



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7417235  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Notarial Services FY 2021  
**Area of Delivery**

<b>Solicitation Number:</b> 2021 - 01 - 0004	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Services	<b>Date Published</b>	19/01/2021
<b>Approved Budget for the Contract:</b> PHP 240,000.00	<b>Last Updated / Time</b>	19/01/2021 00:00 AM
<b>Delivery Period:</b> 1 Year/s	<b>Closing Date / Time</b>	22/01/2021 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

#### Description

TERMS OF REFERENCE  
Notarial Services

#### I. PURPOSE

To engage the services of a commissioned notary public to notarize contracts and other legal instruments of which the agency is a party

#### II. SCOPE OF WORK

The Notary Public shall authenticate and notarize contracts/legal instruments entered into by the DOT

#### III. DUTIES AND RESPONSIBILITIES

The Commissioned Notary Public shall perform the following:

1. Notarize agreement/legal instruments entered into by the agency.
2. Keep records of the notarized contracts and other legal instruments
3. Promptly file Notarial Reports to the concerned Executive Judge
4. Shall report to work at least three (3) days a week or as may be agreed upon

#### IV. QUALIFICATION REQUIREMENTS

##### A. Qualification and Competencies

1. Commissioned Notary Public for the City of Makati until December 2021
2. Has been performing notarial services for at least five (5) years
3. Has been handling/notarizing government contracts for the past five (5) years
4. Willing to report to the agency at least three (3) days a week or as may be agreed upon
5. BAR passer (R.A. 1080)

##### B. Documentary Requirements/Submissions

1. Application Letter
2. Curriculum Vitae with the following information, among others, names of 3 references, current e-mail address and

telephone numbers

3. PhilGeps Registration Number

4. BIR Certificate of Registration

V. DURATION OF CONTRACT and CONTRACT COST

The engagement of commissioned notary public shall be for period of twelve (12) months from the time of the execution of the contract renewable at the option of the procuring entity with the total approved budget of Php240,000.00.

VI. DELIVERABLES AND TERMS OF PAYMENT

The Notary Public shall notarize contracts and other legal instruments for the agency. Regardless of the amount involved in the contracts and the number of contracts notarized, he/she shall be paid monthly notarial fee of Php 20,000.00

Contact Person : Veronica Reyes

Office : 6thflr, DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City

Contact Number : 459 5200 local 620 or cp # 09295264858

Email Address : nikkireyes22@yahoo.com or vjreyes@tourism.gov.ph

### **Other Information**

#### Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

For individuals not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 22 January 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 18/01/2021

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