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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5540444
Procuring Entity DEPARTMENT OF TOURISM
Title Notarial Services
Area of Delivery Metro Manila

Solicitation Number: 2018-08-0196	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods - General Support Services	Document Request List	0
Category: Services	Date Published	05/08/2018
Approved Budget for the Contract: PHP 120,000.00	Last Updated / Time	05/08/2018 00:00 AM
Delivery Period: 6 Month/s	Closing Date / Time	09/08/2018 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 almaoalmazan@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. However, the Notary Public may deny notarization of documents on justifiable grounds
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 five (5) 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 ten (10) years
3. Has been handling/notarizing government contracts for the past five (5) years
4. Willing to report to the agency five (5) 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 1:

Applicable Experience

-Years of experience in the legal profession

-Years of Notarial Practice

WEIGHT: 40%

CRITERIA 2:

Qualifications of the Notary Public

-Education

-Training

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

weight: 40%

CRITERIA 2:

Over-all Commitment of the Notary Public

- Willing to report to DOT five (5) days a week (Monday to Friday)

WEIGHTS: 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 with the total approved budget of Php 120, 000.00.

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

Contact Person : Helen Grace J. Somera

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

Contact Number : 459 5200 local 416

Email Address : : greyz2001@yahoo.com / hjsomera@tourism.gov.ph

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 by using the attached REPLY SLIP for the purchase of the

above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 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 or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Bid: on or before August 09, 2018 10:00 am

Created by Maria Alma O Almazan

Date Created 04/08/2018

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