



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10519355
Procuring Entity DEPARTMENT OF TOURISM
Title Notarial Services 2024

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2024-01-019	Status	Active
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	01/02/2024
Approved Budget for the Contract:	PHP 220,000.00	Last Updated / Time	01/02/2024 00:00 AM
Delivery Period:		Closing Date / Time	05/02/2024 10:00 AM
Client Agency:			
Contact Person:	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

Purpose

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

SCOPE OF WORK

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

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 required upon.

QUALIFICATION REQUIREMENTS

A. Qualification and Competencies

1. with valid notarial commission for the City of Makati, which the notary public must continuously possess during the entire period of engagement
2. Has been performing notarial services for at least 5 years
3. Has been handling/notarizing government contracts for the past 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 (RA 1080)

B. Documentary Requirements/ Submissions

1. Curriculum Vitae with the following information, among others, names of at least 2 references
2. PhilGEPS Registration Number
3. BIR Certificate of Registration

DURATION OF THE CONTRACT and CONTRACT COST

The engagement of commissioned notary public shall be for a period of eleven (11) months from execution of the contract, or from 01 February 2024 to 31 December 2024 with the total approved budget of PhP220,000.00

Other Information

Instructions to Interested Bidders:

The Quotation/Financial Proposal shall be submitted via email nplucman@tourism.gov.ph on or before 05 February 2024, 10 a.m. with the following documentary/eligibility requirements:

1. PhilGEPS Registration Number
2. Curriculum Vitae with the following information, among others, names of at least 2 references
3. Current Mayor's Permit/Business Permit/BIR Certification of Registration (Individual)
4. (signed and notarized) Omnibus Sworn Statement

Created by Norjannah P Lucman

Date Created 31/01/2024

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