



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9423033  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** NOTARIAL SERVICES

**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-01-026	<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>	1
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Services	<b>Date Published</b>	24/01/2023
<b>Approved Budget for the Contract:</b>	PHP 240,000.00	<b>Last Updated / Time</b>	24/01/2023 18:44 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	27/01/2023 11:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nplucman@tourism.gov.ph		

**Description**

I. Purpose:

To engage the services of a commissioned notary public to notarize contracts and other legal instruments of which 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 twice a week and be on-call for the rest of the week, or as may be agreed upon.

IV. QUALIFICATION REQUIREMENTS

a. QUALIFICATION AND COMPETENCIES

1. With valid notarial commission for the City of Makati, which the notary public must continuously to possess during the entire period of engagement
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 twice a week and be on-call for the rest of the week, or as may be required
5. BAR passer (RA1080)

b. DOCUMENTARY REQUIREMENTS/SUBMISSIONS

1. Application Letter
2. Curriculum Vitae with the following information, among others, names of at least 2 references
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 a period of twelve (12) months from execution of the contract, or from 02 February 2023 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 Php20,000.00 inclusive of taxes and other fees.

**Other Information**

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION  
Department of Tourism  
Makati City

with details such as:

Name of the Bidder/Company:  
Address of the Bidder/Company:  
Title of the Project:  
RFQ No. 2023-01-026

-----

In addition to the Proposal/Quotation, kindly submit the following 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.

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
5. Application Letter and CV

Note: Kindly submit your quotations together with your eligibility requirements TO: nplucman@tourism.gov.ph on or before 27 January 2023, 11:00 am. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 23/01/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.