2 INDIVIDUAL LOT TITLING

- 3.2.1 Payment of LARES Fees
- 3.2.2 Registration and issuance from the Register of Deeds of individual lot titles in the name of NHA.



#### 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 CONSOLIDATION-SUBDIVISION SURVEY AND TITLING OF THE LOTS WITHIN PRESIDENTIAL PROCLAMATION 1772 (PHASE 1)**
- 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), 2<sup>nd</sup> 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:

  
**DANTE U. ESTROBO**  
Officer-In-Charge  
Cebu District Office

Approved by:

  
**HERMES JUDE G. JUNTILO**  
Regional Manager  
Region 7