

Issue no. ~~CGO-04~~

**REQUEST FOR EXPRESSION OF INTEREST AND PROPOSAL**  
**Hiring of Consulting Services for the Production of Audio Visual Presentation**  
**(AVP) on the Programs/Projects of the National Drive Against Professional**  
**Squatters and Squatting Syndicates (NDAPSSS)**

Pursuant to Republic Act (RA) 9184, the Housing and Urban Development Coordinating Council (HUDCC) is inviting bidder/s to submit proposals for the Production of Audio Visual Presentation (AVP) on the Programs/Projects of the National Drive Against Professional Squatters and Squatting Syndicates (NDAPSSS) with the Approved Budget for the Contract (ABC) of P180,000.00, inclusive of appropriate government taxes:

The principal objective of the project is to invite the services of qualified media production outfit (Consultant) who can produce and deliver an Audio Visual Presentation (AVP). The project will highlight the flagship programs/projects of the NDAPSSS focusing on the Republic Act No. 7279, Executive Order No. 153 (s. 2002) and other related Special Laws in order to continuously increase the level of awareness of the local government units, homeowners associations, community associations, non-government organizations and even private sectors of the illegal activities of professional squatters and squatting syndicates (PSSS).

Interested bidder/s are required to submit the following documents together with their REI and proposal:

- a. Mayor's Permit;
- b. DTI/SEC Registration;
- c. Tax Clearance;
- d. Latest income and business tax returns and
- e. Certificate of PhilGEPS Registration

The mode of procurement to be adopted by HUDCC is the Small Value Procurement. Attached herewith is the Terms of Reference (TOR) for your perusal. The deadline for submission of the abovementioned documents is on or before 27 December 2017 during office hour from 8:00 A.M. to 5:00 P.M. at the 15<sup>th</sup> Floor, BDO Plaza, 8737 Paseo de Roxas, Makati City, addressed to the undersigned.

The HUDCC reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For more information, please refer to:

**ATTY. ANGELITO AGUILA**  
Director, Legal Services Group  
15<sup>th</sup>. Floor, BDO Plaza, 8737 Paseo de Roxas, Makati City 1226  
Telephone nos. 817-6995

  
**DIR. JEANETTE E. CRUZ**  
Director II, AFKMG 

HUDCC-AFG-063  
3-29-2016  
Rev. 0

## **TERMS OF REFERENCE:**

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### **Production of Audio Visual Presentation (AVP) on the Programs/ Projects of the National Drive Against Professional Squatters and Squatting Syndicates (NDAPSSS)**

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#### **1. Background**

##### **1.1 The National Drive Against Professional Squatters and Squatting Syndicates (NDAPSSS)**

Republic Act No. 7279, an "Act to Provide for a Comprehensive and Continuing Urban Development and Housing Program, Establish the Mechanism for its Implementation, and for other Purposes", or otherwise known as the Urban Development and Housing Act of 1992 (UDHA) was enacted to uplift the condition of the underprivileged and homeless citizens in urban areas and resettlement areas by making decent and affordable housing and guaranteed security of tenure for all. It likewise encourages and improves the capability of the local government units in undertaking and urban development and housing programs and projects.

However, realizing that the problem posed by professional squatters and squatting syndicates will increase, the Congress crafted a multi-faceted solution to curtail these operations surfaced by way of Executive Order NO. 153, "Instituting the National Drive to Suppress and Eradicate Professional Squatting and Squatting Syndicates, amending Executive Order Nos. 178, series of 1999 and 129, series of 1993 and for other purposes," where the National Drive Against Professional Squatting and Squatting Syndicates is hereby instituted. The Housing and Urban Development Coordinating Council (HUDCC) has been directed to take the lead in the identification of professional squatters and squatting syndicates, monitor and launch operations, through the proper agency or body, to prosecute these elements. The HUDCC, in cooperation with the member agencies of the National Drive Against Professional Squatters and Squatting Syndicates (NDAPSSS), has devised plans and strategies to put an end to the illegal activities of these lawless elements.

##### **1.2 NDAPSSS Member Agencies**

###### **a. HUDCC**

As the lead agency of this inter-agency effort, the HUDCC is tasked, not only to the reporting and monitoring of anti-squatting cases, but more importantly to assist victims in filing these cases. Consequently, the HUDCC was actively involved in case build up, case conference, providing legal assistance in filing cases against the professional squatters and squatting syndicates and continuously monitoring the status of those cases already filed.

Likewise, the HUDCC channelled its efforts in organizing a massive information campaign in order to develop a more efficient mechanism to enhance greater information exchanges among the different participating agencies, thus taking a pro-active stance, rather than curative, against PSSS. For this purpose, it took pains in conducting seminars and workshops, installing outdoor communication devices, such as billboards, primers, posters, flyers, and entertaining walk-in complainants, phone calls, and letter-complaints received.

b. NBI

The National Bureau of Investigation (NBI) assists in the identification and prosecution of professional squatters and squatting syndicates, as well as their protectors. It is responsible for investigation and intelligence work, gathering and presentation of pieces of evidence, the conduct of background or record check, and to render technical assistance.

c. DOJ

The Department of Justice serves as the prosecution arm. The DOJ mandates include developing a reporting and monitoring mechanism of anti-squatting cases, building capacities in investigating and handling of cases, improving coordination with other agencies for more effective and efficient investigation of cases, improving the prosecution of cases, conducting massive information campaign regarding the government's drive against professional squatters and squatting syndicates, and familiarizing designated prosecutors with pertinent laws. In pursuance of these goals, it is obliged to develop a reporting format survey for anti-squatting cases, including the submission of status reports. It is also tasked to designate special prosecutors who will handle anti-squatting cases and to distribute copies of laws, executive orders and guidelines to prosecutors.

d. LRA

The Land Registration Authority (LRA) assists the NDAPSSS in determining the authenticity of land titles and assist in the investigation and prosecution of cases involving fake/spurious and fraudulent titles.

e. PNP

The National Police Task Force on Professional Squatters and Squatting Syndicates (NPTFPSSS) of the Philippine National Police (PNP) shall serve as the operational arm of the HUDCC. The PNP identifies professional squatters and squatting syndicates, and files appropriate complaints against these groups. In this regard, the PNP conducts investigation, ocular inspections and surveillance activities. The PNP also helps in the conduct of an extensive information campaign through seminars and community dialogues, as well as workshops on special laws, such as Republic Act No. 7279 and Executive Order No. 153 and, for their police investigators. Furthermore, it ensures the safety of the demolition team,

as well as the evictees, if requested, during the actual physical demolition to ensure that peace and order observed.

f. DENR

The Department of Environment and Natural Resources (DENR) undertakes the classification, administration, management and disposition of lands of the public domain. It also assists NDAPSSS by providing information on matters pertaining to surveys and titling of agricultural (alienable and disposable) lands.

g. PCUP

The Presidential Commission for the Urban Poor (PCUP) serves as the secretariat. It identifies professional squatters and squatting syndicates by providing information on the presence of such entities in urban poor communities. It is also involved in the dissemination of information by assisting the NDAPSSS in its drive against PSSS especially in urban poor areas and by providing venue for consultation.

h. DILG

The Department of the Interior and Local Government (DILG), exercising a delegated power of general supervision over the local government units (LGUs), ensures that the acts of the LGUs and the local officials are within the scope of their prescribed powers and functions, and to monitor their compliance to all statutory enactments and issuances, such as the Republic Act No. 7279 or the UDHA of 1992, EO 153, and related laws on anti-squatting and squatting syndicates. DILG, as one of the support agencies comprising the NDAPSSS, instills cooperation from LGUs through the issuance of memorandum circulars that inform them of the National Government's drive against PSSS, establishment of the local committees on anti-squatting and squatting syndicates, and information on the proper identification, eviction, apprehension, and prosecution of PSSS, among others.

i. OSG

The Office of the Solicitor General (OSG) as statutory counsel of the government shall represent the Republic of the Philippines and its agencies and instrumentalities in litigations arising from the national drive against PSSS.

The OSG shall also support the NDAPSSS in providing legal research and other papers for trainings, seminars and other related activities.

j. PAO

The Public Attorney's Office (PAO) provides free legal services or assistance to victims of PSSS in the preparation of the filing of the complaints before the prosecution office.

k. NUPSC- NAPC

National Urban Poor Sectoral Council of the National Anti-Poverty Commission (NUPSC-NAPC) is directed to designate full-time staff that shall be tasked to coordinate with and work closely with HUDCC and DOJ.

**2. Consultancy Objectives**

2.1. The Housing and Urban Development Coordinating Council (HUDCC), in cooperation with the member agencies of the National Drive Against Professional Squatters and Squatting Syndicates (NDAPSSS), invites the services of a qualified media production outfit (consultant) who can produce and deliver an Audio Visual Presentation (AVP). The highlight of the consultancy services is the flagship programs/projects of the NDAPSSS focusing on Republic Act No. 7279, Executive Order No. 153 (s. 2002) and other related Special Laws in order to continuously increase the level of awareness of the local government units, homeowners associations, community associations, non- government organizations and even private sectors of the illegal activities of professional squatters and squatting syndicates (PSSS).

**2.2. Specific consultancy activities:**

The consultant shall be hired to produce the NDAPSSS' AVP and do the following:

- a. The consultant shall be responsible for the production of still photographs and video interviews including video footages of subjects needed in the AVP. The NDAPSSS may provide additional materials should it be available from them.

The production of the AVP, including but not limited to the professional fees of the production crew, equipments to be used, and all other expenses that may be incurred from the production of the AVP, shall be for the account of the consultant.

- b. The Video and Audio editing, including Music Composition, Graphics and other Elements, shall be done by the consultant. The edited AVP must be approved by the members- agencies of NDAPSSS.
- c. The AVP shall have a runtime of not less than 3 minutes and no more than 10 minutes.

**3. Scope of Work**

**A. The Team Leader/National Adviser:**

- a. Lead and ensure that the information about the AVP are communicated properly with the NDAPSSS, through HUDCC;

- b. Coordinate with HUDCC, being the National Government lead agency in the preparation of the AVP;
- c. Make sure that the preparation of the AVP are well-communicated and understood by all member- agencies of the NDAPSSS;
- d. Be responsible that the formulation of the AVP will be developed in a participatory manner, making it certain that the stakeholders involved fully understand the presentation.
- e. Develop overall work plan for the AVP on the programs/ projects of NDAPSSS;
- f. Provide technical support and facilitation assistance to NDAPSSS, through HUDCC;
- g. Ensure that the project activities and outputs complement with the NDAPSSS' programs and activities; and
- h. Ensure that the planned activities are delivered effectively and timely manner.

**B. Obligations of Member- Agencies of the NDAPSSS:**

- a. Provide all the necessary and available documents to the consultants that can be of help in the AVP production;
- b. Designate a focal person to which the consultant shall report at least three times to the member-agencies; and
- c. Certify as to the acceptance/ rejection of the projects after it has been completed.

**4. Contract Period**

The contract period or the delivery date of the AVP described in this TOR shall be on or before 15 January 2017.

**5. Cost Estimate**

The cost estimate of the Consulting services for this undertaking is **Php150,000.00**, inclusive of 12% VAT, and payment shall be made in accordance with the accounting rules and regulations.

**6. Required Expertise**

The HUDCC, in coordination with the NDAPSSS, shall engage the services of consultant which has the necessary experience in broadcast media, production of documentaries and other television shows.

## **7. Evaluation of Proposals**

The member- agencies of the NDAPSSS shall use the following set of criteria to be responsive to the TOR:

- a. Experience and capability of consultant which includes records of previous engagements and qualities of performance of similar projects; relationship with previous and current clients; and overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant – 50%
- b. Quality of personnel to be assigned to the project which covers suitability of key staffs to perform the duties for the project and general qualifications and competence including education and training of key staff – 30%
- c. Current work load relative to capacity – 20%

## **8. General Information**

- a. Proponents shall be wholly responsible for taking all necessary steps to examine the TOR and to keep themselves informed as to all conditions and circumstances affecting their proposals as well as the implementation of the project and/or the obligations to be undertaken by them.
- b. All costs and expenses incurred directly or indirectly by proponents in the preparation and presentation of their proposals shall be borne by them and shall not be reimbursable by the HUDCC in the event the same is rejected.
- c. The HUDCC, in coordination with the NDAPSSS member- agencies, reserves the right to request additional or clarificatory information from the proponents.
- d. The HUDCC, in coordination with the NDAPSSS member- agencies, also reserves the right, as its interest may require to amend or clarify the requirements under this TOR prior to the deadline for submission of proposals. Such amendments or clarifications, if any, shall be made through the issuance of the addenda to the TOR, copies of which shall be furnished all proponents.
- e. The HUDCC, in coordination with the NDAPSSS member- agencies, shall call all registered proponents to a conference prior to the date of submission of their respective proposals to clarify any provision in the TOR, which the proponents may raise.
- h. The HUDCC, in coordination with the NDAPSSS member- agencies, reserves the right to reject any or all proposals, to waive any minor

defects therein, and to accept the offer considered most advantageous to government.

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