



## **NATIONAL HOME MORTGAGE FINANCE CORPORATION**

Filomena Building III,, 104 Amorsolo St., Legaspi Village, Makati City

### **REQUEST FOR PROPOSAL**

The National Home Mortgage Finance Corporation (NHMFC) is inviting all prospective bidders to submit their proposal for the **PROCUREMENT OF GEOGRAPHIC INFORMATION SYSTEM (GIS)-BASED MAPPING AND SURVEY SERVICES** with an Approved Budget for the Contract of **FIVE HUNDRED THOUSAND PESOS (Php500,000.00)** inclusive of all applicable taxes. This will be subject to the terms and conditions included in the **attached Terms of Reference**.

Please submit your proposal in a sealed envelope, including all required documents on or before **March 31, 2014 (Monday) at 4:00 p.m.** to the BAC Secretariat, 4<sup>th</sup> Floor, Filomena Building, 104 Amorsolo Street, Legaspi Village, Makati City. **Late proposals shall not be accepted.**

The NHMFC reserves the right to accept or reject any proposal, to annul the negotiation process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected bidders.

For further inquiries, please call Ms. Lourdes Duman or Mr. Mark Sumisim, BAC Secretariat at 893-15-01 local 386 and 224, respectively.

(Sgd.) **DAISY S. DULAY**  
Chairman  
Bids and Awards Committee

Attach. : a/s



# NATIONAL HOME MORTGAGE FINANCE CORPORATION

Filomena Building III., 104 Amorsolo St., Legaspi Village, Makati City

## TERMS OF REFERENCE

### PROJECT: PROCUREMENT OF GIS-BASED MAPPING & SURVEY SERVICES

#### I. PROJECT DESCRIPTION

The Acquired Assets Division (AAD) of National Home Mortgage Finance Corporation (NHMFC) is tasked to liquefy the non-performing assets of the Corporation through disposal/negotiated sale of the properties acquired in the course of foreclosure or as Dacion en Pago.

In the course of its inspection of the properties and during the conduct of appraisal by the Collateral Verification and Appraisal Division (CVAD), it was found out that some properties cannot be located based on the location indicated in the Transfer Certificate of Title (TCT).

In order to determine and identify the location of the properties for sale/disposal and facilitate or minimize field work in arriving at a more realistic valuation, the AAD highly recommends the procurement of GIS-based mapping services of a firm fully equipped with the technology necessary to fulfill the requirements under these Terms of Reference.

#### II. OBJECTIVE

- Plotting and mapping of the property corners and lines of one hundred twenty-nine (129) residential properties under acquired asset accounts located in the following areas:

Valenzuela	-	<b>3</b>
Pangasinan	-	<b>6</b>
Bataan	-	<b>8</b>
Pampanga	-	<b>37</b>
Candelaria, Quezon	-	<b><u>75</u></b>
<b>Total</b>		<b>129</b>
		<b>===</b>

- Analysis of errors, if any, in the technical descriptions of the properties and application of technical adjustments necessary to eliminate such errors.
- Generation and presentation of a comprehensive set of computerized geographic information or geographic information of the aforesaid accounts.
- Ground relocation survey of sixteen (16) of the above listed properties in Candelaria, Quezon.

### **III. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is Five Hundred Thousand Pesos (**Php 500,000.00**), inclusive of all applicable taxes and will be sourced from the corporate funds.

### **IV. EXPERTISE REQUIRED**

The NHMFC is looking for a reputable Firm with minimum qualifications as follows:

- Possesses and operates a Geographic Information System (GIS) infrastructure and a comprehensive set of computerized geographic information covering the above specified locations of the subject properties;
- With Geodetic Engineering personnel duly licensed by the Professional Regulatory Commission and accredited with the Geodetic Engineers of the Phils;
- With at least five (5) years of related work experience;
- Equipped with the necessary tools/instrument to perform the job;
- Capable to determine the actual property corners and lines, provide GIS maps of the properties, and install lot monuments the corners of the lots that will be subject of the relocation survey.

### **V. SCOPE OF WORK/DELIVERABLES**

The Surveying and/or related firm shall undertake the following tasks:

- Plot the technical descriptions in the titles of the subject properties, determine specific errors (if any) in the technical descriptions vis-à-vis the plotted geographic position of the property lines and the given boundaries, validate the accuracy

of the lot area using the computerized method of computing the lot area, and submit a report on the findings together with the recommended corrections necessary to eliminate the errors.

- Provide a lot plan and vicinity map for each property individually and as a group, on a Base Map with the following spatial content:
  - The property as plotted based on the title, and the adjusted/corrected plot as the case may be;
  - Roads and railways;
  - Rivers, creeks and other water bodies;
  - Fault lines;
  - Commercial, industrial and institutional establishments and landmarks; and
  - Route marks or navigational guides.
- Provide the following geographic attribute for each property:
  - Land Classification;
  - Slope;
  - Elevation;
  - Distance and direction from nearest National (or Provincial) Road;
  - Distance from nearest fault line; and
  - WGS84 coordinates of Corner 1 of the property.
- For the properties subject of the Ground Relocation Survey:
  - Research and analyze the survey records of the properties;
  - Conduct ground survey to generate the correct lot data/technical descriptions of the properties, and install the standard cylindrical monuments to mark the lot corners;
  - Conduct ocular inspection of the property and ascertain its physical condition (home lot, road lot, creeks, encroachment, erosion, etc.);
  - Prepare a Relocation Plan for each surveyed property and submit the same to the DENR for approval, and follow up the same until the Corrected Technical Descriptions are obtained;

- Based on the Relocation Plans, prepare a lot plan and vicinity map for each property individually and as a group, on a Base Map with spatial content and geographic attributes of the properties as aforementioned.
- Submit a Proposed Schedule/Timeline of accomplishing the job.

## **VI. INCONSISTENCY IN SPECIFICATION**

If any inconsistency is found in any of the items under the Terms of Reference, the interpretation of NHMFC on the said inconsistency shall prevail.

## **VII. DURATION OF CONTRACT**

The contract shall be for a period of ninety (90) working days reckoned from the date of issuance of the Notice to Proceed.

## **VIII. PAYMENT TERM**

The NHMFC shall pay firm within thirty (30) calendar days from receipt of the completion and acceptance of the completed project. Other required documents shall be determined by NHMFC prior to payment to be attached to the Disbursement Voucher.

## **IX. DOCUMENTS AND REQUIREMENTS**

The surveying and/or related firm shall submit the following:

### **A. Eligibility Documents:**

- a.1 Certified True Copy of SEC Articles of Incorporation or Partnership and By-Laws; DTI for sole proprietorship, or CDA for Cooperatives;
- a.2 Copy of BIR Business Registration Certificate;
- a.3 Proof of affiliation/membership with Geodetic Engineers of the Philippines for personnel to be assigned to conduct the ground relocation survey.

### **B. Technical and Financial Proposals:**

- b.1. Company profile and clientele;
- b.2 List of all similar on-going and completed projects within the last five (5) years (highlight scope of work and timetable);

- b.3 Description of the methodology and work plan for performing the project for NHMFC with timetable;
- b.4 Curriculum Vitae for the proposed professional staff and task assignments, and
- b.5 Financial proposal/Bid price (inclusive of all applicable taxes).

**(Sgd.)DAISY S. DULAY**

Chairperson  
Bids & Awards Committee