



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6786890  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of a Commissioned Notary Public for CY 2020  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2020-01-0003	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	3
<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>	08/01/2020
<b>Approved Budget for the Contract:</b> PHP 240,000.00	<b>Last Updated / Time</b>	07/01/2020 13:54 PM
<b>Delivery Period:</b> 12 Month/s	<b>Closing Date / Time</b>	13/01/2020 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

##### REQUEST FOR QUOTATION

Date: 07 January 2020

RFQ No: 2020 - 01 - 0003

Name of Individual/Company:

Address:

Contact No:

Email Address:

TIN:

PhilGEPS Registration No:

The Department of Tourism – Legal Affairs Service (LAS), thru its Bids and Awards Committee (BAC), intends to procure Services of a Commissioned Notary Public for CY 2020 through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the procurement project is indicated in the table below:

##### 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 instrument.
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 2020 or has submitted his/her renewal of application for notarial commission.

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 required

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. Subject to existing rules and regulations, contract may be extended for a period of six (6) months at the option of the DOT.

#### 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 Php20, 000.00

Eligibility Requirements:

1. Latest Mayor's/Business Permit

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return for ABC's above Php500, 000.00

4. Original or Certified True Copy of Notarized Omnibus Sworn Statement for ABC's above Php50, 000.00

Note:

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

For individuals engaged under Section 53.9 – Small Value Procurement of IRR of R.A 9184 only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

Services Quantity Total Offered Quotation

##### DUTIES AND RESPONSIBILITIES:

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2. Keep records of the notarized contracts and other legal instruments.

3. Promptly file notarial reports to the concerned Executive Judge.

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1 lot

#### TERMS AND CONDITIONS

1. The bidders shall provide correct and accurate information required in this form.

2. The price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of bids.

3. The price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.

4. The quotations exceeding the Approved Budget for the Contract (ABC) shall be disqualified.

5. The award of contract shall be made to the Lowest Calculated and Responsive Bid (LCRB) in case of Goods and Infrastructure Projects or Highest Rated and Responsive Bid (HRRB) in case of Consulting Services which complies with the minimum technical specification and other terms and conditions stated herein.

6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representatives.

7. The services shall be delivered according to the requirements specified in the Technical Specifications.

8. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Bid (LCRB), the DOT-PMD shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.

9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.

10. Must be willing to provide services on a send-bill arrangement.

#### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.

2. Do not alter the contents of this form in any way.

3. Failure to comply with any of the mandatory requirements will disqualify your quotations.
4. Failure to follow these instructions will disqualify your entire bid.
5. Kindly submit your eligibility requirements together with your quotations in a SEALED ENVELOPE and indicate the following at the back of it:

RFQ No:

Company Name:

Address to: Mr. John Paulo S. Francisco

Address: DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

6. Deadline for the submission of quotations is on or before January 13, 2020 at 10:00 am. Late bids shall not be accepted and unsigned quotation will be disqualified.

Note: This template is not mandatory. The bidders can create their own quotation.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address

**Created by** John Paulo Samonte Francisco

**Date Created** 07/01/2020

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