

## **TERMS OF REFERENCE**

### **CONSULTING SERVICES FOR THE RELOCATION SURVEY OF 28 NON-CONTIGUOUS LOTS (GENERATED LOTS) AT BARANGAY SCOUT BARRIO, CAMP JOHN HAY**

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#### **I. OBJECTIVE:**

The survey intends to relocate corners or re-set boundary lines of twenty-eight (28) lots derived from the subdivision of Transfer Certificate of Title (TCT) No. 62887, Lot 12, Psd- 131102-002639, Scout Barrio, Camp John Hay. 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 consulting services is One Hundred Ninety-One Thousand Three Hundred Eighty-Five and 60/100 (₱191,385.60) inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.

#### **III. SCOPE OF WORKS:**

The Consultant/Firm 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 twenty-eight (28) 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.

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- d. Prepare and submit two (2) copies of the sketch plan to JHMC including Computer-Aided 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 CONSULTANT 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 JHMC. 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. 28 LOTS SUBJECT TO RELOCATION SURVEY.

Hereunder are the 28 lots that will be the subject of relocation survey.

	BLOCK & LOT NO.	TCT NO.	OWNER	AREA in SQ.M.	LOT CLASSIFICATION
1	2-14	83326	BCDA	138	Generated Lot
2	2-15	83327	BCDA	149	Generated Lot
3	2-16	83328	BCDA	138	Generated Lot
4	2-24	83336	BCDA	149	Generated Lot
5	3-13	83349	BCDA	170	Generated Lot
6	3-14	83350	BCDA	178	Generated Lot
7	3-15	83351	BCDA	203	Generated Lot
8	3-16	83352	BCDA	167	Generated Lot
9	3-17	83353	BCDA	202	Generated Lot
10	3-18	83354	BCDA	200	Generated Lot
11	3-19	83355	BCDA	207	Generated Lot
12	4-17	83377	BCDA	307	Generated Lot
13	4-19	83379	BCDA	266	Generated Lot
14	5-4	83394	BCDA	178	Generated Lot
15	5-5	83395	BCDA	250	Generated Lot
16	5-19	83409	BCDA	210	Generated Lot
17	5-20	83410	BCDA	193	Generated Lot
18	5-22	83412	BCDA	320	Generated Lot
19	10-19	83495	BCDA	107	Generated Lot
20	10-20	83496	BCDA	122	Generated Lot
21	11-8	83508	BCDA	195	Generated Lot
22	11-9	83509	BCDA	193	Generated Lot
23	11-10	83510	BCDA	188	Generated Lot
24	11-11	83511	BCDA	190	Generated Lot
25	11-12	83512	BCDA	189	Generated Lot

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26	11-14	83514	BCDA	544	Generated Lot
27	14-6	83531	BCDA	173	Generated Lot
28	14-7	83532	BCDA	170	Generated Lot
TOTAL				5,696	

#### V. QUALIFICATIONS OF THE CONSULTANT AND ITS KEY PERSONNEL.

The consultant 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;

The minimum required experience of proposed professional staff are as follows:

<b>Min. Number of Position</b>	<b>Name of Position</b>	<b>Qualification</b>	<b>Min. No. of Years at the Position</b>
One (1)	Project Manager	Geodetic Engineer	Five (5)
One (1)	Chief of Party	Geodetic Engineer	Three (3)
One (1)	Instrument Person	Geodetic Engineer	Three (3)
One (1)	Researcher	Graduate of any 4-year course	Three (3)
One (1)	Cartographer/ CAD Operator	Graduate of any 4-year course	Three (3)
Two (2)	Survey Aide	Graduate of B.S. Geodetic Engineering	Two (2)

#### VI. PROJECT TIMELINE

<b>Activity</b>	<b>Timeline (Working days)</b>
a. Pre-Survey Activities and Field Operation	
i. Data Research of Adjoining owners and Old Monuments Inventory.	7
ii. Reconnaissance.	2
b. Issuance of Notification to affected owners	2
c. Relocation survey of twenty-eight (28) Generated Lots.	15
d. Submission and presentation to JHMC of survey returns of the relocation/reinstatement survey to for review	2
e. Submission of survey returns of the relocation/reinstatement survey to the DENR-LMS Regional Office concerned for verification and approval. (IF DISCREPANCIES ARE	2

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NOTED BETWEEN THE ORIGINAL SURVEY RETURNS AND RESULT OF THE RELOCATION SURVEY)	
TOTAL	30

#### **VII. CONTRACT TERM**

The Project shall be effective from the issuance of the Notice to Proceed to the Consultant/Firm.

Consultant/Firm is given Thirty (30) working days to prepare and submit the required outputs reckoned from the date of receipt of the Notice to Proceed from JHMC.

The Project shall end upon the receipt by the Consultant/Firm of the Certificate of Acceptance and Completion issued by JHMC, unless sooner terminated for a cause or upon mutual agreement by both parties.

#### **VIII. MODE OF PAYMENT**

Any payments relative to the partial or full completion of the contract shall be in accordance with the government procurement and auditing regulations.

Prior to any release of payment, a statement of work accomplished must be submitted by the consultant and shall be subjected to verification by JHMCs authorized representative.

#### **IX. MODE OF PROCUREMENT**

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

Bids shall be evaluated using the Quality-Cost Based Evaluation (QCBE) wherein the Technical Proposals shall be given a weight of 70% and the Financial Proposal shall be given a weight of 30%. The consultant obtaining the highest total score shall be declared by the BAC as the bidder with the Highest Rated Bid (HRB).

#### **X. ASSISTANCE TO BE PROVIDED BY JHMC**

- a) JHMC shall provide all available pertinent documents such as copy of titles to the property, technical descriptions, and approved survey plans.
- b) JHMC shall assist the Consultant/ Firm in accessing the 28 lots, if necessary.