



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**  
Tanggapan ng Manananggol Pambayan  
DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City  
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

**PAO BIDS AND AWARDS COMMITTEE (PBAC)**

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 14 SEPTEMBER 2021 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF VARIOUS CLEANING MATERIALS FOR PAO-CENTRAL OFFICE AS SPECIFIED UNDER PURCHASE REQUEST NO. 700-08-2021, AT THE PAO CENTRAL OFFICE, VIA ZOOM VIDEO CALL MEETING

**RESOLUTION**

**RECOMMENDING THE DELEGATION OF THE SMALL VALUE PROCUREMENT OF VARIOUS CLEANING MATERIALS, AS SPECIFIED UNDER PURCHASE REQUEST NO. 700-08-2021, TO PAO-SUPPLY SECTION FOR THE USE OF PAO-CENTRAL OFFICE, IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

**WHEREAS**, the Public Attorney's Office (PAO) is committed to adhere to the State's Policy of securing and maintaining the trust and confidence of every Filipino, by upholding transparency, good governance and anti-corruption measures;

**WHEREAS**, the aforementioned Office is in need of the supply for the subject items for the subject items as described in detail in purchase request no. PR No. 700-08-2021 to ensure unhampered performance of its duties and to prevent delays in its daily transactions, as it is reportedly currently unavailable in PS-DBM;

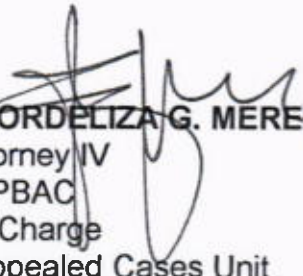
**WHEREAS**, there is an approved budget for the contract of the subject procurement with a total amount of Two Hundred Sixty Five Thousand One Hundred Thirty Pesos (Php 265,130.00)<sup>1</sup>;

**WHEREAS**, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the IRR of RA 9184, BAC Member Atty. Alem Abeya moved to delegate to PAO-Supply Section the conduct of procurement of the subject item, duly seconded by BAC Member Atty. Rigel Salvador;

**NOW THEREFORE, WE**, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), **HEREBY RESOLVE TO RECOMMEND TO THE HEAD OF THE PROCURING ENTITY THE DELEGATION OF THE SMALL VALUE PROCUREMENT OF VARIOUS CLEANING MATERIALS, AS SPECIFIED UNDER PURCHASE REQUEST NO. 700-08-2021, TO PAO-SUPPLY SECTION FOR THE USE OF PAO-CENTRAL OFFICE, IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

<sup>1</sup> Approved Budget for the Contract from the Financial Planning and Management Service

**APPROVED** this 14th day of September 2021 at the Public Attorney's Office (PAO) Central Office, Library, 5<sup>th</sup> Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, thru Zoom Video Call Meeting.




**ATTY. FLORDELIZA G. MERELÓS**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Special Appealed Cases Unit



**ATTY. ALEM-EMAN CHISUM L. ABEYA**  
Public Attorney III  
Member, PBAC  
Executive Support Staff

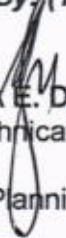
**ATTY. MARLON BUAN**  
Regional Public Attorney  
Chairperson, PBAC  
PAO-NCR and concurrent  
District Public Attorney  
Manila District Office



**ATTY. RIGEL A. SALVADOR**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Field Operations and Statistics Service


*Acceded By: (The TWG)*

**(On Official Business)**  
**ATTY. RONALD JEROME P. NIEVES**  
Vice-Chairperson, PBAC  
Officer-In-Charge  
Legal Research Service




**MS. ALMA E. DUMAGO-LATOSA**  
Head, Technical Working Group (TWG)  
Director II  
Financial Planning and Management Service


**Approved:**  
**For and by the authority**  
**Of the Chief Public Attorney**



**MR. THOR ARTHUR B. AVILLA**  
Member, Technical Working Group (TWG)  
Administrative Officer V  
Human Resource Management Service  
Administrative Service

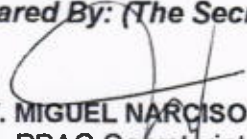



**SILVESTRE A. MOSING**  
Deputy Chief Public Attorney



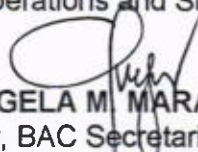
**MR. MICHAEL M. MENDOZA**  
Member, Technical Working Group (TWG)  
Administrative Assistant III  
Cash Section  
Administrative Service

*Prepared By: (The Secretariat)*

  
**ATTY. MIGUEL NARCISO A. ILAGAN**  
Head, PBAC Secretariat  
Public Attorney III  
Executive Support Staff

  
**MR. CHRISTIAN A. BACAYCAY**  
Member, PBAC Secretariat  
Administrative Assistant III  
Supply Section, Administrative Service

**MS. CATALINA N. NUÑEZ**  
Member, PBAC Secretariat  
Legal Assistant II  
Field Operations and Statistics Service

  
**MS. ANGELA M. MARAMAG**  
Member, BAC Secretariat  
Computer Programmer I  
General Services Division  
Administrative Service



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**  
Tanggapan ng Manananggol Pambayan  
Kagawaran ng Katarungan  
DOJ Agencies Bldg, MIA Road corner East Avenue, 1104 Quezon City  
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

September 09, 2021

**ATTY. MARLON E. BUAN**  
Chairperson – PAO-Bids and Awards Committee  
Regional Public Attorney  
PAO-National Capital Region

Sir:

Attached herewith is the approved Purchase Request needed by PAO Central Office, Administrative Service, General Service Division.

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1.	700-08-2021	3M Stripping Pad (black)	30	pcs	650.00	19,500.00
		3M Polishing Pad (white)	20	pcs	470.00	9,400.00
		3M Red Buffing Pad 16"	20	pcs	480.00	9,600.00
		3M Scrubbing Pad (Blue)	20	pcs	560.00	11,200.00
		Ambree Air Freshner, 300ml	48	pcs	692.00	33,216.00
		Cloth Doormat	100	pcs	60.00	6,000.00
		Baygon Multi Insect 600ml	60	pcs	450.00	27,000.00
		Trash bag XXL –transparent (100pcs/pack)	100	packs	600.00	60,000.00
		Rugs (Bilog)	100	kg	60.00	6,000.00
		Liquid handsoap	50	gal	150.00	7,500.00
		Lysol 510g	100	pcs	435.00	43,500.00
		Walis Tambo	30	pcs	200.00	6,000.00
		Walis tingting with handle	20	pcs	170.00	3,400.00
		Plastic Twine/Straw	10	pcs	60.00	600.00
		Zonrox Original 900ml	7	boxes	2,352.00	16,464.00
		Zonrox Original 1L	50	pcs	80.00	4,000.00
		Toilet Bowl Cleaner	5	gal	150.00	750.00
		Emulsion Wax	5	gal	200.00	1,000.00

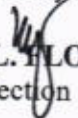
TOTAL: 265,130.00

Prepared by:

  
**DENVER CHRISTIAN P. LACANILAO**  
Administrative Aide IV

*Received by: [Signature] 9/10/21  
C. Bragado*

Certified Correct by:

  
**CARMELA L. FLORENDO**  
OIC-Supply Section

Noted by:

  
**ATTY. DEMETER U. HUERTA**  
PA-IV/OIC-Administrative Service



9/1

**PURCHASE REQUEST**

Entity Name: **PUBLIC ATTORNEY'S OFFICE**

Fund Cluster: 01

Office/Section : General Services Division		PR No.: <u>700-08-2021</u>	August 24, 2021		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit		Quantity	Price	Total Cost
	pcs	3M Stripping Pad (Black)	30	650.00	19,500.00
	pcs	3m Polishing Pad (White)	20	470.00	9,400.00
	pcs	3m Red Buffing Pad 16"	20	480.00	9,600.00
	pcs	3m Scrubbing Pad (Blue)	20	560.00	11,200.00
	pcs	Ambree Air Freshener, 300ml	48	692.00	33,216.00
	pcs	Cloth Doormat	100	60.00	6,000.00
	pcs	Baygon Multi Insect 600mL	60	450.00	27,000.00
	packs	Trash Bag XXL - transparent (100pcs/pack)	100	600.00	60,000.00
	kg	Rugs (Bilog)	100	60.00	6,000.00
	gal	Liquid handsoap	50	150.00	7,500.00
	pcs	Lysol 510g	100	435.00	43,500.00
	pcs	Walis Tambo	30	200.00	6,000.00
	pcs	Walis Tingting with handle	20	170.00	3,400.00
	pcs	Plastic Twine/Straw	10	60.00	600.00
	boxes	Zonrox Colorsafe 900mL	7	2,352.00	16,464.00
	pcs	Zonrox Original 1L	50	80.00	4,000.00
	gal	Toilet Bowl Cleaner	5	150.00	750.00
	gal	Emulsion Wax	5	200.00	1,000.00
				Total:	265,130.00

Purpose : For the use of PAO-CO utility quarterly supply

Requested by: \_\_\_\_\_  
 Signature : \_\_\_\_\_  
 Printed Name : ATTY. DEMETER O. HUERTA  
 Designation : PA IV/ OIC-Administrative Service

Approved by: \_\_\_\_\_  
 Signature : \_\_\_\_\_  
 Printed Name : SILVESTRE A. MOSING  
 Designation : Deputy Chief Public Attorney

PUBLIC ATTORNEY'S OFFICE  
 EXECUTIVE SERVICE  
**RECEIVED**  
 AUG 26 2021  
 REC'D BY: \_\_\_\_\_ TIME: 3:02

PUBLIC ATTORNEY'S OFFICE  
**RECEIVED**  
 AUG 24 2021  
 REC'D BY: \_\_\_\_\_ TIME: 4:22

PUBLIC ATTORNEY'S OFFICE  
 SUPPLY SECTION  
**RECEIVED**  
 24 AUG 2021  
 REC'D BY: \_\_\_\_\_ TIME: 11:25



## Certificate of Non-Availability of Stocks (CNAS)

As of Wednesday, September 15, 2021

Total No. of Items: 256

Product Code	Product Description	UOM	Price	Earliest Estimated Date of Availability
47131812-AF-A01	AIR FRESHENER	Can	81.64	30 November 2021
12191601-AL-E04	ALCOHOL, Ethyl, 500 ml	bottle	47.85	10 October 2021
12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	Gallon	330.55	10 October 2021
26111702-BT-A02	BATTERY, dry Cell, size AA	Pack	20.49	08 October 2021
26111702-BT-A01	BATTERY, dry Cell, size AAA	Pack	19.73	15 October 2021
44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	Unit	9,534.72	10 August 2021
44121612-BL-H01	BLADE, for general purpose cutter / utility knife	Tube	14.82	22 October 2021
47131604-BR-S01	BROOM, soft, lambo	Piece	136.24	15 October 2021
47131604-BR-T01	BROOM, stick, ting-ting	Piece	18.20	15 October 2021
44101807-CA-C01	CALCULATOR, compact	Unit	346.85	15 October 2021
13111201-CF-P01	CARBON FILM, A4	Box	221.00	08 October 2021
44121710-CH-W01	CHALK, molded, white, dustless	Box	32.97	17 September 2021
47131829-TB-C01	CLEANER, toilet and urinal	Bottle	41.60	30 October 2021
47131805-CL-P01	CLEANSER, scouring powder	Can	23.92	30 November 2021
60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	Piece	36.36	10 September 2021
44122105-BF-C01	CLIP, backfold, 19mm	Box	8.72	
44122105-BF-C02	CLIP, backfold, 25mm	Box	14.75	08 October 2021
44122105-BF-C03	CLIP, backfold, 32mm	Box	25.56	
14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	Box	882.55	30 November 2021
14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm	Box	1,029.60	02 October 2021



14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	Box	906.36	02 October 2021
14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	Box	1,528.80	30 November 2021
14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	Box	884.00	30 November 2021
14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	Box	1,508.00	30 November 2021
44121801-CT-R02	CORRECTION TAPE	Piece	11.53	08 October 2021
46181503-CA-C01	COVERALL, non-sterile, protective, medical grade	Piece	1,144.00	
44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	Piece	33.43	22 October 2021
44111515-DF-B01	DATA FILE BOX	Piece	77.20	30 November 2021
44122011-DF-F01	DATA FOLDER	Piece	68.64	30 November 2021
44103202-DS-M01	DATING AND STAMPING MACHINE	Piece	453.96	15 October 2021
43211507-DSK001	DESKTOP FOR BASIC USERS	Unit	24,793.60	08 October 2021
43211507-DSK002	DESKTOP FOR MID-RANGE USERS	Unit	42,390.40	30 November 2021
47131811-DE-B02	DETERGENT BAR, 140g		8.30	30 November 2021
47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg		54.08	22 October 2021
52161535-DV-R01	DIGITAL VOICE RECORDER	Unit	7,339.16	15 October 2021
47131803-DS-A01	DISINFECTANT SPRAY, aerosol, 400g (min)	Can	139.89	02 October 2021
44103109-BR-D06	Drum Cart, Brother DR-451CL, high yield 30000 pages	Cart	6,760.00	30 November 2021
47131601-DU-P01	DUST PAN, non-rigid plastic	Piece	27.64	08 October 2021
40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	Unit	1,369.68	10 September 2021
40101604-EF-W01	ELECTRIC FAN, wall mount, plastic blade	Unit	768.56	08 October 2021
44121506-EN-D01	ENVELOPE, documentary, A4	Box	673.09	30 November 2021
44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document		927.16	30 November 2021
44121506-EN-X01	ENVELOPE, expanding, kraft, legal	Box	738.40	
44121506-EN-X02	ENVELOPE, expanding, plastic	Piece	30.49	
44121506-EN-M02	ENVELOPE, mailing	Box	378.20	27 September 2021
44121504-EN-W02	ENVELOPE, mailing, with window	Box	433.68	
44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard		10.30	15 October 2021
60121534-ER-P01	ERASER, plastic/rubber	Piece	4.37	15 October 2021
43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	Unit	2,598.84	08 October 2021



46181702-FSH01	FACE SHIELD, direct splash protection	Piece	43.93	
44122118-FA-P01	FASTENER, metal, non-sharp edges	Box	83.41	8 October 2021
44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	Piece	85.20	08 October 2021
44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4		11.13	30 November 2021
44122018-FT-D02	FILE TAB DIVIDER, legal	Set	14.23	30 November 2021
46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	Unit	1,144.00	10 September 2021
43202010-FD-U01	FLASH DRIVE, 16 GB Capacity	Piece	166.40	
47131802-FW-P02	FLOOR WAX, paste type, red	Can	309.76	08 October 2021
44122011-FO-T03	FOLDER with Tab, A4	Pack	289.12	02 October 2021
44122011-FO-F01	FOLDER, fancy, with slide, A4	Bundle	270.40	
44122011-FO-F02	FOLDER, fancy, with slide, legal	Bundle	286.52	30 November 2021
44122011-FO-L01	FOLDER, L-type, A4	Pack	171.43	
44122027-FO-P01	FOLDER, pressboard	Box	952.64	24 September 2021
44122011-FO-T04	FOLDER, with tab, legal	Pack	321.36	02 October 2021
42132203-MG-G01	GLOVES, NITRILE	piece	3.07	
42131711-HC-H01	HEAD COVER, disposable	Piece	2.60	
44122008-IT-T01	INDEX TAB, self-adhesive, transparent	Box	56.68	15 October 2021
44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart	910.00	30 November 2021
44103105-BR-B05	INK CART, BROTHER LC67HYBK, Black	Cart	1,601.60	30 November 2021
44103105-CA-C04	INK CART, CANON CL-741, Colored	Cart	989.04	30 November 2021
44103105-CA-C02	INK CART, CANON CL-811, Colored	Cart	1,029.60	30 November 2021
44103105-CA-B04	INK CART, CANON PG-740, Black	Cart	754.00	30 November 2021
44103105-CA-B02	INK CART, CANON PG-810, Black	Cart	780.00	30 November 2021
44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	Cart	249.60	30 November 2021
44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	Cart	249.60	30 November 2021
44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	Cart	249.60	30 November 2021
44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	Cart	249.60	30 November 2021
44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	Cart	795.60	30 November 2021
44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	Cart	920.40	30 November 2021

*This is a computer-generated document and it does not require a signature.*  
Date Generated: September 15, 2021