



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11698226
Procuring Entity DEPARTMENT OF TOURISM
Title NOTARIAL SERVICES 2025
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2025-01-0013	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	28/01/2025
Approved Budget for the Contract:	PHP 180,000.00	Last Updated / Time	28/01/2025 00:00 AM
Delivery Period:		Closing Date / Time	31/01/2025 09:00 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 agreed 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 from 01 January 2025 - 30 June 2025 with a total approved budget of Php180,000.00

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

Php30,000.00 inclusive of taxes and other fees. Full payment shall be made on the first month, regardless of the date of contract execution.

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. 2025-01-0013

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

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 31 January 2025 at 9:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 27/01/2025

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.