



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

DOJ Agencies Building, NIA Road corner East Avenue, Diliman, 1100 Quezon City
PAO hotlines: (02)8426-20-75; (02)8426-28-01; (02)8426-24-50; (02)8426-29-87;
(02)8426-26-83 or (02)8929-94-36 local 106 or 107 during office hours
and local 159 after office hours (even during weekends and holidays)
e-mail: pao_executive@yahoo.com
website: www.pao.gov.ph



PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 01 FEBRUARY 2024 RE: **DELEGATION OF AUTHORITY TO CONDUCT NEGOTIATED PROCUREMENT FOR LEASE OF REAL PROPERTY AND VENUE FOR THE OFFICE SPACE OF PAO-MAUBAN QUEZON DISTRICT OFFICE FOR C.Y. 2024, UNDER PURCHASE REQUEST NO. 083-01-2024, TRANSMITTED TO PBAC ON 31 JANUARY 2024, HELD AT THE PAO CENTRAL OFFICE, VIA ZOOM VIDEO CALL MEETING**

R E S O L U T I O N

RECOMMENDING THE DELEGATION OF THE AUTHORITY TO CONDUCT THE NEGOTIATED PROCUREMENT OF LEASE OF OFFICE SPACE FOR PAO-MAUBAN, QUEZON DISTRICT OFFICE FOR C.Y. 2024, UNDER PURCHASE REQUEST NO. 083-01-2024, TO THE OFFICER-IN-CHARGE OF ITS DISTRICT OFFICE END-USER UNIT IN COORDINATION WITH ITS REGIONAL PUBLIC ATTORNEY, PURSUANT TO ANNEX "H," NO. IV, SUBSECTION (J) IN RELATION TO ANNEX "H". NO. V, SUBSECTION (D) 9 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, PAO-Mauban, Quezon District Office sent a letter dated 17 November 2023 addressed to the Chief Public Attorney through its Regional Public Attorney, requesting for lease of office space for its aforementioned District Office for C.Y. 2024;

WHEREAS, there is an approved budget for the contract of the subject procurement with a total amount of One Hundred Eighty Thousand Pesos (Php 180,000.00)¹

WHEREAS, in order to ensure the unhampered service of said District Office and to streamline its request for lease of its office space, BAC member Atty. Ronald Macorol recommends to the Head of Procuring entity the delegation of authority to conduct the negotiated procurement to the Officer-in-Charge of the District Office End-User Unit in coordination with its Regional Public Attorney, in accordance with Annex "H" No. IV Subsection (J) in relation to Annex "H" No. V Subsection (D) 9 of the IRR of RA 9184, duly seconded by BAC Member Atty. Alem Abeya with the other BAC members;

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), and all members here present, **hereby resolve to RECOMMEND THE DELEGATION OF THE AUTHORITY TO CONDUCT THE NEGOTIATED PROCUREMENT OF LEASE OF OFFICE SPACE**

¹ Approved Budget for the Contract from the Financial Planning and Management Service

FOR PAO-MAUBAN, QUEZON DISTRICT OFFICE FOR C.Y. 2024, UNDER PURCHASE REQUEST NO. 083-01-2024, TO THE OFFICER-IN-CHARGE OF ITS DISTRICT OFFICE END-USER UNIT IN COORDINATION WITH ITS REGIONAL PUBLIC ATTORNEY, PURSUANT TO ANNEX "H," NO. IV, SUBSECTION (J) IN RELATION TO ANNEX "H". NO. V, SUBSECTION (D) 9 OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184.

APPROVED this 1st day of February 2024 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.

ATTY. JAN STEVEN S. DUNUAN
Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-Region III

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

ATTY. RONALD R. MACOROL
Public Attorney IV
Member, PBAC
Officer-In-Charge
Special Appealed Cases Unit

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

ATTY. RONALD JEROME P. NIEVES
Vice-Chairperson, PBAC
Public Attorney IV
Officer-In-Charge
Legal Research Service

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

(On Official Business)
DIR. MARILYN S. BOONGALING
Director II
PAO-Administrative Service

ANA LISA M. SORIANO
Deputy Chief Public Attorney

Acceded By: (The TWG)

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

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

(On Leave)

MR. MICHAEL M. MENDOZA

Member, Technical Working Group (TWG)
Administrative Assistant III
Cash Section
Administrative Service

Prepared By: (The Secretariat)

ATTY. MIGUEL MARCISO A. ILAGAN

Head, PBAC Secretariat
Public Attorney III
Executive Support Staff

MS. FILIPINA Y. ESPIRITU

Member, PBAC Secretariat
Librarian III
Legal Research Service

(On Leave)

ENGR. ANGELA M. MARAMAG-PRADO

Member, PBAC Secretariat
Computer Programmer I
General Services Division
Administrative Service

~~MR. JULIUS DONIVAN F. BARSANA~~

Member, PBAC Secretariat
Planning Officer I
Field Operations and Statistics Service

MR. ANDRIAN H. MARASIGAN

Member, PBAC Secretariat
Administrative Officer II
Supply Section, Administrative Service



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

BAC

Trans. No. 2024-01-008

January 31, 2024

ATTY. MARLON E. BUAN
Chairperson – PAO-Bids and Awards Committee
Regional Public Attorney
PAO-NCR

Sir:
Attached herewith are the approved Purchase Requests needed by **PAO-CALABARZON (Mauban, Quezon D.O.):**

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	083-01-2024	Office Space Rental (from January to December 2024)	1	lot		180,000.00

TOTAL: 180,000.00

Prepared by:
DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:
CARMELA L. FLORENDO
OIC-Supply Section

Noted by:
ATTY. DEMITEER U. HUERTA
Public Attorney IV/OIC
Administrative Service



APPROVED ~~2-28-64~~

DATE
TIME
RECEIVED BY

1/30/2024
8:43
JW



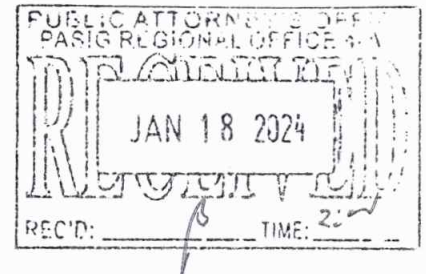
Republic of the Philippines
Department of Justice
PUBLIC ATTORNEY'S OFFICE
Mauban District Office
Peñalosa cor. Vicenta Sts.,
Brgy. Bagong Bayan,



January 10, 2024

DR. PERSIDA V. RUEDA-ACOSTA, DSD

Chief Public Attorney
Public Attorney's Office
DOJ Agencies Building
NIA Road cor. East Avenue,
Diliman, Quezon City



THRU: ATTY. REVELYN V. RAMOS-DACPANO

Regional Public Attorney
Public Attorney's Office
Regional Office No. IV-A

NOTICE OF TRANSFER OF OFFICE SPACE

(by PAO-Mauban District Office)

Dear Madame Chief Rueda- Acosta:

Greetings!

In the interest of more effective and efficient service, the PAO MAUBAN, QUEZON DISTRICT OFFICE has now transferred to another location, after having been authorized to do so. Thus, the District Office can be found at the new address cited below:

PUBLIC ATTORNEY'S OFFICE
Mauban, Quezon District Office
Macario St., Brgy. Bagong Bayan
Mauban, Quezon

*Landmark- across Jamae Korean Restaurant
-beside Card Bank, Inc.

Attached herewith are the Lease Contract, the Omnibus Sworn Statement executed by the lessor and other pertinent documents pertaining to the lease

Thank you very much and more power!

Respectfully yours,

KRISTEN GAY M. BANGANAN
Public Attorney II/OIC
PAO-MAUBAN DISTRICT OFFICE

Copy furnished

Atty. Miguel Narciso A. Ilagan
Public Attonrey III/BAC Secretariat
Executive Support Service
PAO Central Office

CONTRACT OF LEASE

KNOW ALL MEN BY THESE PRESENTS:

This CONTRACT OF LEASE is made and entered into by and between:

BRENDA M. QUIZON of legal age, residing in San Bonaventure St., Penalosa Compound, Brgy. Bagong Bayan, Mauban, Quezon, herein represented by **JASON M. QUIZON**, her duly appointed Attorney-in-fact, residing in the same address, herein referred to as the **LESSOR**.

PUBLIC ATTORNEY'S OFFICE, DEPARTMENT OF JUSTICE, a government office organized and existing under and by virtue of the Republic of the Philippines, with principal office and place of business at DOJ Agencies Building, NIA Road, Brgy. Pinyahan, Diliman, Quezon City 1100, as represented by **Atty. KRISTEN GAY M. BANGANAN**, Officer-In-Charge, PAO Mauban District Office, Mauban, Quezon, hereinafter referred to as the **LESSEE**.

WITNESSETH; That

WHEREAS, the **LESSOR** is the lawful owner of a property located at Macario St., Brgy. Bagong Bayan, Mauban, Quezon, herein referred to as "property".

WHEREAS, the **LESSOR** agrees to lease-out the first floor and second floor unit A of the property covered by **TCT No. T-426330** to herein LESSEE;

NOW THEREFORE, for and in consideration of the foregoing, the LESSOR leases unto the LESSEE and the LESSEE hereby accepts from the LESSOR the LEASED premises, subject to the following:

TERMS AND CONDITIONS

1. PURPOSES: That the property hereby leased shall be used exclusively by the LESSEE for OFFICE PURPOSES only and shall not be used as a residence or warehouse. It is hereby expressly agreed that if at any time the premises are used for other purposes, the LESSOR shall have the right to rescind this contract without prejudice to its other rights under the law.

2. TERM: This term of lease is for ONE (1) YEAR commencing on JANUARY 1, 2024 and expiring on December 31, 2024. Upon its expiration, this lease may be renewed under such terms and conditions as may be mutually agreed upon by both parties, written or verbal notice of intention to renew the lease shall be served or communicated to the LESSOR not later than seven (7) days prior to the expiry date of the period herein agreed upon.

3. RENTAL RATE: The LESSEE binds itself to pay the LESSOR the amount of **FIFTEEN THOUSAND PESOS (P15,000.00)** monthly payable on the first ten (10) days of the month less withholding tax in the name of **JASON M. QUIZON**.

4. DEPOSIT AND ADVANCE RENTAL: That the LESSEE shall pay the LESSOR, the amount of **THIRTY THOUSAND PESOS (P30,000.00)** as one (1) month deposit and one (1) month advance, upon signing of this Contract. The one (1) month deposit shall remain with the LESSOR and the same amount to be returned to the LESSEE, thirty (30) days after the expiration of the contract of lease deducting therefrom any possible unpaid bills, if any.

5. SUB-LEASE: The LESSEE shall not directly or indirectly sublet, allow or permit the leased premises to be occupied in whole or in part by any person, form or corporation, neither shall the LESSEE assign its rights hereunder to any other person or entity and no right of interest thereto or therein shall be conferred on or vested in anyone by the LESSEE without the LESSOR'S written approval.

6. PUBLIC UTILITIES: The LESSEE shall pay for its telephone, electric, cable TV, water, and Internet bills.

7. FORCE MAJEURE: If whole or any part of the leased premises shall be destroyed or damaged by fire, flood, lightning, typhoon, earthquake, storm, riot or any other unforeseen disabling cause of acts of God, as to render the leased premises during the term substantially unfit for use and occupation of the LESSEE, then this lease contract may be terminated without compensation by the LESSOR or by the LESSEE by notice in writing to the other.

8. LESSOR'S RIGHT OF ENTRY: The LESSOR or its authorized agent shall after giving due notice to the LESSEE shall have the right to enter the premises in the presence of the LESSEE or its representative at any reasonable hour to examine the same or make repairs therein or for the operation and maintenance of the building or to exhibit the leased premises to prospective LESSEE, or for any other lawful purposes which it may deem necessary.

10. EXPIRATION OF LEASE: At the expiration of the term of this lease or cancellation thereof, as herein provided, the LESSEE will promptly deliver to the LESSOR the leased premises with all corresponding keys and in as good and tenable condition as the same is now, ordinary wear and tear expected devoid of all occupants, movable furniture, articles and effects of any kind. Non-compliance with the terms of this clause by the LESSEE will give the LESSOR the right, at the latter's option, to refuse to accept the delivery of the premises and compel the LESSEE to pay rent therefrom at the same rate plus Twenty Five (25) % thereof as penalty until the LESSEE shall have complied with the terms hereof. The same penalty shall be imposed in case the LESSEE fails to leave the premises after the expiration of this Contract of Lease or termination for any reason whatsoever.

12. This **CONTRACT OF LEASE** shall be valid and binding between the parties, their successors-in-interest and assigns.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this _____ at Mauban, Quezon, Philippines.

JASON M. QUIZON
(ATTORNEY-IN FACT OF BRENDA M. QUIZON)
LESSOR

ATTY. KRISTEN GAY M. BANGANAN

Officer-In-Charge
PAO Mauban, Quezon District Office
LESSEE

Signed in the presence of:

SUBSCRIBED AND SWORN to before me this 4TH day of JANUARY, 2024 in the municipality of ~~Mauban, Quezon~~ affiant exhibiting her CRN 0111-5969207, ~~issued in Mauban, Quezon~~, certify that ~~personally examined the affiant and that he/she voluntarily executed the foregoing affidavit and understood the there.~~

Doc. No. : 504
Page No. : 102
Book No : LI
Series of 2024

EMIL KARLO L. JOVEN
NOTARY PUBLIC FOR MAUBAN AND SAMPALOC, QUEZON
Plaridel St., Bgy. Rizaliana., Mauban, Quezon
Roll of Attorneys No. 55780
IBP No. 388361 – 01/02/2024 – Quezon Chapter
PTR No. 9954514 – 01/03/2024 – Mauban, Quezon
MCLE Compliance No. VII -0018627 / 24 May, 2022
Commission Expires 31 Dec., 2024


SPECIAL POWER OF ATTORNEY


KNOW ALL MEN BY THESE PRESENTS:

I, **BRENDA MALUBAY QUIZON**, of legal age, with residence and postal address at San Bonaventure St., Peñalosa Compound, Brgy. Bagong Bayan, Mauban, Quezon, and sole proprietress of **JBQ House Rental** do hereby appoint, **JASON MALUBAY QUIZON**, of legal age, with the same address mine as my true and legal representative to act for and in my name and stead and to perform the following acts:

- 1. To inquire sign, execute, and acknowledge all documents or other instruments as may be necessary for the purpose of transacting with prospective clients/tenants of the JBQ House Rentals;
- 2. To process, transact and claim payment checks for tenants of JBQ House Rental;
- 3. To do all other acts necessary to pursue the forgoing authority.

IN WITNESS WHEREOF, WE HAVE HEREUNTO SET OUR HANDS THIS 23rd day of November 2023 in Mauban, Quezon, Philippines.


BRENDA MALUBAY QUIZON
Principal/JBQ Proprietress


JASON MALUBAY QUIZON
Attorney-in-fact

ACKNOWLEDGMENT

Republic of the Philippines)
Mauban, Quezon) S.S

BEFORE ME, personally appeared:


Name	CTC/ID Number	Date/Place Issued
BRENDA MALUBAY QUIZON	<u>TIN: 921-093-849-000</u>	
JASON MALUBAY QUIZON	<u>MATL 8248-1408-7034-1861</u>	

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and place first above written.

Doc. No. 345;
Page No. 70;
Book No. L;
Series of 2023.

Notary Public



ATTY. EMIL KARLO L. JOVEN
NOTARY PUBLIC FOR MAUBAN AND SAMPALOC, QUEZON
Plaridel St., Brgy. Rizallana, Mauban, Quezon
Roll of Attorneys No. 55780
IBP No. 268912 - 01-04-2023 - Quezon Chapter
PTR No. 1530954 - 01-04-2023 - Mauban Quezon
MCLE Compliance No. VII-0018627 - 05-24-2022
Commission Expires 31 December 2023

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF QUEZON) S.S.
MUNICIPALITY OF MAUBAN)

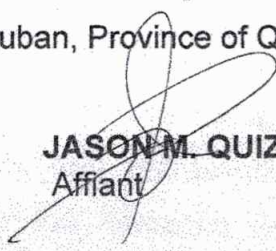
AFFIDAVIT

I, **Jason M. Quizon**, of legal age, married and presently residing at San Bonaventure St., Peñalosa compound, Brgy. Bagong Bayan, Mauban, Quezon, after being sworn in accordance with law, depose and state that:

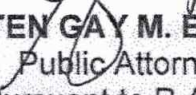
1. I am the authorized representative of Brenda M. Quizon, the owner/proprietor of JBQ House Rental with address at Brgy. Bagong Bayan, Mauban, Quezon;
2. As the authorized representative of the said business/property, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for Lease of Real Property of the PAO-Mauban, Quezon District Office;
3. JBQ House Rental is not blacklisted or barred from bidding by the Government of the Philippines or any of its agencies, officer, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the building requirements isa an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. JBQ House Rental, thru the authorized representative (Jason M. Quizon) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. JBQ House Rental complies with existing labor laws and standards; and

8. JBQ House Rental is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the Lease of Rental Property.
9. JBQ House Rental, thru the owner or representative, did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constituted criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act no. 3815 s. 1930 as amended or the Revised Penal Cod.

IN WITNESS WHEREOF, I hereunto set my hand this ⁴20th day of November 2023 in the Municipality of Mauban, Province of Quezon, Philippines.


JASON M. QUIZON
Affiant

SUBSCRIBED AND SWORN to before me this ⁴20th day of November 2023 in the Municipality of Mauban, Province of Quezon, Philippines after I have personally examined the affiant and satisfied that she executed the foregoing and understood the contents thereof.


KRISTEN GAY M. BANGANAN
Public Attorney II
(Pursuant to R.A. 9406)

SN No. 7548501

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
Land Registration Authority
QUEZON CITY

PROVINCE OF QUEZON
REGISTRY OF DEEDS FOR THE

Transfer Certificate of Title

No. T-426330

Municipality of Mauban

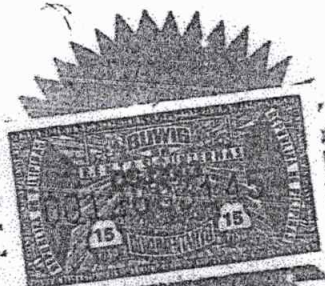
IT IS HEREBY CERTIFIED that certain land, situated in the Province of Quezon, Philippines bounded and described as follows:

A parcel of land (Lot 1-H-3 of the subd. plan, Psd-04-104690, being a portion of Lot 1-H, Psd-04-098489, LRC Rec. No.), situated in the Brgy. Poblacion, Mun. of Mauban, Prov. of Quezon. Bounded on the SE., along line 1-2 by Lot 1-N-4, of the subd. plan; on the SW., along line 2-3 by Lot 1-I, Psd-04-098489; on the NW., along line 3-4 by Lot 1-H-2 of the subd. plan; on the NE., along line 4-1 by Lot 1-G, Psd-04-098489 (right of way 3.00 m. wide). Beginning at a point marked "1" on plan being S. 6 deg. 56' W., 492.27 m. from BLTM No. 2, Cad. Mauban Cadastre; thence S. 1 deg. 26' W., 21.66 m. to point 2 is registered in accordance with the provisions of the Property Registration Decree in the name of SPOUSES JUANITO M. QUIZON and ERENDA M. QUIZON, of legal age, Filipinos and residents of Mauban, Quezn.

as owner thereof in fee simple, subject to such of the encumbrances mentioned in Section 44 of said Decree as may be subsisting, and to

IT IS FURTHER CERTIFIED that said land was originally registered on the 12th day of September, in the year nineteen hundred and thirty-one in the Registration Book of the Office of the Register of Deeds of Quezon Province, Volume 445947, page 29, as Original Certificate of Title No. 30560, Case No. 2592, pursuant to Decree No. issued in L.R.C. Record No. , in the name of T-340012

This certificate is a transfer from transfer Certificate of Title No. , which is cancelled by virtue hereof in so far as the above-described land is concerned.



Mauban, Quezon

(Owner's postal address)

Entered at Lucena City, Prov. of Quezon
Philippines, on the 22nd day of October
in the year two thousand and four
at 9:55 a.m.

ATTEST:

NORIE N. ELISES

(Register of Deeds)

*State the civil status, name of spouse if married, age if a minor, citizenship and residence of the registered owner. If the owner is a married woman, state also the citizenship of her husband. If the land is registered in the name of the conjugal partnership, state the citizenship of both spouses.



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan
DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City
Telephone Nos. (02) 8929-94-36 ; Fax Nos. (02) 8927-68-10 / (02) 8926-28-78



MEMORANDUM

TO: ATTY. KRISTEN GAY M. BANGANAN
Public Attorney II / Officer-in-Charge
Mauban, Quezon District Office
PAO-Regional Office No. IV-A (CALABARZON)

SUBJECT: REQUEST FOR AUTHORITY TO TRANSFER LOCATION OF
MAUBAN, QUEZON DISTRICT OFFICE, PAO-REGIONAL OFFICE
NO. IV-A (CALABARZON) TO A NEW LOCATION

This pertains to your letter dated 17 November 2023 duly endorsed by ATTY. REVELYN V. RAMOS-DACPANO, Regional Public Attorney, Regional Office No. IV-A (CALABARZON) and concurrent Head Executive Assistant, Executive Support Staff, PAO-Central Office in her 1st Indorsement dated 07 December 2023, requesting for authority to transfer location of Mauban, Quezon District Office, PAO-Regional Office No. IV-A (CALABARZON Region) to a new location.

Finding your request meritorious and justified the same is hereby **approved/granted**, provided that the same is in accordance with Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act". Further, to ensure compliance with the necessary requirements, you are likewise hereby directed to coordinate with Atty. Miguel Narciso A. Ilagan, Public Attorney III / Head, Secretariat, PAO-Bids and Awards Committee (BAC).

PLEASE BE GUIDED ACCORDINGLY.

Quezon City, Metro Manila

14 December 2023.

FOR AND BY AUTHORITY OF THE
CHIEF PUBLIC ATTORNEY:

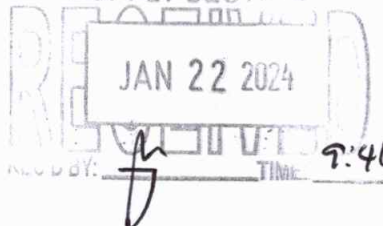
SILVESTRE A. MOSING
Deputy Chief Public Attorney

Copy furnished:

- ATTY. REVELYN V. RAMOS-DACPANO
Regional Public Attorney, PAO-Regional Office No. IV-A
and concurrent Head Executive Assistant, Executive Support Staff,
PAO-Central Office
- ATTY. MIGUEL NARCISO A. ILAGAN
Public Attorney III / BAC Secretariat
Executive Support Staff (ESS), PAO-Central Office
- Human Resource Management and Development Division
Administrative Service, PAO-Central Office

CO2
DUH/nob

PUBLIC ATTORNEY'S OFFICE
SUPPLY SECTION



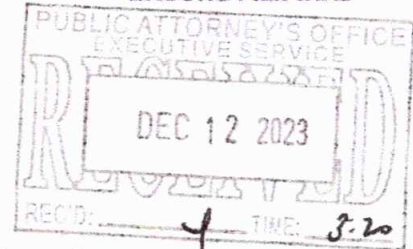


Republika ng Pilipinas
Tanggapan ng Manananggal Pambayan
Kagawaran ng Katarungan
(PUBLIC ATTORNEY'S OFFICE)
REGIONAL OFFICE IV-A (CALABARZON REGION)

3rd Floor, Bahay Aruga-Pasig Social Welfare Department, Eusebio Building
(formerly DSWD-Rescue Center Building),
Caruncho Ave., Brgy. San Nicolas, Pasig City 1600
(Back of Justice Hall Building)
Telephone No. (02) 8477-28-39



BAGONG PILIPINAS



1ST INDORSEMENT

December 07, 2023

Respectfully referred for the favorable consideration of **DR. PERSIDA V. RUEDA-ACOSTA, DSD**, Chief Public Attorney, Public Attorney's Office, DOJ Agencies Bldg., NIA Road, Brgy. Pinyahan, Diliman Quezon City, the hereto attached letter dated November 17, 2023, with attachments, of **ATTY. KRISTEN GAY M. BANGANAN**, OIC-Public Attorney II, PAO-Mauban, Quezon District Office, requesting for the approval of their proposal to transfer their District Office to a new location, as their current office has a very limited space for clients and new office equipments to be set up.

REVELYN V. RAMOS-DACAPANO

Regional Public Attorney
& Concurrent Head Executive Assistant
Executive Support Staff

Encl. a/s

- Letter of Atty. Kristen Gay M. Banganan
- Letter to the Property Owner (Jason M. Quizon)
- Letter to the Property Owner (Jocely S. Caprio)
- Letter to the Property Owner (Leonora C. Ireta)
- Certification - Atty. Kristen Gay M. Banganan
- Pictures of the Proposed New Office Space
- Special Power of Attorney of Jason M. Quizon
- Affidavit of Jason M. Quizon
- Draft of the Lease Contract
- Copy of the TCT no. T-426330
- Certification of PHILGEPS Registration
- Business Permit of JBD House Rental

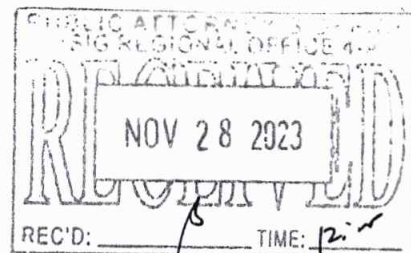
Copy Furnished

Atty. Kristen Gay M. Banganan
PAO-Mauban, Quezon District Office
Perakosa cor. Vicente St., Brgy. Bagong Bayan,
Mauban, Quezon

ROM
RVRD/jad



Republic of the Philippines
Department of Justice
PUBLIC ATTORNEY'S OFFICE
Mauban District Office
Peñalosa cor. Vicenta Sts.,
Brgy. Bagong Bayan,



November 17, 2023

DR. PERSIDA V. RUEDA-ACOSTA, DSD

Chief Public Attorney
Public Attorney's Office
DOJ Agencies Building
NIA Road cor. East Avenue,
Diliman, Quezon City

THRU: ATTY. REVELYN V. RAMOS-DACPANO

Regional Public Attorney
Public Attorney's Office
Regional Office No. IV-A

REQUEST FOR TRANSFER OF OFFICE SPACE

(by PAO-Mauban District Office)

Dear Madame Chief Rueda- Acosta:

Greetings!

I am writing to respectfully and formally request to allow us to look for a new office space in view of the very limited space that we are occupying at the moment. The PAO-Mauban District Office is currently renting an office space located at Penalosa Cor., Vicente Sts., Brgy. Bagong Bayan, Mauban, Quezon with monthly rental fee of Php 13, 500.00 with an area of approximately of. The office that we have now has a very limited waiting space, hence, clients have to wait outside under the heat of the sun and rainfall while waiting for their queue. Also, new office equipment could not be set up and put to use due to its very limited space.


As of this writing, our staff has scouted for three (3) office spaces. As the District Office is located in a first class municipality, there are only few choices available that offer bigger space with reasonable rentals rates.

In view of the foregoing, we are humbly requesting to rent a new building which is more spacious and comfortable to allow us deliver a well-organized and more efficient service to our clients.

We hope that our request be given consideration.

Thank you very much.

Respectfully yours,


KRISTEN GAY M. BANGANAN
Public Attorney II/OIC

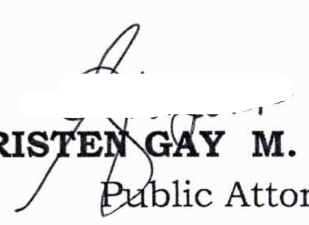


Republic of the Philippines
Department of Justice
PUBLIC ATTORNEY'S OFFICE
Mauban District Office
Peñalosa cor. Vicenta Sts.,
Brgy. Bagong Bayan,
Mauban, Quezon

CERTIFICATION

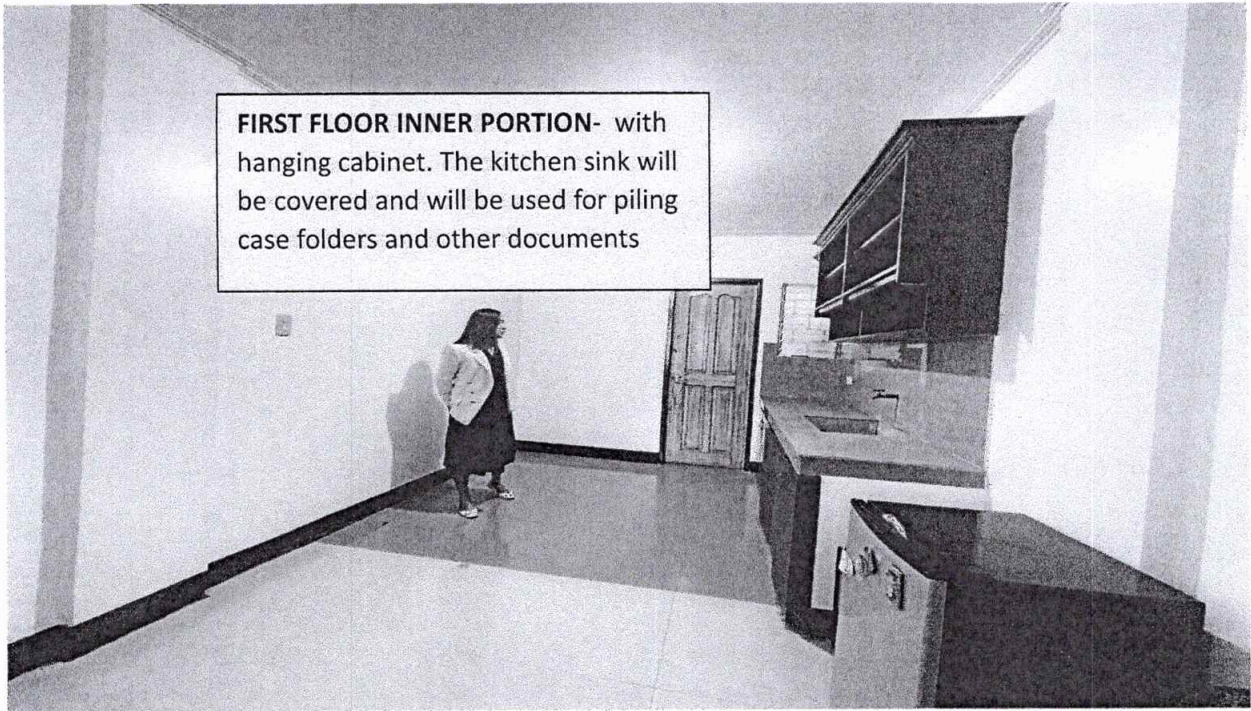
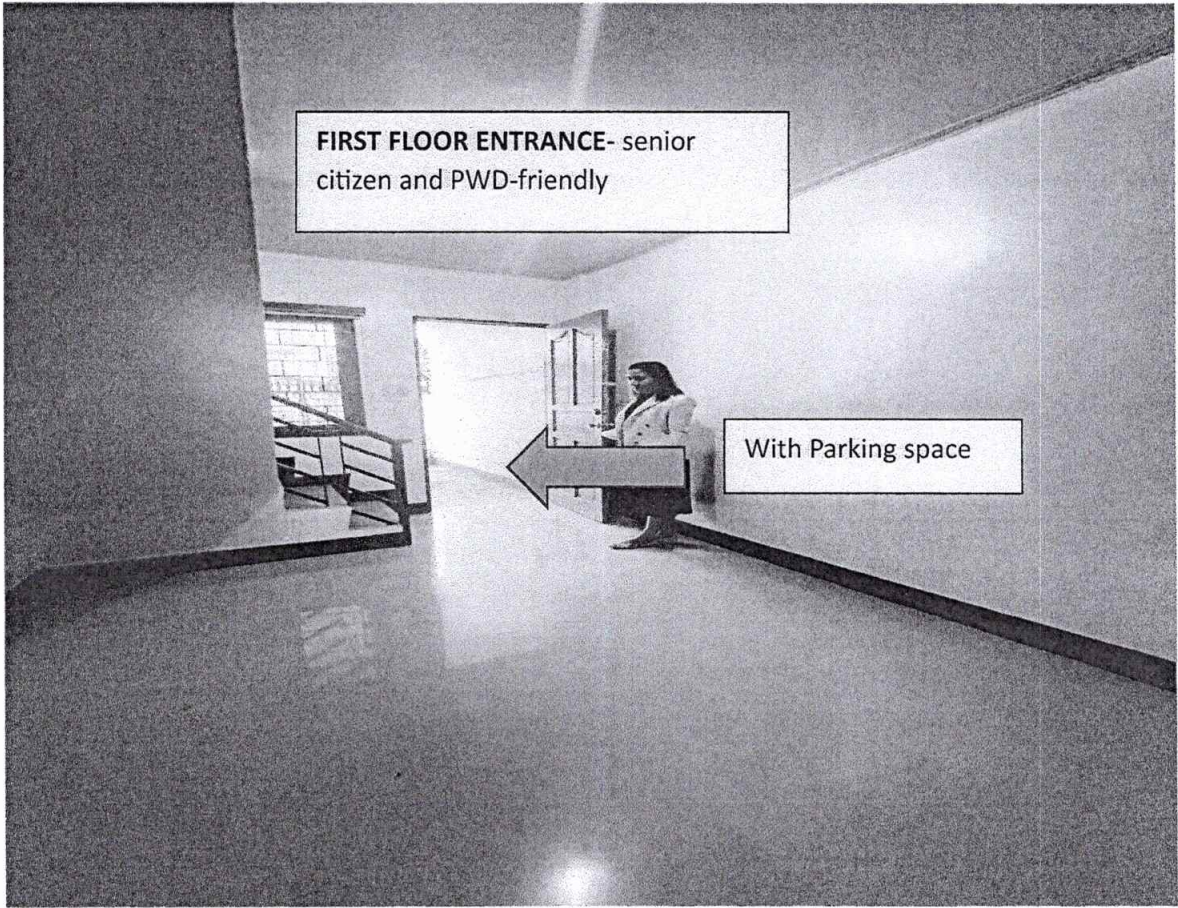
This is to certify that the proposed office space that the PAO-Mauban, Quezon District Office is prospecting to occupy is the only available office space for lease that can accommodate our district and has the complete amenities that would mostly aid the office in extending a more convenient and accessible free legal services to its indigent clients. It is strategically located as it is close (walking distance) to the Municipal Hall and the trial courts as well as the Prosecutor's Office. The office is senior-citizen friendly as the building is a two-storey structure where clients will be entertained at the first floor while the office supplies will be stored at the second floor. The second floor also has a space fit for mediation. Hence, allowing more space to better accommodate clients.

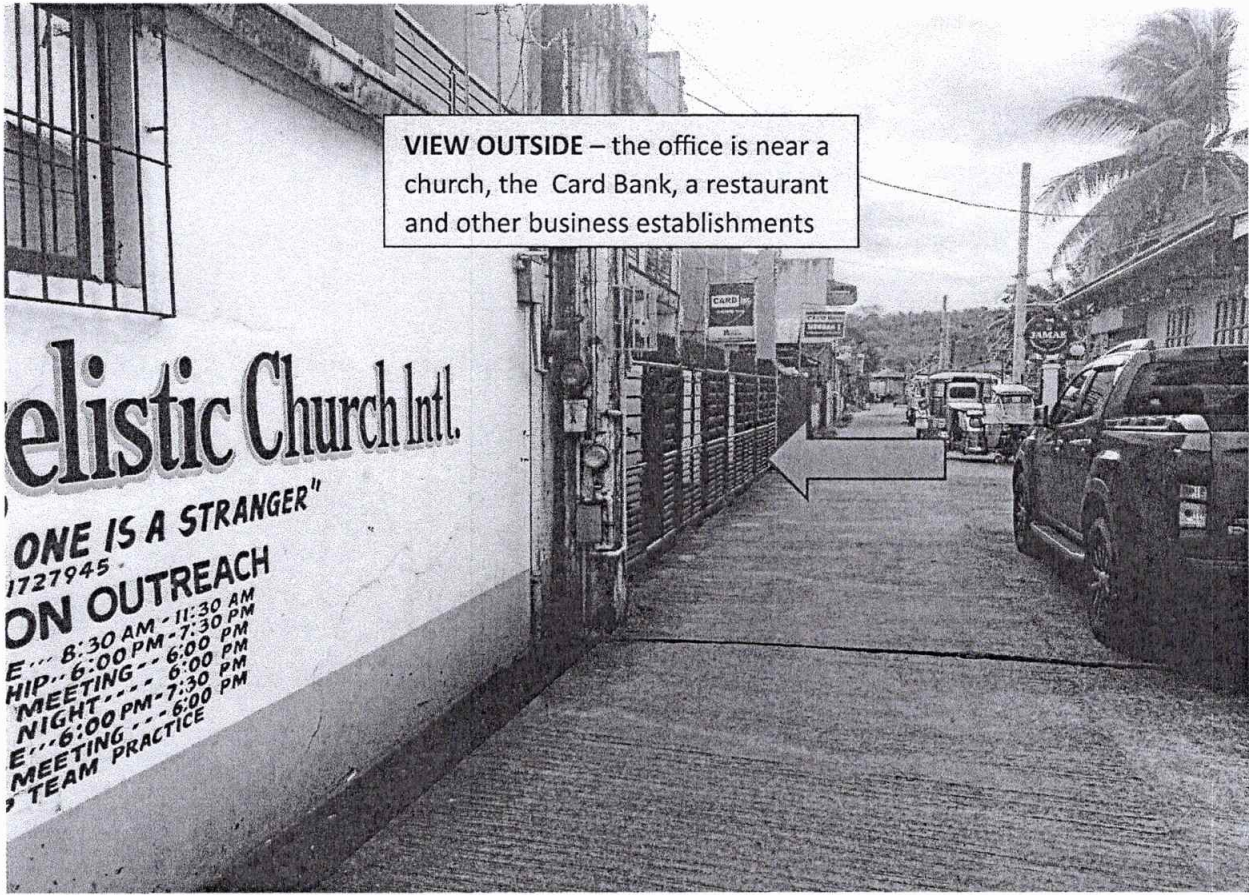
Given this 23rd day of November 2023 at Mauban, Quezon, Philippines.


KRISTEN GAY M. BANGANAN
Public Attorney II-OIC

/PAO/kgmb/

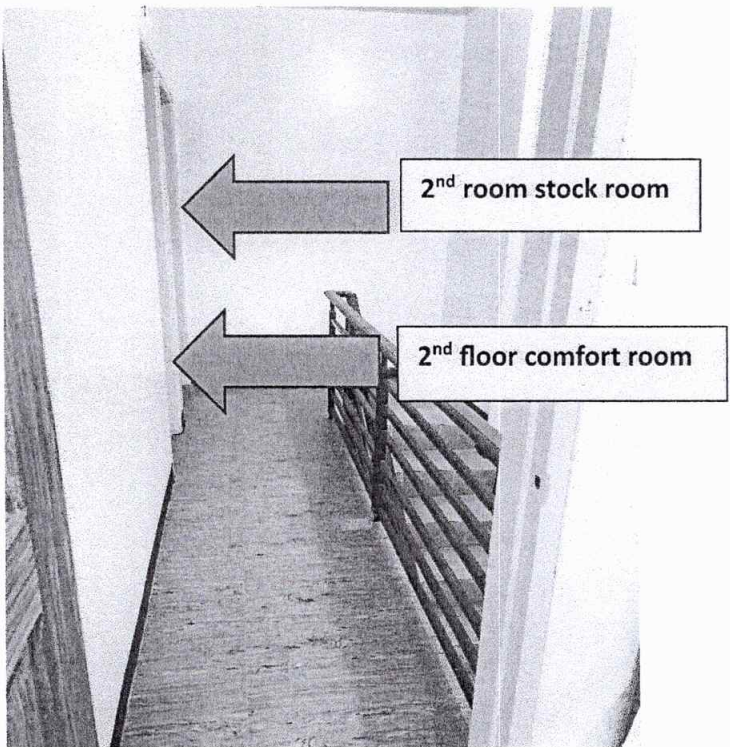
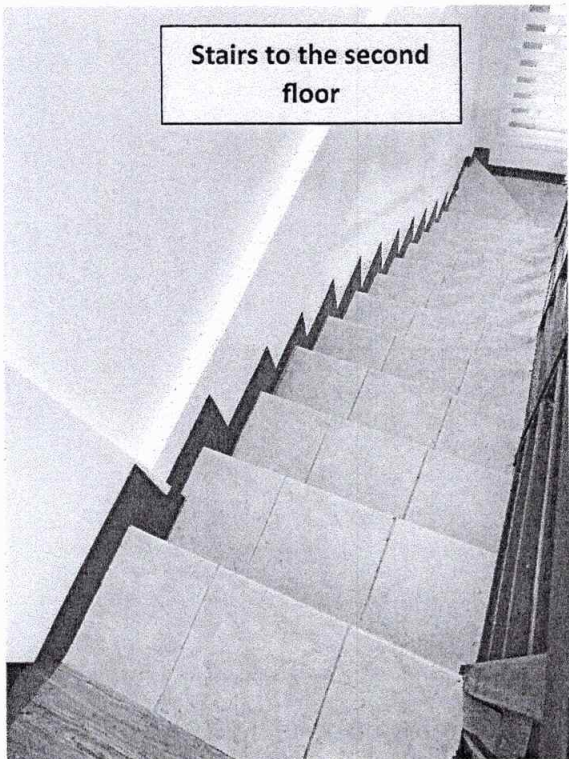
PICTURES OF THE PROSPECTIVE NEW OFFICE SPACE



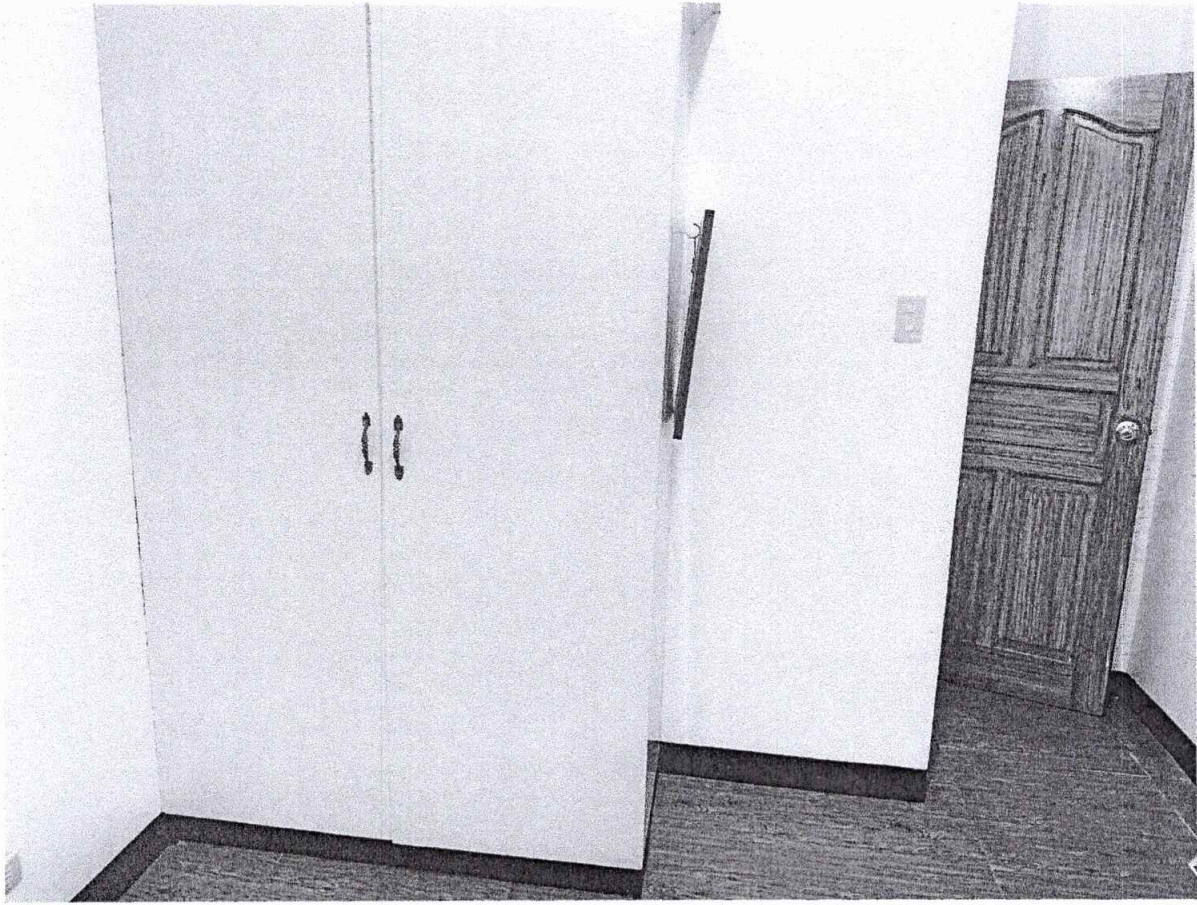


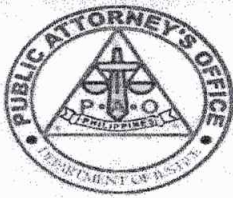
The prospective office space is two-storeys with one (1) comfort room and two separate rooms.

The first room is proposed as stock room for office supplies to allow lesser clutter at the first floor and the second room is proposed as mediation room and will also serve as isolated room for the Public Attorney to allow the preparation of pleadings without being disturbed when necessary.



Both rooms have built in cabinet that can store office supplies





Republic of the Philippines
Department of Justice
PUBLIC ATTORNEY'S OFFICE
Mauban District Office
Peñalosa cor. Vicenta Sts.,
Brgy. Bagong Bayan,
Mauban, Quezon

November 3, 2023

**THE PROPERTY OWNER/
THE PROPERTY ADMINISTRATOR**

Brgy. Bagong Bayan,
Mauban, Quezon

Dear Sir/Madam:

Greetings!

The Public Attorney's Office-Mauban, Quezon District Office is looking for bigger office which is more spacious and comfortable to help us deliver a well-organized and efficient service to our clients.

In view thereof, I am respectfully writing to invite you to bid for an office which might cater the primary needs of our office.

I am herewith attaching a response letter containing the specifications and facilities of our District Office.

Thank you very much. Hoping for your consideration and favorable response.

Most Respectfully,

KRISTEN GAY M. BANGANAN

Public Attorney II-OIC
Mauban District Office
Mauban, Quezon

Date: 11/3/2023

**PUBLIC ATTORNEY'S OFFICE
MAUBAN, QUEZON DISTRICT OFFICE**

Peñalosa cor., Vicenta Sts.
Brgy. Bagong Bayan,
Mauban, Quezon

Dear Sir/Ma'am:

In response to your invitation to bid and in compliance with the **BIDS AND AWARDS COMMITTEE** requirements for lease of office space, I'm sending you this document for your persual.

Among the facilities of our property for lease includes: (Kindly check those available and applicable)

- ☒ Toilet (for male and female) with automatic flush system (manual flush)
- ☒ Pantry
- ☒ Easy access to water services/ existing water service (pump)
- ☒ Access to Municipal Services (i.e. Electricity, internet, telephone services)
- ☒ Senior Citizen and PWD Friendly (kindly specify if located on the ground floor, 2nd floor etc. office - Ground floor)
- ☒ Floor area of at least 100 square meters (Kindly indicate the specific floor area of the office space being leased) 135 square meter
- ☒ Existing cabinets (kindly indicate the kind and number, if applicable) 2 kitchen cabinet / 2 bedroom cabinet
- ☒ Existing office partition/division
- ☒ Parking space
- ☒ Accessible to: (Kindly indicate the kind and number, if applicable)

Municipal Hall:	<u>314</u>	(m)
Regional Trial Court:	<u>298</u>	(m)
Municipal Trial Court:	<u>348</u>	(m)
Post Office:	<u>125</u>	(m)
Public Market:	<u>120</u>	(m)

Monthly rent: Php 15,000 /
Year Built: 2016

Apart from those listed, our property has the following amenities/services offered. (Kindly state if there are other services or facilities not mention in the above-listed checklist.)

Thank you!

JASON AMIN



Republic of the Philippines
Department of Justice
PUBLIC ATTORNEY'S OFFICE
Mauban District Office
Peñalosa cor. Vicenta Sts.,
Brgy. Bagong Bayan,
Mauban, Quezon

November 10, 2023

**THE PROPERTY OWNER/
THE PROPERTY ADMINISTRATOR**

Brgy. Bagong Bayan,
Mauban, Quezon

Dear Sir/Madam:

Greetings!

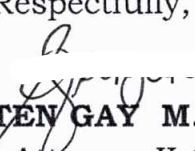
The Public Attorney's Office-Mauban, Quezon District Office is looking for bigger office which is more spacious and comfortable to help us deliver a well-organized and efficient service to our clients.

In view thereof, I am respectfully writing to invite you to bid for an office which might cater the primary needs of our office.

I am herewith attaching a response letter containing the specifications and facilities of our District Office.

Thank you very much. Hoping for your consideration and favorable response.

Most Respectfully,


KRISTEN GAY M. BANGANAN
Public Attorney II-OIC
Mauban District Office
Mauban, Quezon

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

BMQ MERCHANDIZING

Penalosa St ,
Mauban , Quezon , Region IV-A , Philippines

is registered in the *Philippine Government Electronic Procurement System (PhilGEPS)* on 25-Oct-2004 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that **BMQ MERCHANDIZING** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until 09-May-2024

Issued this 09th day of May 2023.

This is a system generated certificate. No signature is required.



List of Eligibility Documents

of
BMQ MERCHANDIZING
 Penalosa St ,
 Mauban , Quezon , Region IV-A , Philippines

DTI Certificate	DTI Certificate Number : 2392125 Issued By / Signatory : Ramon Lopez Registration Date : 23-Jan-2021 Expiration Date : 23-Jan-2026
Mayors Permit	Expiration Date : 31-Dec-2023 Permit Number : 20230456270000132 Place of Issue : Mauban, Quezon Issued By / Signatory : Bautista Erwin Dwight . Pastrana Issuance Date : 13-Jan-2023
Tax Clearance	Expiration Date : 02-May-2024 TCC Number : 9B-060-05-02-R0460-2023-E Issued By / Signatory : Lily M. Diaz Issuance date : 02-Mar-2022
Audited Financial Statement	Date of Filing : 11-Apr-2023 Current Asset : 5,317,935.00 Total Asset : 45,766,045.00 Current Liabilities : 453,786.00 Total Liabilities : 453,786.00 Name of Auditor : Amorsolo Nieva BIR RDO Code : 60
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :

INDERS ¹

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*



Republic of the Philippines
Province of Quezon
Municipality of Mauban
Office of the Municipal Mayor

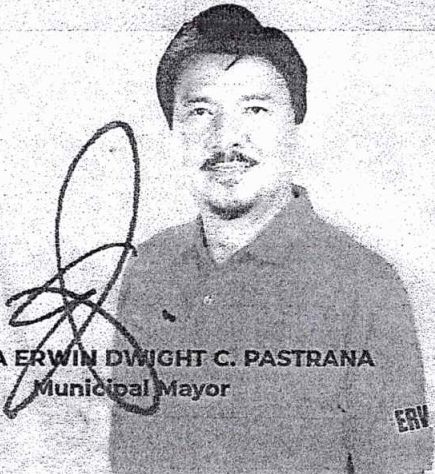
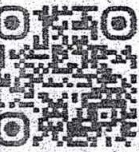


Business Permit

BUSINESS PERMIT NO.	2023-045627000-0133	BUSINESS ID NO.	Q-045627-00008
BUSINESS NAME	JBQ HOUSE RENTAL		
OWNER'S NAME	QUIZON, BRENDA		
BUSINESS ADDRESS	V. DEVERA ST., Brgy. Sadsaran (Pob.), Mauban, Quezon		
TYPE OF BUSINESS	Sole Proprietorship	BUSINESS PLATE NO.	EPM-0096
NO. OF EMPLOYEES:	BUSINESS TIN:	DATE ISSUED:	DTI REGISTRATION NO. :
1	921-093-849-000	13 Jan 2023	4389021
VALID UNTIL:	PAYMENT MODE:	OR DATE :	OR NUMBER :
31 December 2023	Quarterly	13 Jan 2023	9191908

To whom it may concern,

Pursuant to the revenue code of this Municipality, after payment of taxes, fees and charges, etc., and compliance with existing requirements, Permit is hereby granted to the herein Taxpayer.

LINE OF BUSINESS	RENTING OR LEASING SERVICES OF RESIDENTIAL PROPERTIES	Type of Application: Renewal
 BAUTISTA ERWIN DWIGHT C. PASTRANA Municipal Mayor	PARTICULARS OF PAYMENT	
	KINDS OF FEE	AMOUNT
		
Business Tax - Non Essential		2,798.25
Sticker Fee		150.00
MENRO Certificate Fee		100.00
Sanitary Permit Fee		100.00
Mayor's Permit Fee		6,000.00
Garbage Fee		230.00
Building Inspection Fees		240.00
Electrical Inspection Fees		640.00
Plumbing Inspection Fees		240.00
Sanitary Health Certificate Fee		30.00
Sanitary Inspection Fee		100.00
Zoning Certification Fee		216.00

NOTE/S:

1. Exhibit this Permit in Your Establishment.
2. This Permit is only a privilege and not a right, subject to revocation and closure of Business Establishment for any violation of existing Laws and Ordinances and conditions set forth in the Permit.
3. This Permit must be renewed on or before January 20 of the following year unless sooner revoked for cause. Failure to renew within the time required shall subject the Taxpayer to a surcharge of 25% of the amount of taxes, fees or charges due, plus an interest of 2% per month of the unpaid taxes, fees or charges including surcharges.
4. Your Business Establishment is subject to final inspection or regulatory compliance.
5. Surrender this Permit upon retirement of your Establishment.

GRAND TOTAL

PHP 10,844.25

REMARKS:



FCF - 1,207.00
FCR - 2.00