



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8367876  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Notarial Services  
**Area of Delivery**

<b>Solicitation Number:</b> 2022-01-0009	<b>Status</b>	<b>Pending</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>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Services	<b>Date Published</b>	22/01/2022
<b>Approved Budget for the Contract:</b> PHP 240,000.00	<b>Last Updated / Time</b>	21/01/2022 12:46 PM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	25/01/2022 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.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. 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 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 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 2 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 a period of twelve (12) months from the time of the execution of the contract with the total approved budget of Php240,000.00

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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

Contact Person : Veronica Reyes  
Office : 6thflr (Penthouse) DOT Bldg. 351 Sen. Gil Puyat Ave.,  
Makati City  
Contact Number : 459 5200 local 620 or cp # 09295264858  
Email Address : vjreyes@tourism.gov.ph  
Noted and Approved:  
ATTY. JENNIFER A. OLBA  
OIC, Legal Affairs Service

**Other Information**

Other information

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.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/Business Permit/BIR Cert of Registration (Individual)
2. PhilGEPs' Registration Number or Cert of Platinum Membership in lieu of Mayor's Permit and PhilGEPs' registration number.
3. Latest annual Income Tax Return (For BAC's above PhP500K)
4. Original or certified true copy of notarized Omnibus Sworn Statement.

**Created by** MAITA SUMOGAD DANTE

**Date Created** 21/01/2022

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