

TERMS OF REFERENCE
Notarial Services 2025

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 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 (R.A. 1080)

B. Documentary Requirements/Submissions

1. Application Letter
2. Curriculum Vitae
3. PhilGeps Registration Number
4. BIR Certificate of Registration

V. DURATION OF CONTRACT and CONTRACT COST

The engagement of commissioned notary public shall be from 01 January 2025 to 30 June 2025 with a total approved budget of **PhP180,000.00.**

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 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.

Contact Person

Office:

Contact Number

Email Address



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Approved and Noted by:


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