

## **TERMS OF REFERENCE ENGAGEMENT OF AN EXTERNAL SURVEYOR**

This Terms of Reference is for the procurement of services of licensed surveyor/s to conduct relocation survey of three (3) properties of Home Guaranty Corporation.

### **A. PROPERTY DESCRIPTION**

The properties subject of survey consisting of developed residential lots more particularly described in Annex "A".

### **B. SCOPE OF WORK**

1. Preparation of a relocation plan duly signed by a licensed Geodetic Engineer; and
2. Installation of concrete monuments on the boundaries of the properties.

### **C. TIMETABLE**

The survey report shall be submitted not later than fifteen (15) working days from receipt of the Notice to Proceed.

### **D. MECHANICS ON THE SUBMISSION OF APPRAISAL PROPOSALS**

1. The interested licensed surveyor/s may submit their quotation to the BAC;
2. Quotations submitted shall be evaluated by the BAC for qualification; and
3. The surveyor who submits the Lowest Calculated and Responsive Quotation shall be considered for award.

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

The total approved budget for the contract is Php 65,000.00, for the three (3) HGC properties broken down as follows:

Block 29 Lot 23 Christianville Subdivision Barangay Pamplona, Las Piñas City	Php 25,000.00
Block 2 Lot 263 Suburban housing Project Barangay San Jose, Rodriguez, Rizal	Php 20,000.00
Block 2 Lot 265 Suburban housing Project Barangay San Jose, Rodriguez, Rizal	Php 20,000.00

## **F. DOCUMENTARY REQUIREMENTS**

The prospective licensed surveyor/s shall submit the following:

1. Mayor's / Business Permit;
2. PhilGEPS Registration Number;
3. Income Tax Return for CY 2017; and
4. Omnibus Sworn Statement (BAC Form G-1).



**ATTY. DANILO C. JAVIER**  
Chairperson  
Bids and Awards Committee

