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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5973374
Procuring Entity DEPARTMENT OF TOURISM
Title Notarial Services
Area of Delivery Metro Manila

Solicitation Number: 2019-01-0011	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Services	Date Published	24/01/2019
Approved Budget for the Contract: PHP 120,000.00	Last Updated / Time	23/01/2019 10:08 AM
Delivery Period: 6 Month/s	Closing Date / Time	29/01/2019 10:00 AM
Client Agency:		
Contact Person: Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaalmazan@yahoo.com.ph		

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 BACKGROUND and RATIONALE

The Department of Tourism (DOT) has been entering different contracts and other legal instruments covering different transactions and agreements with various sectors. For easy facilitation of these government transactions, there is an urgent need to engage the services of a notary public to authenticate and notarize the contracts/agreements being entered into by the agency.

III. SCOPE OF WORK

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

IV. 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 Executive Judge
4. Shall report to work at least three (3) days a week

V. QUALIFICATION REQUIREMENTS

A. Qualification and Competencies

1. Commissioned Notary Public for the City of Makati at least until December 31, 2019
2. Has been performing notarial services for at least eight (8) 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
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

C. EVALUATION AND SELECTION CRITERIA

The Notary public must at least pass 70% based on the following set of selection criteria with the corresponding weight

CRITERIA

Applicable Experience

- Years of experience in the legal profession
- Years of Notarial Practice

Weight: 40%

Qualifications of the Notary Public

- Education
- Training
- Years of experience in the government/familiarity with government transactions

Weight: 40%

Over-all Commitment of the Notary Public

- Willing to report to DOT at least three (3) days a week (Monday to Friday)

Weight: 20%

TOTAL 100%

VI. DURATION OF ENGAGEMENT AND APPROVED BUDGET OF THE CONTRACT

The engagement of commissioned notary public shall be for period of six (6) months from the time of the execution of the contract renewable at the option of the procuring entity with the total approved budget of Php 120, 000.00. Subject to existing rules and regulations, contract may be extended for a period of six (6) months at the option of the DOT.

VII. 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

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Deadline for the submission of quotation: January 29, 2019 10:00 a.m

Created by Maria Alma O Almazan

Date Created 23/01/2019

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