



REQUEST FOR QUOTATION

Date: 22 March 2024
RFQ No.: 100-24-01-179

Name of Company: _____

Address: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The **City Government of Pasig**, through the Bids and Awards Committee (BAC), intends to procure **Mapping and Survey Services for the Relocation Survey of 19 Lots for the Proposed Housing Projects in Pasig City – Pasig Urban Settlements Office** ("Project") with an Approved Budget for the Contract (ABC) of **Php 900,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding the total Approved Budget for the Contract shall be rejected.

				Approved Budget		Price Offer	
Item No.	Item Description	QTY	UOM	Unit Cost	Total Cost	Unit cost	Total Cost
1	Mapping & Survey Services Mapping & Surveying Services of 19 Lots for the Proposed Housing Projects in Pasig City	1	pcs	900,000.00	900,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	900,000.00		
DELIVERY TERM: Please refer to the Terms of Reference.							

TERMS OF REFERENCE

MAPPING AND SURVEY SERVICES FOR THE RELOCATION SURVEY OF 19 LOTS FOR THE PROPOSED HOUSING PROJECTS IN PASIG CITY

I. OBJECTIVE:

The survey intends to relocate corners or re-set boundary lines of 19 lots of various barangays in Pasig City. The technical description and area indicated in each of the TCT shall be the basis of relocating the corners or re-setting the boundaries.

II. APPROVED BUDGET FOR THE CONTRACT (ABC):

The ABC for the proposed mapping and survey services is Php 900,000.00 (Nine Hundred Thousand pesos) inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.

III. SCOPE OF WORKS:

The winning bidder shall undertake the following:

- a. Pre-Survey Activities and Field Operation
 - i. Data Research of Adjoining owners and Old Monuments Inventory.
 - ii. Reconnaissance.
- b. Notification of Survey. The Barangay Chairperson and Lot owner affected by the survey shall be notified before the conduct of survey.
- c. Relocation survey of nineteen (19) lots.

The following shall apply:

 - i. When it is positively established that a boundary survey mark has not been set as originally intended, re-set the mark after recording the position of the mark that must be re-set.
 - ii. Record any encroachment caused by the differences between the positions of boundaries as determined in reinstatement/relocation survey and the original or earlier survey. This shall be stated in the narrative report which shall be included in the survey returns.
 - iii. The relocation of corners, re-establishment of boundary lines, etc, of magnetic surveys, upon which valid land titles have been based, shall be relocated following the metes and bounds as stated in the certificate of title, taking into consideration the adjoining natural and man-made features and as many as old corners as possible.

- iv. Re-establishment of old monuments. When monuments appear to have been moved, such observation shall be recorded in the field notes and the subject monuments shall be reinstated/re-established.
 - v. Setting of permanent position of lot corners. In case no corner markers can be found on the ground, at least three (3) corner-markers of nearby approved survey may be used as reference provided a common point can be established pursuant to Section 128 of the Manual of Land Survey Procedures.
- d. Prepare and submit two (2) copies of the sketch plan to Pasig Urban Settlements Office (PUSO) including ComputerAided Design (CAD) file. The CAD File shall be drawn to a scale of 1:1. The sketch Plan shall be in an appropriate scale.
 - e. Fulfil all its obligations by using its technical expertise and in accordance with the highest professional and industry standards. The winning bidder shall exercise all reasonable skill, care, diligence and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of Pasig City LGU. To attain these ends, the Consultant/Firm shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services.

IV. DETAILED SURVEY AND MAPPING REQUIREMENTS

The detailed survey works shall be undertaken in accordance with the common surveying and mapping requirement and specifications stipulated in the Department of Environment and Natural Resources (DENR) Administrative Order No. 2007-29, Revised Regulations for Land Surveys, and further amended by Department Memorandum Circular No. 2010-13; Manual for the Land Survey in the Philippines (Land Administrative Order No. 4 of the Bureau of Lands); Executive Order No. 4, series of 1993, adopting the Philippines Reference System of 1992 as the Standard Reference System for Survey in the Philippines; and the DPWH Design Guidelines, Criteria and Standard, Volume 2B, Engineering Surveys 2015 that include but not limited to the following :

1. Establishment of Horizontal and Vertical Ground Controls (Reference Monuments)
 - **Horizontal and Vertical Ground Control**

Horizontal and vertical ground controls shall be established at or near an acceptable vicinity of subject project using at least secondary traverse precision and accuracy. Previously established and/or existing BLLM's shall be made part of the project control.

a. GPS Survey

The Horizontal and Vertical Control Global Positioning System (GPS) network in the project road shall be tied to an existing national triangulation network established by the NAMRIA which is integrated to the Philippines Plane Coordinate System (PPCS) - Philippines Reference System of 1992 (PRS92). New GPS Stations should be at least 3 km interval along the project road shall be a concrete monument of dimension 40 cm x 40 cm x 100 cm with 10 mm diameter x 100 cm long steel bar embedded at the center of the monument (permanent and installed at location where they could not be easily removed and/or disturbed).

2. Primary Traverse:

Traverse station must be tied to a GPS station established in the project road. Primary traverse station shall be established using concrete monument of dimension 20 cm x 20 cm x 80 cm with 10mm diameter x 80cm long steel bar embedded at the center of the monument (permanent and installed at location where they could not be easily removed and/or disturbed).

Traverse stations or baselines must be properly established and described to be used as future reference for "As-Staked" and "As-Built" surveys.

3. Angular and Linear Error of Closures

Angular and linear error of closure must be in accordance with the specification and requirement of the Manual for Land Surveys in the Philippines (DENR Administrative Order No. 2007-29 and further amended by Department Memorandum Circular No. 2010-13).

4. Closed Traverse and/or Closed Loops

Traverse and/or loop stations must start and end on recovered previously established horizontal ground controls of higher order and follow approximately the course of the boundaries of the affected properties.

5. Astronomical Observation for every Closed Traverse/Loop

Astronomical observation must be taken at every closed traverse/loop, both during the morning and in the afternoon and/or during the night and shall be done at intervals of not more than 30 stations. The computations must be properly entered on the prescribed DENR, Land Management Services Survey Forms.

6. Monumenting/Placing of Permanent Reference Points

Standard cylindrical monuments used in defining and marking corners shall be made of concrete (mixture 1:2:3) at least 150 millimeters in diameter by 400 millimeters in depth and must be set 350 millimeters in the ground at the corners of lots. The top shall be centered by a galvanized iron spike or by a conical hole not exceeding

20 millimeters in diameters and not less than 10 millimeters in depth to define the corner to which measurement shall be made.

Reference points shall also be installed for monuments that may be removed by various activities in adjacent areas. The reference points shall be permanent and installed at location where they could not be easily removed and/or disturbed.

V. Expected Outputs/ Deliveries

1. Inception Report

The winning bidder+ is required to submit one (1) week after commencement of services. It shall outline a detailed work program and briefly describe the methodology and project schedule (GANTT and S-Curve) proposed to meet the terms of reference. The report shall include the initial findings as well as preliminary layout of the forms to be used for various investigations and calculations. Inception Reports shall be submitted in soft-bound copy with title of the report written at the spine.

2. Land Survey Plan

Land plans drawn in the scale of 1:1000 shall be prepared in a Mylar papers. These shall indicate the following:

- a. Title sheet;
 - b. Location Plan showing the adjoining Towns, Municipalities/Barangays, vicinity map, general notes, direction of meridian, technical description of all controlling points (including elevation)
 - c. legends/symbols, index map;
 - d. Project area plotted with geographic/coordinates system grid;
 - e. Designated road alignment (centerline) with stationing of interval of one hundred (100) meters and right-of-way limits as identified by the Head of Implementing Office;
- a) In every sheet of plan indicate the following:
- o Name of owner of lots with corresponding lot no. and lot areas in sq. meter;
 - o Technical description of all lots in tabular form;
 - o All corners shall be indicated by small circle with their respective number description; o Scale Bar;
 - o City/Municipal and Barangay Boundaries;
 - o Name, license number, date and place of issuance, signature & seal of Geodetic Engineer;
 - o Date of survey;
 - o Names of signatories/approving officials in every sheet of plans; and
 - o Survey waiver

Survey Operation and Submittal of Plans

1. The land survey and preparation of land survey plans shall be supervised by a duly registered Geodetic Engineers.
2. The survey operation shall commence immediately upon receipt of the Notice to Proceed (NTP) on the services.
3. Project payment shall be as per physical accomplishment reflected in the monthly progress report (or in time as required by the implementing office) duly certified by the Project Engineer, concurred by the Head of the Implementing Office or his duly authorized representative (accomplished length based on the approved pages of the submitted and validated land plan, including the corresponding subdivision plan).
4. The land survey plans shall be conducted based on the Approved Detailed Engineering Design (DED) or "As-Stake/Revised" plans.
5. All other survey requirements not expressly specified herein must conform to the provisions of the DENR Administrative Order No. 2007-29, Revised Regulations for Land Surveys, and further amended by Department Memorandum Circular No. 201013.
6. The approval of survey plans shall be undertaken by the Head of Implementing Office.
7. The approved survey plans together with the technical descriptions and other documents shall be stored in electronic format (CAD Files) and submitted to the Implementing Office.

VI. NINETEEN (19) LOTS SUBJECT TO RELOCATION SURVEY.

Hereunder are the 19 lots that will be the subject of relocation survey.

	LOT & BLOCK No.	BARANGAY	TCT No.	OWNER	AREA (m ²)
1	Lot A	Raymundo Compound, Santolan	011-2021001931	City Gov't. of Pasig	5,108.00
2	Lot 7-J	DADO Compound, Santolan	011-2021001932	City Gov't. of Pasig	265.00
3	Lot 1-D	Santolan	011-2021001933	City Gov't. of Pasig	265.00
4	Lot 2	Tawiran St., Santolan	011-2021001934	City Gov't. of Pasig	11,326.00
5	Lot 3-J	Masikap, Tawiran St., Santolan	011-2021001945	City Gov't. of Pasig	27,637.00
6	-	Tambakan 2, San Miguel	PT-79200	City Gov't. of Pasig	5,438.00
7	Lot 12	Kapitolyo	301576	San Rose HOA, Kapitolyo	1,125.00

8	Lot 13	Kapitolyo	301576	San Rose HOA, Kapitolyo	23.00
9	Lot 15	Kapitolyo	301576	San Rose HOA, Kapitolyo	32,824.00
10	-	Albion Compound, Bagong Ilog	011-2015000562	Federico Ilanan	1,022.00
11	-	14 M.H. Del Pilar, Palatiw	PT-111330	Rogelio Jalique	557.00
12	-	14 M.H. Del Pilar, Palatiw	PT-111334	Rogelio Jalique	95.00
13	-	14 M.H. Del Pilar, Palatiw	PT-111338	Rogelio Jalique	89.00
14	-	14 M.H. Del Pilar, Palatiw	PT-111339	Rogelio Jalique	129.00
15	-	Kalawaan	43343	City Gov't. of Pasig	25,579.00
16	-	Ilaya-Santolan HOA, Inc. Santolan	PT-81666	Phil-American Investment Corp.	32,998.00
17	-	Tanay Cemetery	-	-	35,000.00
18	-	Daang Banca Creek	-	Cainta LGU	700.00
19	-	Kalawaan	-	National Steel Corp.	113,000.00
<i>Total Lot Area =</i>					293,180.00

VII. QUALIFICATIONS OF THE KEY PERSONNEL.

The bidder must be in the business of providing Land Surveying services for at least two (2) years. In case of joint ventures, each company should have at least three (3) years business operation. Curriculum vitae (CV), proof of educational and professional credentials of the technical staff should be presented.

The minimum required experience of the staff are as follows:

Min. Number of Position	Name of Position	Qualification	Min. No. of Years at the Position
One (1)	Project Manager	Geodetic Engineer	Three (3)
One (1)	Chief of Party	Geodetic Engineer	Two (2)
One (1)	Instrument Person	Geodetic Engineer	One (1)
One (1)	Researcher	Graduate of any 4-year course	One (1)
One (1)	Cartographer/ CAD Operator	Graduate of any 4-year course	One (1)
Two (2)	Survey Aide	Graduate of B.S. Geodetic Engineering	One (1)

VIII. PROJECT TIMELINE

Activity	Timeline (Working days)
a. Pre-Survey Activities and Field Operation	
i. Data Research of Adjoining owners and Old Monuments Inventory.	21
ii. Reconnaissance.	5
b. Issuance of Notification to affected owners (if not yet LGU-owned)	14
c. Relocation survey of 19 Lots.	120
d. Submission and presentation to PUSO of survey returns of the relocation/reinstatement survey for review	5
e. Submission of survey returns of the relocation/reinstatement survey to the DENR-LMS Regional Office concerned for verification and approval. (IF DISCREPANCIES ARE NOTED BETWEEN THE ORIGINAL SURVEY RETURNS AND RESULT OF THE RELOCATION SURVEY)	15
TOTAL	180

IX. CONTRACT TERM

The Project shall be effective from the issuance of the Notice to Proceed to the winning bidder.

The winning bidder is given one hundred eighty (180) working days to prepare and submit the required outputs reckoned from the date of receipt of the Notice to Proceed from the procuring entity.

The Project shall end upon the receipt by winning bidder of the Certificate of Acceptance and Completion issued by the procuring entity, unless sooner terminated for a cause or upon mutual agreement by both parties.

X. MODE OF PROCUREMENT

The procurement of the mapping and survey services shall be undertaken through Alternative Mode - Small Value Procurement (AM-SVP) pursuant to RA 9184 and its Revised IRR.

XI. MODE OF PAYMENT

All payments relative to the full completion of the contract shall be in accordance with the government procurement and auditing regulations. Prior to the release of one-time FULL PAYMENT, a statement of work of 100% accomplishment must be submitted by the winning bidder and shall be subjected to verification by Pasig Urban Settlements Office (PUSO).

XII. ASSISTANCE TO BE PROVIDED BY PUSO

- a) PUSO shall provide all available pertinent documents such as copy of titles to the property, technical descriptions, and approved survey plans.
- b) PUSO shall assist the winning bidder in accessing the 19 lots, if necessary.

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **Professional License/Curriculum Vitae of key Personnel to be assigned in the Project**
- Proof that the bidder is in the business of providing land surveying services for at least two (2) years. In case of joint venture: proof that each company has at least three (3) years in business
- **PhilGEPS Registration Number**
- **Income/Business Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).
 - In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:
 1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement** (*Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>*)
- **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

For any clarification, you may contact us at telephone no. (02) 8641-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph

SGD

ATTY. BEA THERESA P. VILLANUEVA
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products/services to be delivered will conform to the specifications stated in the Item Description/Terms of Reference.

Conforme:

Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of

(Please indicate Company Name)