



COMMITTEE ON HOUSING, LAND UTILIZATION
AND URBAN DEVELOPMENT AND
COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION

JOINT COMMITTEE HEARING REPORT
NO. HLUUD 080 S-2024

Office of the Sangguniang Panlungsod
Received by: Janet Pring
Date: 7 JUL 2024
1:08 pm

Subject: CBUDHB RESOLUTION NO. 6, SERIES OF 2024, REGARDING THE SOLICITATION OF BIDS FOR THE PROJECT DEVELOPMENT STUDY AND DESIGN OF A PARCEL OF LOT COVERED BY TRANSFER CERTIFICATE OF TITLE (TCT) NO. 1352795 (057-2023009861) LOCATED AT BARANGAY SALINAS ECONOMICALLY SUSTAINABLE HOUSING PROJECT TO BE AWARDED TO A DEPARTMENT OF HUMAN SETTLEMENTS AND URBAN DEVELOPMENT (DHSUD)-ACCREDITED DESIGN AND ENGINEERING CONSULTANCY FIRM, WITH A BUDGET NOT EXCEEDING FIVE MILLION PESOS. (PCR 603-2024 dated 18 June 2024)

Acting on the City of Bacoor Urban Development and Housing Board (CBUDHB) Resolution No. 6, Series of 2024 regarding the solicitation of bids for the project development study and design of a parcel of lot covered by Transfer Certificate of Title (TCT) No. 1352795 (057-2023009861) located at Barangay Salinas, dated 24 June 2024. The proposed resolution was referred to the committee by the Sangguniang Panlungsod Presiding Officer, Hon. Rowena Bautista-Mendiola, during the 95th Regular Session held on 18 June 2024. The committee chair on housing, land utilization, and urban development, Hon. Alde Joselito F. Pagulayan reports:

Under City Ordinance No. 2013-025, Section 2 thereof, it is the policy of the City Government of Bacoor to vigorously pursue a comprehensive, viable, and sustainable urban development and housing program that shall uplift the living conditions of the deprived sector of the community, particularly the homeless, undertaken in cooperation with concerned national government agencies, the private sector, and with direct participation of the program beneficiaries.

Section 7 of the same ordinance provides that the Board has the following specific functions:

- Review and recommend for the approval of the Sangguniang Panlungsod the budgetary requirements of the City's housing programs:





- Call on any city office/department and representatives of national government agencies assigned in the province to lend their assistance in the planning and implementation of the housing program.

FINDINGS:

During the CBUDHB meeting held on 30 April 2024, it was discussed that the property covered by TCT No. 1352795 (057-2023009861) located in Barangay Salinas, which was initially identified as a parcel of lot suitable for a socialized housing project as stated in City Resolution No. 2023-294, requires a thorough development study and design to maximize its potential as a sustainable housing project.

The Board agreed to consider conducting a bidding process for the development study and design of the aforementioned property with any DHSUD-accredited design and engineering consultancy firm, allocating a budget not exceeding five million pesos (Php 5,000,000.00) for this purpose.

The Operations Manual for the Pambansang Pabahay Para sa Pilipino Housing (4PH) Program strongly advocates for the Local Government Units (LGUs) to take the lead as proponents of their housing initiatives; thus, the City Government of Bacoor will assume the role of developer for the economically sustainable housing project.

The Department of Human Settlements and Urban Development (DHSUD), discussed that when a LGU enters into the development of vertical housing pursuant to law and this is the first instance of doing so and the existing resources are not attuned to such development, it may, as an option, contract the services of private engineering consultants at the instance of the LGU to ensure competence, efficiency, and correctness of technical plans and designs in coordination with the Housing Office/Department.

Upon the Bacoor City LGU's selection of the DHSUD-accredited design and engineering consultancy firm, DHSUD will evaluate and endorse the selection before initiating the bidding process for the project. The budget allocated for this project is a maximum of five (5) million pesos.

RECOMMENDATION:

After thorough evaluation, the members of the joint committee **APPROVE** CBUDHB Resolution No. 6, Series of 2024, regarding the solicitation of bids for the project development study and design.

WE HEREBY CERTIFY that the contents of the foregoing report are true and correct.

Signed this 20th day of June 2024 at the City of Bacoor, Cavite.





Committee on Housing, Land Utilization and Urban Development

COUN. ALDE JOSELITO F. PAGULAYAN
Chairman

COUN. ADRIELITO G. GAWARAN
Vice Chairman

COUN. SIMPLICIO G. DOMINGUEZ
Member

COUN. ALEJANDRO F. GUTIERREZ
Member





COMMITTEE ON HOUSING, LAND UTILIZATION
AND URBAN DEVELOPMENT AND
COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION

JOINT COMMITTEE HEARING MINUTES
NO. HLUUD 080 S-2024

Office of the Sangguniang Panlungsod
Received by: Jenet Pring
Date: 2 JUL 2024
Time: 1:08 pm

Subject: **CBUDHB RESOLUTION NO. 6, SERIES OF 2024, REGARDING THE SOLICITATION OF BIDS FOR THE PROJECT DEVELOPMENT STUDY AND DESIGN OF A PARCEL OF LOT COVERED BY TRANSFER CERTIFICATE OF TITLE (TCT) NO. 1352795 (057-2023009861) LOCATED AT BARANGAY SALINAS ECONOMICALLY SUSTAINABLE HOUSING PROJECT TO BE AWARDED TO A DEPARTMENT OF HUMAN SETTLEMENTS AND URBAN DEVELOPMENT (DHSUD)-ACCREDITED DESIGN AND ENGINEERING CONSULTANCY FIRM, WITH A BUDGET NOT EXCEEDING FIVE MILLION PESOS. (PCR 603-2024 dated 18 June 2024)**

Committee Hearing Minutes Summary

20 June 2024 / 10:00 a.m.

Present:

HON. ALDE JOSELITO F. PAGULAYAN	-	Chairperson / Committee on Housing
HON. ADRIELITO G. GAWARAN	-	Vice Chairperson
HON. SIMPLICIO G. DOMINGUEZ	-	Member
HON. ALEJANDRO F. GUTIERREZ	-	Member
HON. ROGELIO M. NOLASCO	-	Chairperson / Committee on Finance

Also Present:

HOUSING URBAN DEVELOPMENT AND RESETTLEMENT DEPARTMENT REPRESENTATIVES:

MS. ANNIE V. NACIANCENO	
MS. ELISA M. GREGORIO	
MS. GRACE LUCIANO	
MS. LEI G. MACABUDBUD	
MS. ANNE MEDINA	
MS. MARGARITA B. PALAD	- City Budget Department
ATTY. NATHANIEL DE LEON	- City Legal Services





The joint committee hearing was called to order by the Chairperson of the Committee on Housing, Hon. Pagulayan, who acknowledged the presence of the members and the chairperson of the Committee on Finance Hon. Nolasco, as well as representatives from the Housing Urban Development and Resettlement Department (HUDRD), the City Budget Department and City Legal Services.

A request for appropriate action on resolutions issued by the City of Bacoor Urban Development and Housing Board (CBUDHB), endorsed by Atty. Aimee Torrefranca-Neri, City Administrator, and OIC HUDRD. The agenda included three items: PCR 601-2024 - CBUDHB Resolution No. 4, PCR 602-2024 - CBUDHB Resolution No. 5, and PCR 603-2024 - CBUDHB Resolution No. 6.

Representatives from HUDRD, including Ms. Nacianceno and Ms. Gregorio, clarified funding sources for the housing projects. It was emphasized that the general fund would be used instead of the socialized housing trust fund due to its insufficiency.

The committee members agreed and instructed the representatives to amend the title of CBUDHB Resolution No. 4 to remove the "SECURING A LOAN FROM A REPUTABLE GOVERNMENT FINANCING INSTITUTION" since the local government could allocate needed funds from its general fund. The required amount for the land acquisition is eighty-seven million (Php 87,000,000.00), which can be covered by the general fund.

The committee also discussed the utilization of existing budget allocations and compliance with technical and procedural requirements. The importance of precise and transparent documentation, particularly in the title of the resolutions, is to avoid future ambiguities.

The necessity of engaging external consultants for feasibility studies and project designs was discussed, with an allocated budget not exceeding five million (Php 5,000,000.00). There was a discussion on developing in-house capabilities to manage such projects in the future.

The committee reviewed and clarified the budget allocations, the legitimacy of the requests, and the procedural steps to ensure the smooth implementation of housing projects. The hearing emphasized the importance of clear communication, proper documentation, and strategic planning to optimize the use of available funds and resources for the city's housing initiatives.





Prepared By:


PETER ADRIAN F. BORJA
Local Legislative Staff I

Attested By:


COUN. ALDE JOSELITO F. PAGULAYAN
Chairman
Committee on Housing, Land Utilization
and Urban Development





COMMITTEE ON HOUSING, LAND UTILIZATION
AND URBAN DEVELOPMENT AND
COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION

Office of the Sangguniang Panlungsod
Received by: Jenet Pring
Date: 12 June 2024
Time: 1:08 pm

ATTENDANCE OF THE COMMITTEE HEARING

20 June 2024 / 10:00 a.m.
Bacoor Legislative and Disaster Resilience Building,
MSBR Conference Room, 4th Floor, Bacoor Government Center

Subject: **CBUDHB RESOLUTION NO. 6, SERIES OF 2024, REGARDING THE SOLICITATION OF BIDS FOR THE PROJECT DEVELOPMENT STUDY AND DESIGN OF A PARCEL OF LOT COVERED BY TRANSFER CERTIFICATE OF TITLE (TCT) NO. 1352795 (057-2023009861) LOCATED AT BARANGAY SALINAS ECONOMICALLY SUSTAINABLE HOUSING PROJECT TO BE AWARDED TO A DEPARTMENT OF HUMAN SETTLEMENTS AND URBAN DEVELOPMENT (DHSUD)-ACCREDITED DESIGN AND ENGINEERING CONSULTANCY FIRM, WITH A BUDGET NOT EXCEEDING FIVE MILLION PESOS. (PCR 603-2024 dated 18 June 2024)**

SIGNATURE/ NAME	POSITION/AFFILIATION OFFICE/ADDRESS	CONTACT NUMBER/EMAIL
HON. ALDE JOSELITO F. PAGULAYAN	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
HON. ADRIELITO G. GAWARAN	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
HON. SIMPLICIO G. DOMINGUEZ	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
HON. ALEJANDRO F. GUTIERREZ	SANGGUNIANG KABATAAN FEDERATION PRESIDENT SANGGUNIANG PANLUNGSOD	





SIGNATURE/ NAME	POSITION/AFFILIATION OFFICE/ADDRESS	CONTACT NUMBER/EMAIL
HON. ROGELIO M. NOLASCO	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	<i>[Handwritten Signature]</i>
HON. CATHERINE S. EVARISTO	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
HON. REYNALDO D. PALABRICA	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
<i>Marganta Palab</i>	<i>City Budget Department</i>	<i>cb@bacoor.gov.ph</i>
<i>Annie V. Nacianceno</i>	<i>HUORD</i>	<i>[Handwritten Signature]</i>
<i>Luis M. Macarido</i>	<i>HUORD</i>	<i>liemudata097@gmail.com</i>
<i>Genro Luciano</i>	<i>Huord</i>	
<i>AR. LEI G. MACARIDOS, mp</i>	<i>HUORD</i>	<i>lgm.huord@gmail.com</i>
<i>Anne Nolasco</i>	<i>HUORD</i>	
<i>Atty. Nestoriel De Leon</i>	<i>OCLS</i>	





Office of the Sangguniang Panlungsod
Received by: Janet Pring
Date: 20 June 2024
Time: 1:58 pm

**COMMITTEE ON HOUSING, LAND UTILIZATION
AND URBAN DEVELOPMENT AND
COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION**

**NOTICE OF THE JOINT COMMITTEE HEARING
(PROOF OF RECEIPT)**

20 June 2024 / 10:00 a.m.
Bacoor Legislative and Disaster Resilience Building,
MSBR Conference Room, 4th Floor, Bacoor Government Center

Subject: **CBUDHB RESOLUTION NO. 6, SERIES OF 2024, REGARDING THE SOLICITATION OF BIDS FOR THE PROJECT DEVELOPMENT STUDY AND DESIGN OF A PARCEL OF LOT COVERED BY TRANSFER CERTIFICATE OF TITLE (TCT) NO. 1352795 (057-2023009861) LOCATED AT BARANGAY SALINAS ECONOMICALLY SUSTAINABLE HOUSING PROJECT TO BE AWARDED TO A DEPARTMENT OF HUMAN SETTLEMENTS AND URBAN DEVELOPMENT (DHSUD)-ACCREDITED DESIGN AND ENGINEERING CONSULTANCY FIRM, WITH A BUDGET NOT EXCEEDING FIVE MILLION PESOS. (PCR 603-2024 dated 18 June 2024)**

RECEIVED BY: NAME/SIGNATURE	POSITION/AFFILIATION OFFICE/ADDRESS	DATE/TIME CONTACT NUMBER
monique GERVACIO	City Budget Dept.	06-19-24 3:50 PM
JOHN OLIVER SANDOZ	CITY ADMIN OFFICE	6-19-24 3:53 PM
GLORIA DIAZ	HURD	6-19-24 4:01 PM
MELINDA DESTUERA	SP	6-19-24 4:55 PM

NOTICE OF THE JOINT COMMITTEE HEARING (PROOF OF RECEIPT) NO. HLUUD 080 S-2024 Page 1
PCR 603-2024 CBUDHB RESO NO. 6: SOLICITATION OF BIDS FOR THE PROJECT DEVELOPMENT STUDY AND DESIGN





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
OFFICE OF THE SANGGUNIANG PANLUNGSOD



CGBCR-SPBac-F01.01
05/30/2024
Seal of Good Local Governance
2023 Awardee
7 YEARS IN A ROW

RECEIVED BY: NAME/SIGNATURE	POSITION/AFFILIATION OFFICE/ADDRESS	DATE/TIME CONTACT NUMBER
JESSIE ANGELES	SP	6-19-24 09672632869
JOCelyn DANIELA	S	6-19-24 hr 5145
Marinette Montoya	SP	6/19/24
ANA SORIANO	S	6/19/24

NOTICE OF THE JOINT COMMITTEE HEARING (PROOF OF RECEIPT) NO. HLUUD 080 S-2024 Page 2
PCR 603-2024 CBUDHB RESO NO. 6: SOLICITATION OF BIDS FOR THE PROJECT DEVELOPMENT STUDY AND DESIGN



Address: Bacoor Legislative and Disaster Resilience Bldg.,
Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: (046)417-0727
Website: www.bacoorcitysp.com



Cert. no. 24/181809



**COMMITTEE ON HOUSING, LAND UTILIZATION
AND URBAN DEVELOPMENT AND
COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION**

Office of the Sangguniang Panlungsod
Received by: Janet Pring
Date: 12 JUL 2024
Time: _____





Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



BAGONG PILIPINAS
CGBCR-MO-02-F03.01
04/05/2024

June 10, 2024

OFFICE OF THE
SANGGUNIANG PANLUNGSOD
RECEIVED
By: RUTH
DATE: June 10, 2024 TIME: 10:43 AM
BACOR CITY, CAVITE

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor,
Bacoor Government Center
Bacoor City, Cavite

Thru: Atty. Khalid Atega, Jr.
Sangguniang Panlungsod Secretary

Subject: Endorsement Letter

Dear Hon. Bautista-Mendiola:

I hereby endorse to the esteemed members of the Sangguniang Panlungsod for appropriate action the following letters received by the Office of the City Mayor on 10 June 2024, from Atty. Aimee Torrefranca-Neri, City Administrator/OIC-HUDRD, to wit:

1. Letter, dated 14 May 2024, requesting for endorsement to the Sangguniang Panlungsod: CBUDHB Resolution No. 4, series of 2024: Amendment of CBUDHB Resolution No. 10, Series of 2023;
2. Letter, dated 14 May 2024, requesting for endorsement to the Sangguniang Panlungsod: CBUDHB Resolution No. 5, Series of 2024: 3rd Supplemental Budget – Socialized Housing Trust Fund; and
3. Letter, dated 14 May 2024, requesting for endorsement to the Sangguniang Panlungsod: CBUDHB Resolution No. 6, Series of 2024: Solicitation of Bids for the Project Development Study and Design of a Parcel of Lot Covered by TCT No. 1352795 (057-2023009861) located at Brgy. Salinas for Economically Sustainable Housing Project to be awarded to a DHSUD-Accredited Design and Engineering Consultancy Firm, with a Budget not exceeding Five Million Pesos.



Page 1 of 2



Address: Bacoor Government Center, Bacoor Blvd.
Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: 434-111
Website: www.bacoor.gov.ph



Republic of the Philippines
Province of Cavite

CITY OF BACCOOR
Office of the City Mayor



Attached herewith are the aforementioned letters, including its attachments, for your immediate reference.

I trust that you give this matter your utmost consideration.

Sincerely yours,

STRIKE B. REVILLA
City Mayor





Republic of the Philippines
Province of Cavite
CITY OF BACDOR
Office of the City Mayor



Seal of
Local
GOVERNMENT
2017 A Grand
CHALLENGE

Date: 6-10-24

ATTY. AIMEE TORREFRANCA-ALERJ
REQUEST ENFORCEMENT TO THE 'SANGUNIANG PANGUNGKOD' RESOLUTION

REMARKS: NO. 6 SERIES OF 2024: SOLICITATION OF BIDS FOR THE PROJECT DEVELOPMENT STUDY AND DESIGN OF A PARCEL OF LOT COVERED BY TRANSFER CERTIFICATE OF TITLE NO. 1352795 (OSF-2023-009861) LOCATED AT DABONGAY CALINAS FOR ECONOMICALLY SUSTAINABLE HOUSING PROJECT TO BE AWARDED TO A UASAP-ACCREDITED DESIGN AND ENGINEERING CONCULTANCY FIRM, WITH A BUDGET NOT EXCEEDING FIVE MILLION PESOS.



Republic of the Philippines
Province of Cavite
CITY OF BACDOR
Office of the City Mayor



(CMOR-AD-03-FOR-01)
Date: 06-05-2024

Ref No. _____ Date: 6-10-24 Time: 11:50
Received By: _____
Full Name: WISNY PASTORAL
Contact No.: 0929 134 9822
Address: H34P AG



Republic of the Philippines
Province of Cavite

CITY OF BACOOR

**HOUSING URBAN DEVELOPMENT
AND RESETTLEMENT DEPARTMENT**



Seal of
Good
Local
Governance
2023 Award

To: HON. STRIKE B. REVILLA
City Mayor

Thru: ATTY. PAUL MICHAEL G. SANGALANG
Executive Assistant IV – Office of the City Mayor

**Subject: REQUEST FOR ENDORSEMENT TO THE SANGGUNANG
PANLUNGSOD: CBUDHB RESOLUTION NO. 6 Series of 2024:**
Solicitation of Bids for the Project Development Study and Design of a
Parcel of Lot Covered by Transfer Certificate of Title No. 1352795 (057-
2023009881) Located at Barangay Salinas for Economically Sustainable
Housing Project to be Awarded to a DHSUD-Accredited Design and
Engineering Consultancy Firm, with a Budget Not Exceeding Five Million
Pesos

Date: 14 May 2024

This to respectfully inform your good office of the City of Bacoor Urban Development and Housing Board meeting held last 30 April 2024

It was discussed during the meeting that the property covered by Transfer Certificate of Title No. 1352795 (057-2023009881) located at Barangay Salinas, which was initially identified as a parcel of lot suitable for socialized housing project as stated on City Resolution No. 2023-294 requires a thorough development study and design to maximize its potential as a sustainable housing project

It was agreed upon by the Board during the meeting to consider the conduct of the bidding process for the development study and design of the aforementioned property to any DHSUD-accredited design and engineering consultancy firm and to allocate a budget not exceeding Five Million Pesos for this purpose

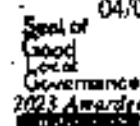
In this respect, I am humbly endorsing to your good office a copy of City of Bacoor Urban Development and Housing Board Resolution No. 6, series of 2024 for your approval and subsequent endorsement to the Sangguniang Panlungsod for appropriate action.

Your utmost consideration of this request is highly appreciated

Respectfully,

ATTY. AIMEE TORREFRANCA-NERI
City Administrator/OIC-HUDRD





CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

CBUDHB RESOLUTION NO. 8 SERIES OF 2024

A RESOLUTION APPROVING THE SOLICITATION OF BIDS FOR THE PROJECT DEVELOPMENT STUDY AND DESIGN OF A PARCEL OF LOT COVERED BY TRANSFER CERTIFICATE OF TITLE (TCT) NO. T-1362795 (057-2023006861) LOCATED AT BARANGAY SALINAS, BACOOR CITY FOR ECONOMICALLY SUSTAINABLE HOUSING PROJECT TO BE AWARDED TO A DHSUD-ACCREDITED DESIGN AND ENGINEERING CONSULTANCY FIRM, WITH A BUDGET NOT EXCEEDING 5 MILLION PESOS.

WHEREAS, Section 2 of City Ordinance No. 2013-025 provides that it is the policy of the City Government of Bacoor to vigorously pursue a comprehensive, viable and sustainable urban development and housing program which shall uplift the living conditions of the deprived sector of the community, particularly the homeless, undertaken in cooperation with concerned national government agencies, the private sector, and with direct participation of the program beneficiaries;

WHEREAS, Section 7 of the same provides that the Board has the following specific functions,

1. Review and recommend for the approval of the Sangguniang Panlungsod the budgetary requirements of the City's housing programs;
2. Call on any city office/department and representatives of national government agencies assigned in the province to lend their assistance in the planning and implementation of the housing program.

WHEREAS, the Salinas Property requires a thorough development study and design to maximize its potential as an economically sustainable housing project.

WHEREAS, the Operations Manual for the Pambansang Pabahay Para sa Pilipino Housing (4PH) Program strongly advocates for the Local Government Units to take the lead as proponents of their housing initiatives; thus, the City Government of Bacoor will assume the role of developer for the economically sustainable housing project.

WHEREAS, the Department of Human Settlements and Urban Development (DHSUD), in a meeting, discussed that when a Local Government Unit (LGU) enters into the development of vertical housing pursuant to law, and such is the first instance of doing so and the existing resources are not attuned to such development, it may, as an option, contract the services of private engineering consultants at the instance of the LGU to ensure competence, efficiency, and correctness of technical plans and design in coordination with the Housing Office/Department.

WHEREAS, Upon the Bacoor City LGU's selection of the DHSUD-accredited design and engineering consultancy firm, DHSUD will evaluate and endorse the selection before initiating the bidding process for the project.



04/05/2023





CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

WHEREAS, the budget allocated for this project is a maximum of five (5) million pesos only.

NOW THEREFORE, upon the motion of ATTY. AIMEE TORREFRANCA-NERI, duly unanimously seconded and approved in a meeting of the Bacoor City Local Housing Board dated 30 April 2024 duly assembled at MSBR Conference Room, Bacoor City Hall, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** to recommend the approval of initiating the bidding process for the project development study and design of a land parcel identified by Transfer Certificate of Title No. T-1352795 (057-2023009861) located in Barangay Salinas, Bacoor City, to a DHSUD-accredited design and engineering consultancy firm at a maximum cost of five (5) million pesos.

APPROVED THIS 30TH DAY OF APRIL 2024 BY THE BACOOR CITY LOCAL HOUSING BOARD AT THE CITY OF BACOOR PRESENT/ WITH REPRESENTATIVE:

HON. CATHERINE S. EVARISTO *Acting City Vice Mayor – Vice Chairperson*

HON. ALDE JOSELITO PAGULAYAN *Councilor – Member*

HON. RANDY FRANCISCO *Liga ng Barangay – Member*

ATTY. AIMEE TORREFRANCA-NERI *City Administrator/OIC-HUDRD – Member*

MS. RHOWENA ALCANTARA *OIC - CPDC -Member*

MS. EMILIANA D. UGALDE *Head of CSWD – Member*

ATTY. EDITH NAPALAN *City Treasurer – Member* (online)

MS. ELVINIA S. GUERRERO *City Budget Officer – Member*

ENGR. FELICITO R. MEJIA *City Building Official – Member*

ENGR. ALLAN QUINATADCAN *OIC - City Assessor – Member*

ENGR. ARTHUR SAN JOSE *Head of BZLDD – Member*

MS. CARMELITA GAWARAN *Head of CLO – Member*

ENGR. JICKY JUTBA *City Engineer – Member*

ATTY. KIM LOFRANCO *City Legal Officer – Member*

DR. IVY MARIE YRASTORZA *City Health Officer – Member*

MR. ROLANDO VOCALAN *City Environment Services Department*



SCAN ME





CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

MR. REGINALDO REVILLA *City Local Government Operations Officer* _____

MS. BABYLYN PAMBID *Bacoor Schools Division Superintendent* _____

PLTCOL. JOHN PAOLO CARRACEDO *Chief of Police, Bacoor PNP* _____

MS. LEOVINA MANZANO *Federation of the Urban Poor HOA in Bacoor City* _____

Prepared By:



ATTY. AIMEE TORREFRANCA-MERI
City Administrator / GIC-HUDRD / CBUDHB Secretariat

Approved By:



ROWENA BAUTISTA-MENDIOLA
Acting City Mayor



GOALINE



TERMS OF REFERENCE (TOR)

For Architectural Design and Cost Estimates Template for Vertical Housing Development (Salinas Project)

I. Background

1. The City of Bacoor, as a 1st class component city in the province of Cavite, Philippines has a budget coming from the Local Government Unit (LGU) housing department funds.
2. The City of Bacoor has an available land intended for vertical housing projects expansion and has engaged to develop an architectural and structural master plan including conceptual drawings of new infrastructure at Salinas of the available land.

R. Objectives

3. The main objectives of the design team are to:
 - 3.1. Provide conceptual drawing and structural master plan prepared by licensed professional Architects and Engineers.
 - 3.2. Prepare detailed architectural, structural, mechanical, electrical, plumbing and sanitation design and drawings; incorporation of green architecture in the buildings within the framework of conceptual architectural /structural master plan.
 - 3.3. carryout structural analysis and design optimization calculations and drawings.
 - 3.4. prepare detailed specifications for the various items of works;
 - 3.5. prepare the detailed cost estimates and bill of quantities.

III. Detail Design, Drawing and Estimation

4. **Scope of Work:** The design team is expected to complete the detailed engineering design of following infrastructure based on the approved structural master plan and conceptual architectural drawings. The design template includes exterior and interior design with architectural perspectives. Also includes detailed estimates and cost estimates for the project.
5. **Scope of Services:** The selected design team shall provide the following services:
 - 5.1. Prepare detailed design and drawings of infrastructures specified in clause 5 based on the structural master plan. The design shall have sufficient natural lighting and ventilation system, natural insulation system to save energy. The selected team will have to work in close coordination with the client in order to incorporate energy efficiency principles in the building design to suit the local harsh weather conditions.
 - 5.2. Prepare detailed architectural design, structural design and drawings with structural optimization analysis considering soil investigation report, future expansion and seismic zone conditions.
 - 5.3. Prepare detailed electrical design/drawings.
 - 5.4. Prepare detailed water supply/plumbing design and drawings. The design should

consider demand forecast and source identification.

- 5.5. Prepare detailed sanitation/sewerage design and drawings.
- 5.6. Prepare adequate provisions for Fire Detection and Suppression.
- 5.7. Prepare detailed technical specifications for all the items of building (civil, electrical, plumbing and mechanical) based on the final approved design.
- 5.8. Based on the final approved plan and working drawings, the designer shall provide detailed sequence of construction schedule, machinery, manpower, material procurements and the phase in which the project work proposed would be completed within the stipulated time frame calculated by the engineers as per above clause 5.8.
- 5.9. Prepare detailed cost estimates and segregated Bill of Quantities for each category of infrastructure using the latest country's schedule of rates and/or market rates. The incorporation of Philippine certified domestic construction materials in the designs, estimates, and Bill of Quantities (BoQ) is also compulsory.
 - 5.9.1. The BoQ should be explicit, covering all items of works. It should be as exhaustive as possible to avoid changes, additions, deletions, and substitutions during execution and therefore the undesired disputes and claims.
 - 5.9.2. The detailed technical and material specifications should be a part of the BoQ. One copy of the technical specifications shall be submitted to the procuring agency for its comments and suggestions before including them in the BoQ and estimation.
 - 5.9.3. The quantities should be worked out as accurately as possible to avoid unnecessary variations during the execution of work.
 - 5.9.4. The availability of the materials may also be specified for those that are unique in features. As far as possible, the materials should be readily available in the Philippines. The materials may be suggested to suit the climate condition of the project location.
6. The design provider shall follow prevailing local norms and guidelines regarding building regulations governing plot coverage, setbacks, number of floors and traditional architecture. It shall be the responsibility of the designer to provide necessary clarifications/details to the satisfaction of the local bodies including other government agencies, whenever required for obtaining approval of the plans, designs and drawings from the statutory authorities.
7. The designer shall visit the proposed site and study the environment to prepare and submit the proposal. The consultant shall include such cost of carrying out all the above responsibilities.

IV. Support Service and Facilities (to be provided by the Client)

8. The consultant shall be provided with detailed topographical survey, conceptual design, structural master plan of the campus, soil investigation reports, site plan and other available data of the project. If the consultant requires any additional information, the firm should acquire the requirements at their own expenses.
9. The list of the power tools and equipment installed in the facility/ workshop for the

purpose of electrical load estimate will be provided by the procuring agency.

10. The procuring agency will facilitate communication with local authorities and other stakeholders to fast track the approval process.

V. Report and Time Schedule

11. The design and detailed working drawings should be submitted within 90 days from the date of contract signing and the specifications of work and detailed estimation/BOQ should be submitted within 120 days from the date of notice to proceed;
12. The selected consultant shall be required to submit and present the following reports for the Client's review and approval;
 - 12.1. Inception Report (within 5 days from the date of Notice to Proceed). This report shall include formation of design team, work plan approach, and methodology.
 - 12.2. Interim Report (within 50 days from the date of Notice to Proceed). This shall include: (a) preliminary structural design and drawings of all new and modified infrastructures; (b) concept of green building/energy efficient building used; and (c) Fire detection and suppression schematic diagram.
 - 12.3. Draft Final Report (within 75 days from the date of Notice to Proceed). This shall include all of the followings in addition to the contents of the interim reports; (a) detailed structural design and drawings; (b) detailed electrical design and drawings including telephone and LAN line layout; (c) detailed water supply/plumbing design and drawings; (d) detailed sanitation/sewerage design and drawings; and (e)
 - 12.4. Final Report for Design and Drawings (within 90 days from the date of to Proceed). The consultant shall duly incorporate all comments of the client in the final report. This shall include all components listed under the above reports.
 - 12.5. Final specifications of the materials/works, segregated bills of quantities for all works and cost estimates need to be submitted within 120 days.
 - 12.6. The actual contract duration is 120 days but any loss of time due to delay in providing approval by procuring agency will be compensated.

VI. Report Format

13. All reports shall be submitted in editable soft copy versions (in USB stick) along with hard copy of all drawings in A3 and descriptive report in A4 format for each stage of works. All drawings should be in "dwg" or "dwt" format readable in AutoCAD. Design calculations, details of measurements and estimates, abstracts of estimated costs, and segregated Bill of Quantities in MS Excel format and all other content of the reports in MS Word format.
14. The drawings should be done in an appropriate style and the scales suitably fixed so that they are easily readable at site or workshop by naked eye. Except for the general views, the drawings should preferably be made to the scale of 1:50 and for showing minute details 1:20/1:10 where necessary.
15. Adequate number of drawings should be produced to appropriately represent all the necessary details, views, etc.
16. Except for similar components, each different component shall have separate drawings in cross section, elevations and plan.

17. For the purpose of tendering, drawings printed on A3 sizes would be accepted. However, the drawings should be easily readable by naked eye.
18. All drawing dimensions shall be in metric system (i.e. meter, cm, mm).
19. Period required for approval by the client at each stage shall be a maximum of one week after submission by the consultant, which is not considered in the above-mentioned time schedule.

VII. Expected Outputs/Deliverables

20. The expected outputs of the services are detailed engineering designs, structural analysis and optimization calculation, drawings, estimates, and segregated Bill of Quantities for all categories of infrastructures detailed under the scope of services.
21. Design team should submit, as part of outputs, the following:
 - 21.1. Three (3) sets of printed hard copy of BoQ / Materials / Technical specifications in bound conditions (bound volume separately for different packages of work).
 - 21.2. Three (3) sets of detailed design drawings printed on A3 size paper for the purpose of tendering and recording (bound volume separately for different packages of work).
 - 21.3. Three (3) printed hard copies of cost estimate and rate analysis of all items of work (bound volume separately for different packages of work).
 - 21.4. Three (3) printed hard copies of detailed structural analysis and optimization calculation of the buildings for the reference of Client's engineers (bound volume separately for different packages of work).
22. A copy of a complete set of reports shall be submitted in editable soft copy versions (in USB stick). All drawings should be in "dwg" or "dwt" format readable in AutoCAD 2010. Design calculations, details of measurements and estimates, abstracts of estimated costs, and segregated Bill of Quantities in MS Excel format and all other content of the reports in MS Word format.

VIII. Focal Person

23. The focal person from the procuring agency will be named in the "contract agreement". All matters should be dealt with by the focal person during the contract implementation.

IX. Selection Procedure

24. The Design team will be selected following the Bacoor City's Procurement Policy.
25. More than ten (10) years of experience in the field of architecture, engineering, and construction.
26. Demonstrated competency in conceptualization, formulation, and execution of projects of similar nature as the one specified here.
27. The design team should bring among its team demonstrated expertise in the following fields: architectural design, structural engineering, construction trades, culturally sensitive design, and earthquake engineering.



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



CGBCR-MO-02-F03.01
04/05/2024

June 10, 2024

OFFICE OF THE
SANGGUNIANG PANLUNGSOD
RECEIVED
BY: RUTH
DATE: June 10, 2024 TIME: 10:45 AM
BACOR CITY, CAVITE

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor,
Bacoor Government Center
Bacoor City, Cavite

Thru: Atty. Khalid Atega, Jr.
Sangguniang Panlungsod Secretary

Subject: Endorsement Letter

Dear Hon. Bautista-Mendiola:

I hereby endorse to the esteemed members of the Sangguniang Panlungsod for appropriate action the following letters received by the Office of the City Mayor on 10 June 2024, from Atty. Aimee Torre Franca-Neri, City Administrator/OIC-HUDRD, to wit:

1. Letter, dated 14 May 2024, requesting for endorsement to the Sangguniang Panlungsod: CBUDHB Resolution No. 4, series of 2024: Amendment of CBUDHB Resolution No. 10, Series of 2023;
2. Letter, dated 14 May 2024, requesting for endorsement to the Sangguniang Panlungsod: CBUDHB Resolution No. 5, Series of 2024: 3rd Supplemental Budget – Socialized Housing Trust Fund; and
3. Letter, dated 14 May 2024, requesting for endorsement to the Sangguniang Panlungsod: CBUDHB Resolution No. 6, Series of 2024: Solicitation of Bids for the Project Development Study and Design of a Parcel of Lot Covered by TCT No. 1352795 (057-2023009861) located at Brgy. Salinas for Economically Sustainable Housing Project to be awarded to a DHSUD-Accredited Design and Engineering Consultancy Firm, with a Budget not exceeding Five Million Pesos.



Address: Bacoor Government Center, Bacoor Blvd
Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: 434-111
Website: www.bacoor.gov.ph



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



Seal of
Good
Local
Governance
2023 Awardee
7 years in a row

Attached herewith are the aforementioned letters, including its attachments, for your immediate reference.

I trust that you give this matter your utmost consideration.

Sincerely yours,


STRIKE B. REVILLA
City Mayor



Page 2 of 2



**STRIKE
AS1**

Address: Bacoor Government Center, Bacoor Blvd
Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: 434-111
Website: www.bacoor.gov.ph



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



Seal of
Good
Local
Governance
2011 Awardee
2012 Awardee

Date: 6-10-24



ATTY. NIMEE TORRETRINCA-NERI

REQUEST FOR ENDORSEMENT TO THE CANGENINGING PANGUNGKOD: CBUO MB

Remarks:

RESOLUTION NO. 4 SERIES OF 2024: AMENDMENT
OF CBUO MB RESOLUTION NO. 10, SERIES OF 2023



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



CGCRF MO 03 F01.01
Date: 06-05-2024

Ref No. 1472 Date: 6-10-24 Time: 1:26 pm
Received By: [Signature]
Full Name: [Signature]
Contact No.: 0944-137-9862
Address: MARAO



Republic of the Philippines
Province of Cavite

CITY OF BACOOR

**HOUSING URBAN DEVELOPMENT
AND RESETTLEMENT DEPARTMENT**



To: **HON. STRIKE B. REVILLA**
City Mayor

Thru: **ATTY. PAUL MICHAEL G. SANGALANG**
Executive Assistant IV – Office of the City Mayor

Subject: **REQUEST FOR ENDORSEMENT TO THE SANGGUNIANG
PANLUNGSOD: CBUDHB RESOLUTION NO. 4 Series of 2024:**
Amendment of CBUDHB Resolution No. 10, Series of 2023

Date: 14 May 2024

This is relative to the City of Bacoor Urban Development and Housing Board meeting held last 30 April 2024, wherein the acquisition for a parcel of lot suitable for housing project was discussed.

The initial mode of acquisition for a parcel of lot located at Barangay Salinas, Bacoor City covered by Transfer Certificate of Title No. T-1352795 (057-2023009861), known as "Bendigosa Property", was to secure a loan from a reputable government financing institution as stated on City of Bacoor Urban Development and Housing Board Resolution No. 4, series of 2023.

After thorough deliberation of the Board, it was unanimously agreed to best utilize the continuing fund of the City to acquire the aforementioned property rather than to secure a loan from a government financing institution.

In this respect, I am humbly endorsing to your good office a copy of City of Bacoor Urban Development and Housing Board Resolution No. 4, series of 2024 for your approval and subsequent endorsement to the Sangguniang Panlungsod for appropriate action.

Your utmost consideration of this request is highly appreciated.

Respectfully,

ATTY. AIMEE TONREFRANCA-NERI
City Administrator/OIC-HUDRD



SCAN ME

**STRIKE
AS1KE**

Address: Bacoor Government Center, Bacoor Blvd,
Brgy. Bayanan, City of Bacoor, Cavite
Phone: 432-1111
Website: www.bacoor.gov.ph



CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

CBUDHB RESOLUTION NO. 4 SERIES OF 2024

A RESOLUTION AMENDING CBUDHB RESOLUTION NO.10 SERIES OF 2023 PERTAINING TO THE ACQUISITION AND PURCHASE OF A PARCEL OF LOT COVERED BY TRANSFER CERTIFICATE OF TITLE (TCT) NO. T- 1362795 (057-2023009861) LOCATED AT BARANGAY SALINAS, BACOOR CITY FOR LOW-COST HOUSING PROJECT BY SECURING A LOAN FROM A REPUTABLE GOVERNMENT FINANCING INSTITUTION, AND TO FURTHER ENDORSE TO THE CITY MAYOR THE APPROVAL OF THE UTILIZATION OF AVAILABLE FUNDS OF THE CITY FOR THE ACQUISITION AND PURCHASE OF THE SAME

WHEREAS, Section 2 of City Ordinance No. 2013-025 provides that it is the policy of the City Government of Bacoor to vigorously pursue a comprehensive, viable and sustainable urban development and housing program which shall uplift the living conditions of the deprived sector of the community, particularly the homeless, undertaken in cooperation with concerned national government agencies, the private sector, and with direct participation of the program beneficiaries;

WHEREAS, Section 7 of the same provides that the Board has the following specific functions;

1. Review and recommend for the approval of the Sangguniang Panlungsod the budgetary requirements of the City's housing programs;
2. Call on any city office/department and representatives of national government agencies assigned in the province to lend their assistance in the planning and implementation of the housing program;

WHEREAS, on 5 September 2023, the City of Bacoor Urban Development and Housing Board approved CBUDHB Resolution No. 10, Series of 2023 entitled "A Resolution Endorsing to the Sangguniang Panlungsod the Approval of Authority of the Honorable Strike B. Revilla, City Mayor and Chairman of the City of Bacoor Urban Development and Housing Board to Acquire and Purchase a Lot Covered by Transfer Certificate of Title (TCT) No. T-1352795 located at Barangay Salinas, Bacoor City for Low-Cost Housing Project, Utilizing as Price Reference Thereof the Bureau of Internal Revenue (BIR) Current Zonal Valuation or the Fair Market Valuation of the City of Bacoor Land and Improvement Appraisal Committee, Whichever is Lower";

WHEREAS, in the aforementioned CBUDHB Resolution, it was declared that the remaining funds of the Socialized Housing Trust Fund intended for land acquisition is insufficient for the purchase and acquisition of the same property. Thus, recommending to secure a loan from a reputable government financing institution;



SCAN ME





CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

WHEREAS, during the special meeting of the City of Bacoor Urban Development and Housing Board, it was agreed that instead of securing a loan, it is better to utilize the continuing fund to acquire the aforementioned property for the low-cost housing project;

NOW THEREFORE, upon the motion of **ATTY. AIMEE TORREFRANCA-NERI**, duly unanimously seconded and approved in a meeting of the Bacoor City Local Housing Board dated 30 April 2024 duly assembled at MSBR Conference Room, Bacoor City Hall, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** to recommend the amendment of CBUDHB Resolution No. 10 Series of 2023 on the acquisition and purchase of a parcel of lot covered by Transfer Certificate of Title No. T- 1352795 (057-2023008861) located at Barangay Salinas, Bacoor City for low-cost housing project by securing a loan, and to utilize the continuing funds of the City for the acquisition and purchase of the same.

APPROVED THIS 30TH DAY OF APRIL 2024 BY THE BACOOR CITY LOCAL HOUSING BOARD AT THE CITY OF BACOOR PRESENT/ WITH REPRESENTATIVE:

- HON. CATHERINE S. EVARISTO *Acting City Vice Mayor - Vice Chairperson* _____
- HON. ALDE JOSELITO PAGULAYAN *Councilor - Member* _____
- HON. RANDY FRANCISCO *Liga ng Barangay - Member* _____
- ATTY. AIMEE TORREFRANCA-NERI *City Administrator/OIC-HUDRD - Member* _____
- MS. RHOWENA ALCANTARA *OIC - CPDC - Member* _____
- MS. EMILIANA D. UGALDE *Head of CSWD - Member* _____
- ATTY. EDITH NAPALAN *City Treasurer - Member* _____
- MS. ELVINIA S. GUERRERO *City Budget Officer - Member* _____
- ENGR. FELICITO R. MEJIA *City Building Official - Member* _____
- ENGR. ALLAN QUINATADCAN *OIC - City Assessor - Member* _____
- ENGR. ARTHUR SAN JOSE *Head of BZLDD - Member* _____
- MS. CARMELITA GAWARAN *Head of CLO - Member* _____
- ENGR. JICKY JUTBA *City Engineer - Member* _____
- ATTY. KIM LOFRANCO *City Legal Officer - Member* _____
- DR. IVY MARIE YRASTORZA *City Health Officer - Member* _____
- MR. ROLANDO VOCALAN *City Environment Services Department* _____



MANILA





CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

- MR. REGINALDO REVILLA *City Local Government Operations Officer* _____
- MS. BABYLON PAMBID *Bacoor Schools Division Superintendent* _____
- PLTCOL JOHN PAOLO CARRACEO *Chief of Police, Bacoor PNP* _____
- MS. LEOVINA MANZANO *-Federation of the Urban Poor HOA in Bacoor City* _____

Prepared By:

ATTY. AIMEE TORREFRANCA-NERI
City Administrator / OIC-HUDRD / CBUDHB Secreteriat

Approved By:

ROWENA BAUTISTA-MENDIOLA
Acting City Mayor





CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

CBUDHB RESOLUTION NO. 4 SERIES OF 2024

A RESOLUTION AMENDING CBUDHB RESOLUTION NO.10 SERIES OF 2023 PERTAINING TO THE ACQUISITION AND PURCHASE OF A PARCEL OF LOT COVERED BY TRANSFER CERTIFICATE OF TITLE (TCT) NO. T- 1352795 (057-2023009861) LOCATED AT BARANGAY SALINAS, BACOOR CITY FOR LOW-COST HOUSING PROJECT BY SECURING A LOAN FROM A REPUTABLE GOVERNMENT FINANCING INSTITUTION, AND TO FURTHER ENDORSE TO THE CITY MAYOR THE APPROVAL OF THE UTILIZATION OF AVAILABLE FUNDS OF THE CITY FOR THE ACQUISITION AND PURCHASE OF THE SAME

WHEREAS, Section 2 of City Ordinance No. 2013-025 provides that it is the policy of the City Government of Bacoor to vigorously pursue a comprehensive, viable and sustainable urban development and housing program which shall uplift the living conditions of the deprived sector of the community, particularly the homeless, undertaken in cooperation with concerned national government agencies, the private sector, and with direct participation of the program beneficiaries;

WHEREAS, Section 7 of the same provides that the Board has the following specific functions;

1. Review and recommend for the approval of the Sangguniang Panlungsod the budgetary requirements of the City's housing programs;
2. Call on any city office/department and representatives of national government agencies assigned in the province to lend their assistance in the planning and implementation of the housing program;

WHEREAS, on 5 September 2023, the City of Bacoor Urban Development and Housing Board approved CBUDHB Resolution No. 10, Series of 2023 entitled "A Resolution Endorsing to the Sangguniang Panlungsod the Approval of Authority of the Honorable Strike B. Revilla, City Mayor and Chairman of the City of Bacoor Urban Development and Housing Board to Acquire and Purchase a Lot Covered by Transfer Certificate of Title (TCT) No. T-1352795 located at Barangay Salinas, Bacoor City for Low-Cost Housing Project, Utilizing as Price Reference Thereof the Bureau of Internal Revenue (BIR) Current Zonal Valuation or the Fair Market Valuation of the City of Bacoor Land and Improvement Appraisal Committee, Whichever is Lower";

WHEREAS, in the aforementioned CBUDHB Resolution, it was declared that the remaining funds of the Socialized Housing Trust Fund intended for land acquisition is insufficient for the purchase and acquisition of the same property. Thus, recommending to secure a loan from a reputable government financing institution.





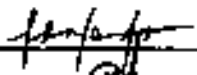

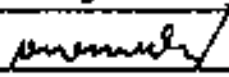
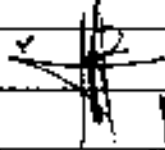

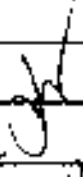





CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

WHEREAS, during the special meeting of the City of Bacoor Urban Development and Housing Board, it was agreed that instead of securing a loan, it is better to utilize the continuing fund to acquire the aforementioned property for the low-cost housing project.

NOW THEREFORE, upon the motion of ATTY. AIMEE TORREFRANCA-NERI, duly unanimously seconded and approved in a meeting of the Bacoor City Local Housing Board dated 30 April 2024 duly assembled at MSBR Conference Room, Bacoor City Hall, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** to recommend the amendment of CBUDHB Resolution No. 10 Series of 2024 on the acquisition and purchase of a parcel of lot covered by Transfer Certificate of Title No. T- 1352795 (057-2023009861) located at Barangay Salinas, Bacoor City for low-cost housing project by securing a loan, and to utilize the continuing funds of the City for the acquisition and purchase of the same.

APPROVED THIS 30TH DAY OF APRIL 2024 BY THE BACOOR CITY LOCAL HOUSING BOARD AT THE CITY OF BACOOR PRESENT/ WITH REPRESENTATIVE:

- HON. CATHERINE S. EVARISTO Acting City Vice Mayor – Vice Chairperson 
- HON. ALDE JOSELITO PAGULAYAN Councilor – Member _____
- HON. RANDY FRANCISCO Liga ng Barangay – Member _____
- ATTY. AIMEE TORREFRANCA-NERI City Administrator/OIC-HUDRD – Member 
- MS. RHOWENA ALCANTARA OIC - CPDC -Member 
- MS. EMILIANA D. UGALDE Head of GSWD – Member 
- ATTY. EDITH NAPALAN City Treasurer – Member ^(online) 
- MS. ELVINIA S. GUERRERO City Budget Officer – Member _____
- ENGR. FELICITO R. MEJIA City Building Official – Member 
- ENGR. ALLAN QUINATADCAN OIC - City Assessor – Member 
- ENGR. ARTHUR SAN JOSE Head of BZLDD – Member _____
- MS. CARMELITA GAWARAN Head of CLO – Member _____
- ENGR. JICKY JUTBA City Engineer – Member 
- ATTY. KIM LOFRANCO City Legal Officer – Member 
- DR. IVY MARIE YRASTORZA City Health Officer – Member 
- MR. ROLANDO VOCALAN City Environment Services Department 





CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

MR. REGINALDO REVILLA *City Local Government Operations Officer*

MS. BABYLYN PAMBID *Bacoor Schools Division Superintendent*

PLTCOL JOHN PAOLO CARRACEDO *Chief of Police, Bacoor PNP*

MS. LEOVINA MANZANO *Federation of the Urban Poor HOA in Bacoor City*

Prepared By:

ATTY. AIMEE TORREFRANCA-NERI

City Administrator / OIC-HUDRD / CBUDHB Secretariat

Approved By:

ROWENA BAUTISTA-MENDIOLA

Acting City Mayor



Reference No. Dept. 2024 - 1473



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



Seal of
Local
Governance
2011 Law
No. 173

6-10-24



Mrs. NIMEE JOSEPHANON-NIERJ

REQUEST FOR ENROLLMENT TO THE SANGGUNIANG PANGUNGROD: CBUDHB

Remarks:

RESOLUTION NO. 6 SERIES OF 2024 / 3RD SUPPLEMENTAL
BUDGET - SOCIALIZED HOUSING TRUST FUND



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



CGCOR-MS-03 RC1 03
04-05-2024

Ref No. 1473 Date: 6-10-24 Time: 1:45 P

Received By: JM

Full Name: IFRUY ORDOVA

Contact No.: 0929 128 9862

Address: 4700 RD

**HUDRD**Republic of the Philippines
Province of Cavite**CITY OF BACOR****HOUSING URBAN DEVELOPMENT
AND RESETTLEMENT DEPARTMENT**Seal of
Good
Local
Governance
2023 Awardee

To: **HON. STRIKE B. REVILLA**
City Mayor

Thru: **ATTY. PAUL MICHAEL G. SANGALANG**
Executive Assistant IV – Office of the City Mayor

Subject: **REQUEST FOR ENDORSEMENT TO THE SANGGUNIANG
PANLUNGSOD: CBUDHB RESOLUTION NO. 5 Series of 2024: 3rd
Supplemental Budget – Socialized Housing Trust Fund**

Date: **14 May 2024**

This is to respectfully endorse to your good office the copy of CBUDHB Resolution No. 5, series of 2024 pertaining to the 3rd Supplemental Budget for Operational and Financial Plan for the Disbursement of the City of Bacor Socialized Housing Trust Fund for Fiscal Year 2024-2026 for your approval and subsequent endorsement to the Sangguniang Panlungsod for appropriate action.

Your utmost consideration of this request is highly appreciated.

Respectfully,



ATTY. AIMEE TORREFRANCA-NERI
City Administrator/OIC-HUDRD

**SADP
AS**



CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

LHB Resolution No. 5, series of 2024

RESOLVED TO APPROVE THE 3rd SUPPLEMENTAL BUDGET FOR OPERATIONAL AND FINANCIAL PLAN FOR THE DISBURSEMENT OF THE CITY OF BACOOR SOCIALIZED HOUSING TRUST FUND FOR FISCAL YEAR 2024-2025

WHEREAS, under City Ordinance No. 2013-025, Section 14 thereof, the Socialized Housing Trust Fund was created for the purpose of ensuring the viability and sustainability of the implementation of Relocation, Resettlement and In-city socialized housing projects for informal settler families (ISFs) in Bacoor City.

WHEREAS, Section 16 of the same CO No. 2013-025 provides for the following use and disbursement of the Housing Trust Fund, to wit:

- 1) for acquisition of properties, site planning and development, housing construction for the City's resettlement housing projects;
- 2) for distribution of financial assistance (FA) to underprivileged and homeless families affected by an eviction and/or demolition;
- 3) for operational expenses of the Housing Board and the Housing Department.

WHEREAS, the Housing Board approves the Supplemental Budget for the Disbursement and Operational Plan of the Housing Department in accordance with Section 16 of the same CO No. 2013-025 for the use and expenditure of the Housing Trust Fund in a resolution, during the regular quarterly meeting of the Local Housing Board (LHB).

WHEREAS, the City Accountant ledger for the Housing Trust Fund for FY 2024 with Account Code 2-99-99-000SHT as of March 31, 2024 had an ending balance of One hundred twenty seven million three hundred forty-nine thousand five hundred three and 48/100 (PHP 127,349,503.48) sourced from fees derived from the implementation of the Socialized Housing Tax, and the City Treasurer projects up to One hundred million pesos total SHT collection by March 31, 2024; of which there is an unappropriated additional funds from various sources for the Social Housing Trust Fund in the amount of One hundred one million sixty three thousand five hundred thirty one and 48/100 (PHP 101,063,531.48)

NOW THEREFORE, BE IT RESOLVED, as it hereby resolved that the following OPERATION AND FINANCIAL PLAN drafted and submitted by the Housing Urban Development and Resettlement Department (HUDRD) is approved, subject to the requirements of government accounting and auditing rules:



Supplemental Housing Trust Fund Work, Operation and Financial Plan 2024-2025 (SHTax)			
Program/Project	Activities	Office Responsible	Budget Required
A. For Operational Expenses of the City of Housing Board and HUDRD:			
Complementation of manpower for the continuing implementation of relocation and resettlement action plan for clearing the legal coastal easement of Bacoor Bay subject of the Supreme Court continuing mandamus and affected by the OPWH Diversion Road Project	1) Pre-Relocation: Social preparation, census, notification, collection of nha requirements and other pre-relocation activities	Community Development and Support Services Division (CDSSD) – Field Ops Team	₱6,500,000.00
	2) actual relocation Expenses of relocation action team	Send-Off Team on site of relocatees Receiving Team in Rancho Verde	
	3) Post-Relocation dismantling and cleanup team	Task Force Relocation and Resettlement (TFRR)	
Other supplies and equipment			₱6,063,531.46
Seminars, trainings and workshops			₱1,000,000.00

B. For Distribution of Financial Assistance to the Dislocated Underprivileged and Homeless Families:			
Program/Project	Activities	Office Responsible	Budget Required
Financial Assistance to ISFs disclosed by the Manila Bay Supreme Court Mandamus and ongoing government infrastructure projects	Relocation of 2,500 ISFs along Bacoor Bay easement/salvage zone for 2021-2022 (Php 10,000/family)	HUDRD-ARRU (Admin Research, and Records Unit)	₱ 3,000,000.00
RA 7279 UDHA Sec. 28.8	<i>Financial assistance in the amount equivalent to the prevailing minimum daily wage multiplied by sixty (60) days shall be extended to the affected families by the local government unit concerned</i>	HUDRD	₱ 1,000,000.00



Republic of the Philippines
Province of Cavite
CITY OF BACOR

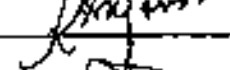


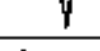
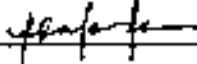







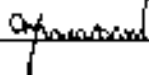
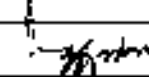
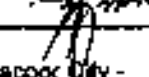



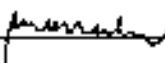
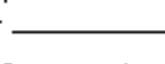
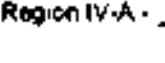
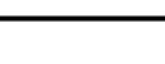


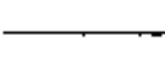
Expenses on Relocation and Demolition	<i>Food packs meals for ISF's for Housing related activities</i>	HUDRD	₱13,000,000.00
	<i>Procurement of dry food items good for 1-week assistance to relocated ISFs</i>		₱2,000,000.00
	<i>Transportation for Relocation (Trucks and buses)</i>		₱4,000,000.00
Assistance to Urban Poor Association	<i>Housing Summit 2024</i>	HUDRD	₱ 500,000.00
	<i>Solidarity Week 2024</i>		₱ 500,000.00
Livelihood Program for relocatees		HUDRD	₱ 2,500,000.00
MOA for cooperative Management between Informal Settler Families sending and receiving LGUs or provision and utilization of Financial Assistance	Turnover of Funds to LGU	HUDRD and MO	₱10,000,000.00
LGU Mobilization of Community Mortgage Projects and Housing Projects	Assistance to HOA and Capacity Development	CDSSD, CMP Team	₱1,000,000.00

C. For acquisition of properties, site planning and development, housing construction for the City's resettlement housing projects:			
Procurement of Land for In-city Socialized Housing Projects and Transfer of Titles	Procurement procedures for Acquisition of Private Real Property by Government	HHRD and ARRU	₱50,000,000.00



Republic of the Philippines
Province of Cavite
CITY OF BACOOR

APPROVED BY THE MEMBERS OF THE CITY OF BACOOR HOUSING AND URBAN DEVELOPMENT BOARD PRESENT:

- 1) Hon. Rowena Bautista-Mendiola, Acting City Mayor - 
- 2) Hon. Catherine S. Evangelista, Acting Vice Mayor - 
- 3) Hon. Alde Pagulayan, SP Chairman, Committee on Housing, LURD - 
- 4) Hon. Rafael Paterno III, President Liga ng Barangay - 
- 5) Ms. Rhovena D. Alicantara OIC CPDC - 
- 6) Ms. Emiliana DR. Ugaida, City Social Welfare and Development Officer - 
- 7) Dr. Ivy Maria Yrautorza, City Health Officer - 
- 8) Atty. Aimee Tomofranca-Neri, OIC HUDRD - 
- 9) Engr. Felicto Mejia, Office of the Building Official - 
- 10) Engr. Jicky Jutba, OIC - City Engineering Office - 
- 11) Mr. Allan Quinatadcan, City Assessor - 
- 12) Engr. Arthur San Jose, Land Titling and Zoning - 
- 13) Ms. Elvinia Guerrero, City Budget Office - 
- 14) Mr. Rodel Francisco, or Representative from PCUP - 
- 15) Ms. Carmelita Gawaran, City Livelihood Officer - 
- 16) Ms. Babylyn Pambid, DepEd Division Superintendent, Bacoor City - 
- 17) Mr. Reginaldo Revilla, City Local Government Operations Officer, DLG - 
- 18) Engr. Emma Monica R. Aracan, or Representative from NHA - 
- 19) Atty. Edith C. Napalan, City Treasurer - 
- 20) Atty. Raxford Guevarra, or Representative from CHR - 
- 21) Atty. Jan Roby Otero, or Representative from DHSUD Region IV-A - 
- 22) P/Lt. Col. John Paolo Carracedo, PNP Bacoor City - 
- 23) Head, Office of the City Legal Service - 
- 24) Representative, Federation of the Urban Poor HOA in Bacoor City - 
- 25) Representative, Chamber of Real Estate and Builder's Association - 

* THE ABOVE RESOLUTION OF THE CITY OF BACOOR HOUSING URBAN DEVELOPMENT AND RESETTLEMENT BOARD WAS UNANIMOUSLY APPROVED DURING THE REGULAR MEETING ON _____ at the STRIKE MULTI-PURPOSE HALL, 3rd floor Bacoor Government Centre, Bayanan, Bacoor, Cavite.

Invoice No. Dept. 2024- 1479



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



Seal of
Good
Local
Governance
2022 AWARD
WINNER

Date: 6-10-24



ATTY. AIMEE TORREFRANCA-HERI
REQUEST ENDORSEMENT TO THE SANGGUNIANG PANGLUNGGO - CAUTIONS REVOLUTION

Remarks: NO. 6 SERIES OF 2024: SOLICITATION OF BIDS FOR THE PROJECT DEVELOPMENT STUDY AND DESIGN OF A PARCEL OF LOT COVERED BY TRANSFER CERTIFICATE OF TITLE NO 1352796 (CS7-2023 009861) LOCATED AT BAHAYKAY CALINAS FOR ECO-AD- MIONALY SUSTAINABLE HOUSING PROJECT TO BE AWARDED TO A UMSUG- ACCREDITED DESIGN AND ENGINEERING CONSULTANCY FIRM, WITH A BUDGET NOT EXCEEDING FIVE MILLION PESOS.



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



CGOR-MO-03-102.05
08-05-2024

Ref No. _____ Date: 6-10-24 Time: 11:55 AM
Received By: _____
Full Name: ENRY P. PANGRA
Contact No.: 0920154 8862
Address: HMD RD



HUDRD

Republic of the Philippines
Province of Cavite

CITY OF BACOOR

**HOUSING URBAN DEVELOPMENT
AND RESETTLEMENT DEPARTMENT**



Seal of
Good
Local
Governance
2023 Award for
Excellence

To: HON. STRIKE B. REVILLA
City Mayor

Thru: ATTY. PAUL MICHAEL G. SANGALANG
Executive Assistant IV – Office of the City Mayor

**Subject: REQUEST FOR ENDORSEMENT TO THE SANGGUNANG
PANLUNGSOD: CBUDHB RESOLUTION NO. 6 Series of 2024:**
Solicitation of Bids for the Project Development Study and Design of a
Parcel of Lot Covered by Transfer Certificate of Title No. 1352795 (057-
2023009861) Located at Barangay Salinas for Economically Sustainable
Housing Project to be Awarded to a DHSUD-Accredited Design and
Engineering Consultancy Firm, with a Budget Not Exceeding Five Million
Pesos

Date: 14 May 2024

This to respectfully inform your good office of the City of Bacoor Urban Development and Housing Board meeting held last 30 April 2024.

It was discussed during the meeting that the property covered by Transfer Certificate of Title No. 1352795 (057-2023009861) located at Barangay Salinas, which was initially identified as a parcel of lot suitable for socialized housing project as stated on City Resolution No. 2023-294 requires a thorough development study and design to maximize its potential as a sustainable housing project.

It was agreed upon by the Board during the meeting to consider the conduct of the bidding process for the development study and design of the aforementioned property to any DHSUD-accredited design and engineering consultancy firm and to allocate a budget not exceeding Five Million Pesos for this purpose.

In this respect, I am humbly endorsing to your good office a copy of City of Bacoor Urban Development and Housing Board Resolution No. 8, series of 2024 for your approval and subsequent endorsement to the Sangguniang Panlungsod for appropriate action.

Your utmost consideration of this request is highly appreciated.

Respectfully,

ATTY. ANNE TORREFRANCA-NERI
City Administrator/DIC-HUDRD



**SANGGUNANG
PANLUNGSOD**



CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

CBUDHB RESOLUTION NO. 6 SERIES OF 2024

A RESOLUTION APPROVING THE SOLICITATION OF BIDS FOR THE PROJECT DEVELOPMENT STUDY AND DESIGN OF A PARCEL OF LOT COVERED BY TRANSFER CERTIFICATE OF TITLE (TCT) NO. T-1352785 (057-2023009881) LOCATED AT BARANGAY SALINAS, BACOOR CITY FOR ECONOMICALLY SUSTAINABLE HOUSING PROJECT TO BE AWARDED TO A DHSUD-ACCREDITED DESIGN AND ENGINEERING CONSULTANCY FIRM, WITH A BUDGET NOT EXCEEDING 5 MILLION PESOS.

WHEREAS, Section 2 of City Ordinance No. 2013-025 provides that it is the policy of the City Government of Bacoor to vigorously pursue a comprehensive, viable and sustainable urban development and housing program which shall uplift the living conditions of the deprived sector of the community, particularly the homeless, undertaken in cooperation with concerned national government agencies, the private sector, and with direct participation of the program beneficiaries;

WHEREAS, Section 7 of the same provides that the Board has the following specific functions;

1. Review and recommend for the approval of the Sangguniang Panlungsod the budgetary requirements of the City's housing programs;
2. Call on any city office/department and representatives of national government agencies assigned in the province to lend their assistance in the planning and implementation of the housing program.

WHEREAS, the Salinas Property requires a thorough development study and design to maximize its potential as an economically sustainable housing project.

WHEREAS, the Operations Manual for the Pambansang Pabahay Para sa Pilipino Housing (4PH) Program strongly advocates for the Local Government Units to take the lead as proponents of their housing initiatives; thus, the City Government of Bacoor will assume the role of developer for the economically sustainable housing project.

WHEREAS, the Department of Human Settlements and Urban Development (DHSUD), in a meeting, discussed that when a Local Government Unit (LGU) enters into the development of vertical housing pursuant to law, and such is the first instance of doing so and the existing resources are not attuned to such development, it may, as an option, contract the services of private engineering consultants at the instance of the LGU to ensure competence, efficiency, and correctness of technical plans and design in coordination with the Housing Office/Department.

WHEREAS, Upon the Bacoor City LGU's selection of the DHSUD-accredited design and engineering consultancy firm, DHSUD will evaluate and endorse the selection before initiating the bidding process for the project.



BARANGAY





CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

WHEREAS, the budget allocated for this project is a maximum of five (5) million pesos only.

NOW THEREFORE, upon the motion of **ATTY. AIMEE TORREFRANCA-NERI**, duly unanimously seconded and approved in a meeting of the Bacoor City Local Housing Board dated 30 April 2024 duly assembled at MSBR Conference Room, Bacoor City Hall, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** to recommend the approval of initiating the bidding process for the project development study and design of a land parcel identified by Transfer Certificate of Title No. T-1352795 (057-2023009861) located in Barangay Salinas, Bacoor City, to a DHSUD-accredited design and engineering consultancy firm at a maximum cost of five (5) million pesos.

APPROVED THIS 30TH DAY OF APRIL 2024 BY THE BACOOR CITY LOCAL HOUSING BOARD AT THE CITY OF BACOOR PRESENT/ WITH REPRESENTATIVE:

HON. CATHERINE S. EVARISTO *Acting City Vice Mayor – Vice Chairperson* _____

HON. ALDE JOSELITO PAGULAYAN *Councilor – Member* _____

HON. RANDY FRANCISCO *Lupang Barangay – Member* _____

ATTY. AIMEE TORREFRANCA-NERI *City Administrator/OIC-HUDRD – Member* _____

MS. RHOWENA ALCANTARA *OIC - CPDC - Member* _____

MS. EMILIANA D. UGALDE *Head of CSWD – Member* _____

ATTY. EDITH NAPALAN *City Treasurer – Member (online)* _____

MS. ELVIN A.S. GUERRERO *City Budget Officer – Member* _____

ENGR. FELICITO R. MEJIA *City Building Official – Member* _____

ENGR. ALLAN QUINATADCAN *OIC - City Assessor – Member* _____

ENGR. ARTHUR SAN JOSE *Head of BZLDD – Member* _____

MS. CARMELITA GAWARAN *Head of GLO – Member* _____

ENGR. JICKY JUTBA *City Engineer – Member* _____

ATTY. KIM LOFRANCO *City Legal Officer – Member* _____

DR. IVY MARIE YRASTORZA *City Health Officer – Member* _____

MR. ROLANDO VOCALAN *City Environment Services Department* _____



LOCAL GOVERNMENT





CITY OF BACOOR URBAN DEVELOPMENT AND HOUSING BOARD

MR. REGINALDO REVILLA *City Local Government Operations Officer* _____

MS. BABYLON PAMBID *Bacoor Schools Division Superintendent* _____

PLTCOL JOHN PAOLO CARRAGEDO *Chief of Police, Bacoor PNP* _____

MS. LEOVINA MANZANO *-Federation of the Urban Poor HOA in Bacoor City* _____

Prepared By:

ATTY. AIMEE TORREFRANCA-NERI
City Administrator / OIC-HUDRD / CBUDHB Secretarial

Approved By:

ROWENA BAUTISTA-MENDIOLA
Acting City Mayor



HOVINE



TERMS OF REFERENCE (TOR)

For Architectural Design and Cost Estimates Template for Vertical Housing Development (Salinas Project)

I. Background

1. The City of Bacoor, as a 1st class component city in the province of Cavite, Philippines has a budget coming from the Local Government Unit (LGU) housing department funds.
2. The City of Bacoor has an available land intended for vertical housing projects expansion and has engaged to develop an architectural and structural master plan including conceptual drawings of new infrastructure at Salinas of the available land.

II. Objectives

3. The main objectives of the design team are to:
 - 3.1. Provide conceptual drawing and structural master plan prepared by licensed professional Architects and Engineers.
 - 3.2. Prepare detailed architectural, structural, mechanical, electrical, plumbing and sanitation design and drawings; incorporation of green architecture in the buildings within the framework of conceptual architectural /structural master plan.
 - 3.3. carryout structural analysis and design optimization calculations and drawings.
 - 3.4. prepare detailed specifications for the various items of works;
 - 3.5. prepare the detailed cost estimates and bill of quantities.

III. Detail Design, Drawing and Estimation

4. **Scope of Work:** The design team is expected to complete the detailed engineering design of following infrastructure based on the approved structural master plan and conceptual architectural drawings. The design template includes exterior and interior design with architectural perspectives. Also includes detailed estimates and cost estimates for the project.
5. **Scope of Services:** The selected design team shall provide the following services:
 - 5.1. Prepare detailed design and drawings of infrastructures specified in clause 5 based on the structural master plan. The design shall have sufficient natural lighting and ventilation system, natural insulation system to save energy. The selected team will have to work in close coordination with the client in order to incorporate energy efficiency principles in the building design to suit the local harsh weather conditions.
 - 5.2. Prepare detailed architectural design, structural design and drawings with structural optimization analysis considering soil investigation report, future expansion and seismic zone conditions.
 - 5.3. Prepare detailed electrical design/drawings.
 - 5.4. Prepare detailed water supply/plumbing design and drawings. The design should

consider demand forecast and source identification.

- 5.5. Prepare detailed sanitation/sewerage design and drawings.
- 5.6. Prepare adequate provisions for Fire Detection and Suppression.
- 5.7. Prepare detailed technical specifications for all the items of building (civil, electrical, plumbing and mechanical) based on the final approved design.
- 5.8. Based on the final approved plan and working drawings, the designer shall provide detailed sequence of construction schedule, machinery, manpower, material procurements and the phase in which the project work proposed would be completed within the stipulated time frame calculated by the engineers as per above clause 5.8.
- 5.9. Prepare detailed cost estimates and segregated Bill of Quantities for each category of infrastructure using the latest country's schedule of rates and/or market rates. The incorporation of Philippine certified domestic construction materials in the designs, estimates, and Bill of Quantities (BoQ) is also compulsory.
 - 5.9.1. The BoQ should be explicit, covering all items of works. It should be as exhaustive as possible to avoid changes, additions, deletions, and substitutions during execution and therefore the undesired disputes and claims.
 - 5.9.2. The detailed technical and material specifications should be a part of the BoQ. One copy of the technical specifications shall be submitted to the procuring agency for its comments and suggestions before including them in the BoQ and estimation.
 - 5.9.3. The quantities should be worked out as accurately as possible to avoid unnecessary variations during the execution of work.
 - 5.9.4. The availability of the materials may also be specified for those that are unique in features. As far as possible, the materials should be readily available in the Philippines. The materials may be suggested to suit the climate condition of the project location.
6. The design provider shall follow prevailing local norms and guidelines regarding building regulations governing plot coverage, setbacks, number of floors and traditional architecture. It shall be the responsibility of the designer to provide necessary clarifications/details to the satisfaction of the local bodies including other government agencies, whenever required for obtaining approval of the plans, designs and drawings from the statutory authorities.
7. The designer shall visit the proposed site and study the environment to prepare and submit the proposal. The consultant shall include such cost of carrying out all the above responsibilities.

IV. Support Service and Facilities (to be provided by the Client)

8. The consultant shall be provided with detailed topographical survey, conceptual design, structural master plan of the campus, soil investigation reports, site plan and other available data of the project. If the consultant requires any additional information, the firm should acquire the requirements at their own expenses.
9. The list of the power tools and equipment installed in the facility/ workshop for the

purpose of electrical load estimate will be provided by the procuring agency.

10. The procuring agency will facilitate communication with local authorities and other stakeholders to fast track the approval process.

V. Report and Time Schedule

11. The design and detailed working drawings should be submitted within 90 days from the date of contract signing and the specifications of work and detailed estimation/BODQ should be submitted within 120 days from the date of notice to proceed;

12. The selected consultant shall be required to submit and present the following reports for the Client's review and approval;

- 12.1. Inception Report (within 5 days from the date of Notice to Proceed). This report shall include formation of design team, work plan approach, and methodology.
- 12.2. Interim Report (within 50 days from the date of Notice to Proceed). This shall include: (a) preliminary structural design and drawings of all new and modified infrastructures; (b) concept of green building/energy efficient building used; and (c) Fire detection and suppression schematic diagram.
- 12.3. Draft Final Report (within 75 days from the date of Notice to Proceed). This shall include all of the followings in addition to the contents of the interim reports: (a) detailed structural design and drawings; (b) detailed electrical design and drawings including telephone and LAN line layout; (c) detailed water supply/plumbing design and drawings; (d) detailed sanitation/sewerage design and drawings; and (e)
- 12.4. Final Report for Design and Drawings (within 90 days from the date of to Proceed). The consultant shall duly incorporate all comments of the client in the final report. This shall include all components listed under the above reports.
- 12.5. Final specifications of the materials/works, segregated bills of quantities for all works and cost estimates need to be submitted within 120 days.
- 12.6. The actual contract duration is 120 days but any loss of time due to delay in providing approval by procuring agency will be compensated.

VI. Report Format

13. All reports shall be submitted in editable soft copy versions (in USB stick) along with hard copy of all drawings in A3 and descriptive report in A4 format for each stage of works. All drawings should be in "dwg" or "dwt" format readable in AutoCAD. Design calculations, details of measurements and estimates, abstracts of estimated costs, and segregated Bill of Quantities in MS Excel format and all other content of the reports in MS Word format.
14. The drawings should be done in an appropriate style and the scales suitably fixed so that they are easily readable at site or workshop by naked eye. Except for the general views, the drawings should preferably be made to the scale of 1:50 and for showing minute details 1:20/1:10 where necessary.
15. Adequate number of drawings should be produced to appropriately represent all the necessary details, views, etc.
16. Except for similar components, each different component shall have separate drawings in cross section, elevations and plan.

17. For the purpose of tendering, drawings printed on A3 sizes would be accepted. However, the drawings should be easily readable by naked eye.
18. All drawing dimensions shall be in metric system (i.e. meter, cm, mm).
19. Period required for approval by the client at each stage shall be a maximum of one week after submission by the consultant, which is not considered in the above-mentioned time schedule.

VII. Expected Outputs/Deliverables

20. The expected outputs of the services are detailed engineering designs, structural analysis and optimization calculation, drawings, estimates, and segregated Bill of Quantities for all categories of Infrastructures detailed under the scope of services.
21. Design team should submit, as part of outputs, the following:
 - 21.1. Three (3) sets of printed hard copy of BoQ / Materials / Technical specifications in bound conditions (bound volume separately for different packages of work).
 - 21.2. Three (3) sets of detailed design drawings printed on A3 size paper for the purpose of tendering and recording (bound volume separately for different packages of work).
 - 21.3. Three (3) printed hard copies of cost estimate and rate analysis of all items of work (bound volume separately for different packages of work).
 - 21.4. Three (3) printed hard copies of detailed structural analysis and optimization calculation of the buildings for the reference of Client's engineers (bound volume separately for different packages of work).
22. A copy of a complete set of reports shall be submitted in editable soft copy versions (in USB stick). All drawings should be in "dwg" or "dwt" format readable in AutoCAD 2010. Design calculations, details of measurements and estimates, abstracts of estimated costs, and segregated Bill of Quantities in MS Excel format and all other content of the reports in MS Word format.

VIII. Focal Person

23. The focal person from the procuring agency will be named in the "contract agreement". All matters should be dealt with by the focal person during the contract implementation.

IX. Selection Procedure

24. The Design team will be selected following the Babor City's Procurement Policy.
25. More than ten (10) years of experience in the field of architecture, engineering, and construction.
26. Demonstrated competency in conceptualization, formulation, and execution of projects of similar nature as the one specified here.
27. The design team should bring among its team demonstrated expertise in the following fields; architectural design, structural engineering, construction trades, culturally sensitive design, and earthquake engineering.