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Republic of the Philippines  
**CAMARINES NORTE STATE COLLEGE**  
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte - 4600, Philippines

### SUPPLY AND PROPERTY MANAGEMENT

Project Reference No.: BAC Res # 0305  
Name of the Project: Supply of Consulting Services for Titling/Transfer of Title  
Location of the Project: CNSC-IPDO

### REQUEST FOR QUOTATION

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 3 working days.

  
ROSALIE A. ALMADRONES, Ph.D.  
BAC Chairperson

- NOTE:
1. Delivery period within \_\_\_\_\_ calendar days.
  2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
  3. Price validity shall be for a period of \_\_\_\_\_ calendar days.
  4. G-EPS Registration Certificate shall be attached upon submission of the quotation.
  5. Bidders shall submit original brochures showing certifications of the product being offered.

Item No.	Item and Description	Quantity		Unit Price
		1	lot	
1	Consulting Services for Titling/Transfer of Title in the name of CNSC - See attached Term of Reference			

Brand and Model: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at prices stated above.

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Name of Canvasser

Tel. No./Cellphone No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Date: \_\_\_\_\_

**TERMS OF REFERENCE FOR THE LAD REGISTRATION OF VARIOUS LOTS IN THE  
SELECTED CAMPUSES OF CAMARINES NORTE STATE COLLEGE**

**I. BACKGROUND**

The Camarines Norte State College with endorsement from the institutional Planning and Development Office deemed it necessary to contract out the registration or titling of landholdings of the college and all the necessary geodetic works needed for the said registration. The following campuses will be covered in this project.

<b>Properties with Deed of Sale</b>			
<b>Covered Lots</b>	<b>TCT/Lot #</b>	<b>Location</b>	<b>Tax Dec. #</b>
Enrique Guerra	TCT No. T – 4290	Pinagtambangan, LBC	8834
Anacita Pacheco	TCT No. 4163/S# 2049	Talobatib, LBC	5268/GR-2008-FF-06-050-00043
Carmen R. Espeso Breakdown into: S#:2051 – A (Donated to Labo District Hospital) S#:2051 -B (now Lot 4085) Retain to CANR	No Title, registered under act # 496	Talobatib, LBC	4220 GR 2014-HH-06-050-01079
Elvira R. Espeso	Registered under Act No.496.*	Talobatib, LBC	8067
Filomeno Cantor	Not registered under Arct # 496	Talobatib, LBC	8863/GR 2008-FF-06-050-00634
Honesto L. De Jesus Atty-in-fact of Cristela J. del Rosario	Registered Under Act # 496 Lot # 2060 Labo Cadastre	Pinagtambangan, LBC	448
<b>Camarines Norte State College Campuses</b>			
<b>Covered Lots</b>	<b>TCT/Lot #</b>	<b>Location</b>	<b>Tax Dec. #</b>
Main Campus	Lot 656 Lot 657 Lot 670 Lot 2A-2A	Barangay 2, DCN	
Main Campus (Lots occupied by the Dep-Ed)	Lot 2-B. PSD 11236 Municipality of Daet, TCT 155	Barangay 2, DCN	
Abaño Campus	Lot 4	Barangay 2, DCN	
Mercedes, Campus	Lot 1258, Pls. 677-D (OCT No. 2011000085)	San Roque, MCN	
Labo A Campus	Lot No. 2051 (Portion), Cad – 238, Labo Cadastre  Lot No. 2051 (Portion), Cad – 238, Labo Cadastre	Talobatib, LBC	

	Lot No. 3041 Cad – 238, Labo Cadastre		
Labo B Campus	Lot No. 2060 (A, B, C and D)	Pinagtambangan, LBC	
Jose Panganiban Campus	MR-157 & Lot 1, Psu- 88070 (described in O.C.T. Nos. 413 & 371 Issued in favor of Insular Govt. of the Phil Islands and the Municipality of Mambulao)  Lot 1, Psu-88070	Orange Hill, JPCN	

## II. OBJECTIVES

1. To establish the property boundaries of the listed campuses with coordinates and monuments
2. To produce topographic maps for all the lots
3. To delineate land distribution per subdivision plan under Comprehensive Land Use Plan of CNSC
4. To secure approved lot plans for all campuses to relevant government agencies.

## III. SCOPE OF WORK

The scope of work will include, but not limited to, the following;

1. Research, gather, and collate the following original documents appropriate to each lot listed above;
  - a. Deed of Absolute Sale;
  - b. OCT or Transfer Certificate of Title;
  - c. Certificate of Land Improvement from the concerned LGUs;
  - d. Proclamation, and;
  - e. Tax Declaration from the concerned LGUs.
2. Update the real property tax declaration of the listed properties, and;
3. Such other requirements as may be required by law, rulings, regulations, or other issuances;
4. Process all tax requirements and exemptions;
5. Submit assessment for the required fees (including but not limited to Transfer Fees, documentary stamps, and others) for payment by Camarines Norte State College.
6. Apply for Certificate Authorizing Registration;

7. Apply for the land registration at the Registry of Deeds or the DENR, whichever is appropriate, and;
8. Prepare and submit all documents necessary for the application of new tax declaration for the titled properties;
9. The works include the consolidation of lots per campus;
10. As may be required by the registering agencies, the work may entail the preparation of subdivision plans for some sites using the existing approved land surveys, and;
11. Other works that are not reflected in this TOR but are required in the titling of the abovementioned properties.

### WORK MATRIX / SCOPE OF WORKS

Properties with Deed of Sale		
Covered Lots	TCT/Lot #	Scope of Work/s and Deliverables
Enrique Guerra	TCT No. T – 4290	<ol style="list-style-type: none"> <li>1. Preparation of Lot Plan with Technical Description;</li> <li>2. Signed and sealed lot Plan;</li> <li>3. Update Real Property Tax;</li> <li>4. Transfer of title in the name of Camarines Norte State College;</li> </ol>
Honesto L. De Jesus Atty-in-fact of Cristela J. del Rosario	Registered Under Act # 496 Lot # 2060 Labo Cadastre	<ol style="list-style-type: none"> <li>5. Preparation of Lot Plan with Technical Description;</li> <li>6. Signed and sealed lot Plan;</li> <li>7. Update Real Property Tax: Transfer of title in the name of Camarines Norte State College;</li> <li>8. Consolidation of TCT No. T – 4290 and Lot # 2060 Labo Cadastre and Titling in the name of Camarines Norte State College</li> </ol>
Anacita Pacheco	TCT No. 4163/S# 2049	<ol style="list-style-type: none"> <li>9. Preparation of Lot Plan with Technical Description;</li> <li>10. Signed and sealed lot Plan;</li> <li>11. Update Real Property Tax;</li> <li>12. Transfer of title in the name of Camarines Norte State College;</li> </ol>
Carmen R. Espeso Breakdown into: S#:2051 – A (Donated to Labo District Hospital) S#:2051 -B (now Lot 4085) Retain to CANR	No Title, registered under act # 496	<ol style="list-style-type: none"> <li>13. Preparation of Lot Plan of S# 2051 – B with Technical Description and relocating S# 2051 - A (donated to Labo District Hospital);</li> <li>14. Signed and sealed Lot Plan;</li> <li>15. Update Real Property Tax;</li> <li>16. Transfer of title in the name of Camarines Norte State College;</li> </ol>
Elvira R. Espeso	Registered under Act No.496.* _____	<ol style="list-style-type: none"> <li>17. Preparation of Lot Plan with Technical Description;</li> </ol>

		18. Signed and sealed lot Plan; 19. Update Real Property Tax; 20. Transfer of title in the name of Camarines Norte State College;
Filomeno Cantor	Not registered under Act # 496	21. Preparation of Lot Plan with Technical Description; 22. Signed and sealed lot Plan; 23. Update Real Property Tax; 24. Transfer of title in the name of Camarines Norte State College; 25. Consolidation of TCT No. 4163/S# 2049, S#:2051 -B (now Lot 4085) Retain to CANR, Lot under the name of Elvira Espeso and Filomeno Cantor and registration in the name of Camarines Norte State College.
<b>Camarines Norte State College Campuses</b>		
<b>Covered Lots</b>	<b>TCT/Lot #</b>	<b>Location</b> <b>Tax Dec. #</b>
Main Campus	Lot 656 Lot 657 Lot 670 Lot 2A-2A	26. Preparation of Lot Plans with Technical Description; 27. Signed and sealed lot Plan; 28. Update Real Property Tax; 29. Transfer of title in the name of Camarines Norte State College;
Main Campus (Lots occupied by the Dep-Ed)	Lot 2-B. PSD 11236 Municipality of Daet, TCT 155	30. Preparation of Lot Plan with Technical Description; 31. Signed and sealed lot Plan; 32. Update Real Property Tax; 33. Transfer of title in the name of Camarines Norte State College; 34. Consolidation of Lot 656 Lot 657, Lot 670, Lot 2A-2A, and Lot 2-B. PSD 11236 Municipality of Daet, TCT 155 and register in the name of Camarines Norte State College
Abaño Campus	Lot 4	35. Consolidation of all lots and relocation of Lot 4 with Lot Plan; 36. Registration of the consolidated lots in the name of Camarines Norte State College
Mercedes, Campus	Lot 1258, Pls. 677-D (OCT No. 2011000085)	37. Preparation of Lot Plans with Technical Description; 38. Signed and sealed lot Plan; 39. Update Real Property Tax; 40. Transfer of title in the name of Camarines Norte State College;

Labo A Campus	Lot No. 2051 (Portion), Cad – 238, Labo Cadastre  Lot No. 2051 (Portion), Cad – 238, Labo Cadastre  Lot No. 3041 Cad – 238, Labo Cadastre	41. Preparation of Lot Plans with Technical Description; 42. Signed and sealed lot Plan; 43. Update Real Property Tax; 44. Consolidation of Lot and Transfer of title in the name of Lot No. 2051 (Portion), Cad – 238, Labo Cadastre, Lot No. 2051 (Portion), Cad – 238, Labo Cadastre and Lot No. 3041 Cad – 238, Labo Cadastre and registration in the name of Camarines Norte State College;
Labo B Campus	Lot No. 2060 (A, B, C, and D)	45. Preparation of Lot Plans with Technical Description; 46. Signed and sealed lot Plan; 47. Update Real Property Tax, and; 48. Consolidation of Lots and registration in the name of Camarines Norte State College;
Jose Panganiban Campus	MR-157 & Lot 1, Psu-88070 (described in O.C.T. Nos. 413 & 371 Issued in favor of Insular Govt. of the Phil Islands and the Municipality of Mambulao)  Lot 1, Psu-88070	49. Relocation of the area occupied by the informal settlers and preparation of Lot Plans with Technical Description; 50. Signed and sealed lot Plan; 51. Update Real Property Tax, and; 52. Registration in the name of Camarines Norte State College;

The deliverables above do not include properties that may not be processed for registration due to existing arbitration, legal action, and those properties which are found to be unregistrable because of existing/prevaling ownership issues.

**IV. DURATION OF THE PROJECT**

The duration of the project will be 120 days from the issuance of Notice to Proceed.

**V. COST OF CONSULTANCY**

The Approved Budget for the Contract (ABC) of consultancy services is Seven Hundred Thousand (P 700, 000. 00) Pesos, inclusive of tax and other incidental expenses such as transportation, representation, and printing of reports and deliverables.

All fees related to the application for registration shall be shouldered by Camarines Norte State such as documentary stamps, transfer fees, and others.

This consulting contract is a fixed-price contract. Any approved extension of contract time shall not involve any additional cost of the Government.

**VI. COUNTERPART FACILITIES TO BE PROVIDED BY CNSC**

- ❖ Necessary data and information;
- ❖ All necessary documents;
- ❖ Survey documents, and;
- ❖ Necessary cooperation and suggestions on the assignment

**VII. REPORTING/ DELIVERABLES AND PAYMENT SCHEDULE**

1. Billing for remuneration/professional shall be in accordance with the following delivery schedule submitted by the consultant/service provider subject to the usual government accounting and auditing requirements:

The Weekly Progress Report shall also be submitted in 2 hard copies to IPDO.

2. Payment for incidental expenses paid to cover mobilization costs, but shall not exceed 15 percent of the contract amount, subject to the posting of an irrevocable standby letter of credit issued by an entity acceptable to CNSC and of an equal amount to the advance payment.

The advance payment shall be made only upon the submission of an inception report accepted by the CNSC.

The advance payment shall be repaid by the Consulting Firm by deducting from its subsequent billings/ payments such sum as agreed upon during contract negotiations until fully liquidated within the duration of the contract.

**VIII. QUALIFICATION OF THE FIRM**

Prospective service providers are required to submit the following and other eligibility requirement which are prescribed under government procurement:

NO.	ELIGIBLE CRITERIA	RESPONSE (Check Only)
I.	Name and Address of firm/company	
II.	Updated Trade License with evidence	

III.	Updated VAT Certificate with evidence	
IV.	Description of firm/ company details including annual turnover, Company Profile	
V	List of Survey Equipment and Software (as may be needed for the preparation of subdivision plans)	
VI	At least five (5) years of experience surveying and land registration works (Enclose Certificate of Project Completion and Acceptance)	
VII	Ability to work in any part of Camarines Norte	
VIII	Ability to Provide survey and land registration information with good documentation	

Aside from the required documents stated above, prospective bidders are required to submit the curriculum vitae (CV of the Key Expert/s Highlighting their relevant work experience).

#### IX. CRITERIA FOR EVALUATION OF THE TECHNICAL AND FINANCIAL PROPOSAL

1. Technical Proposal (70%)
  - a. Experience and Capability of the firm (10 points)
  - b. Qualification of the Key Personnel to be assigned on the Project (60 points), and;
  - c. Approach and Methodology (30 points)
2. Financial Proposal (20%)

CRITERIA	POINTS
<b>TECHNICAL PROPOSAL</b>	
<b>A. EXPERIENCE AND CAPABILITY OF THE FIRM</b>	
A.1. Records of previous engagement and quality of performance in a similar project	4.00
A.2. Records of previous engagement in other projects	2.00



A.3. Relationship with previous and current clients considering repeat engagements as consultants, disputes arising out past work, or extent of litigations if any.	2.00
A.4. Overall work Commitments, the geographical distribution of current/ impending projects, and attention to be given by the Consultant.	2.00
<b>SUBTOTAL</b>	<b>10.00</b>
<b>B. QUALIFICATION OF KEY PERSONNEL TO BE ASSIGNED ON THE PROJECT</b>	
<b>B.1 Geodetic Engineer</b>	
i. General qualifications and competence including education and training, nature and length of experience, types of the position held, time with the firm.	10.00
ii. Sustainability to perform the duties of the particular assignment	10.00
<b>B.2 Land Registration Staff</b>	
i. General Qualifications and competence including education and training, nature and length of experience, types of the position held, time with the firm.	5.00
ii. Suitability to perform the duties of the particular assignments	5.00
<b>B.3 Research Assistant</b>	
i. General Qualifications and competence including education and training, nature and length of experience, types of the position held, time with the firm.	2.50
ii. Suitability to perform the duties of the particular	2.50
<b>B.4 CAD Operator</b>	
iii. General Qualifications and competence including education and training, nature and length of experience, types of the position held, time with the firm.	2.50

iv.	Suitability to perform the duties of the particular	2.50
<b>SUBTOTAL</b>		<b>40.00</b>
<b>C. APPROACH AND METHODOLOGY</b>		
<b>FINANCIAL PROPOSAL (30%)</b>		
	The financial bid of all the bidders will be ranked from the lowest to highest and will receive points from 30 being the highest and 15 being the lowest. Points of the bidder shall have equal increments. Any bid above the ABC shall be disqualified.	50.00

**X. METHOD OF EVALUATION**


The proposal will be evaluated using the Quality-Cost Based Evaluation (QCBE) Procedure under the IRR of RA 9184, with the quality of the Technical Proposal Allocated eighty percent (70%) and financial proposal (30%)

**XI. RETENTION PAYMENT**

A retention payment of ten percent (10%) shall be withheld. It shall be based on the total amount due to the Consulting Firm before any deduction and shall be retained from every payment until fifty percent (50%) of the value of the contract, as determined by CNSC, are completed. If, after fifty percent (50%), completion, the works are satisfactorily done on schedule, no additional retention shall be made; otherwise, the 10% retention shall be imposed.

The total retention money shall be due for release upon approval of the Final Report when lands herein covered are finally transferred or titled in the name of Camarines Norte State College.

Prepared and Corrected:

  
**EnP RONALDO P. DANDO**  
 Chairman TWG