



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6257081
Procuring Entity DEPARTMENT OF TOURISM
Title Notarial Services
Area of Delivery

Solicitation Number: 2019-06-0127 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Services Approved Budget for the Contract: PHP 120,000.00 Delivery Period: Client Agency:	Status	Active
	Associated Components	3
	Bid Supplements	0
	Document Request List	0
	Date Published	18/06/2019
	Last Updated / Time	18/06/2019 00:00 AM
	Closing Date / Time	21/06/2019 10:00 AM
	Contact Person: 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

IV. 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 WEIGHT

Applicable Experience

-Years of experience in the legal profession

-Years of Notarial Practice 40%

Qualifications of the Notary Public

-Education

-Training

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

40%

Over-all Commitment of the Notary Public

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

20%

TOTAL 100%

V. 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.

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 : Cherry Martel Regala/Veronica Reyes

Office : 4thflr, DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City

Contact Number : 459 5200 local 620

Email Address : cmregala.77@gmail.com / nikkireyes22@yahoo.com

Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before June 21, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 17/06/2019

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