



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 29 JULY 2021 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF LABOR AND MATERIALS FOR THE PMS AND REPLACEMENT OF OTHER VARIOUS PARTS FOR VEHICLE SLD 714 AS SPECIFIED UNDER PURCHASE REQUEST NO. 579-07-2021, AT THE PAO CENTRAL OFFICE, LIBRARY, VIA ZOOM VIDEO CALL MEETING

**RESOLUTION**

**RECOMMENDING THE DELEGATION TO PAO-SUPPLY SECTION OF THE SMALL VALUE PROCUREMENT OF LABOR AND MATERIALS FOR PERIODIC MAINTENANCE SERVICE (PMS) AND REPLACEMENT OF OTHER VARIOUS PARTS OF THE VEHICLE SLD 714, AS SPECIFIED UNDER PURCHASE REQUEST NO. 579-07-2021, FOR PAO-CENTRAL OFFICE, GENERAL SERVICE DIVISION, 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. 579-07-2021 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 Twenty Six Thousand Nine Hundred Sixty Seven Pesos and Thirty Centavos (Php 26,967.30)<sup>1</sup>;

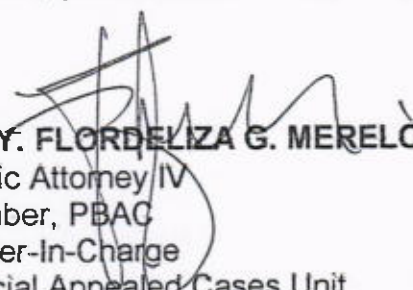
**WHEREAS**, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the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

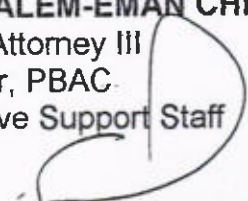
**NOW THEREFORE, WE**, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), **HEREBY RESOLVE TO RECOMMEND TO THE HEAD OF THE PROCURING ENTITY THE DELEGATION TO PAO-SUPPLY SECTION OF THE SMALL VALUE PROCUREMENT OF LABOR AND MATERIALS FOR PERIODIC MAINTENANCE SERVICE (PMS) AND**

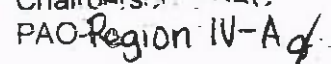
<sup>1</sup> Approved Budget for the Contract from the Financial Planning and Management Service

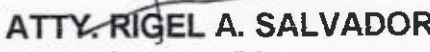
**REPLACEMENT OF OTHER VARIOUS PARTS OF THE VEHICLE SLD 714, AS SPECIFIED UNDER PURCHASE REQUEST NO. 579-07-2021, FOR PAO-CENTRAL OFFICE, GENERAL SERVICE DIVISION, IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

**APPROVED** this 29th day of July 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.

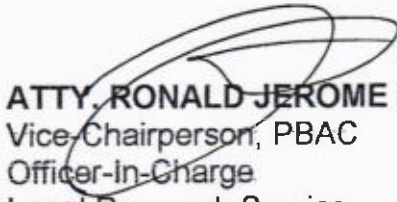
  
**ATTY. FLORDELIZA G. MERELOS**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Special Appealed Cases Unit

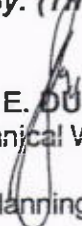
  
**ATTY. ALEM-EMAN CHISUM L. ABEYA**  
Public Attorney III  
Member, PBAC  
Executive Support Staff

  
**ATTY. MARLON BUAN**  
Regional Public Attorney  
Chairperson, PBAC  
PAO-Region IV-A


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

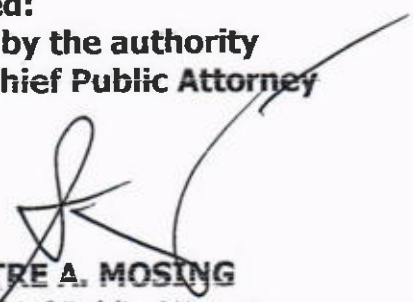
*Acceded By: (The TWG)*


  
**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

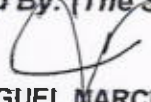
**Approved:  
For and by the authority  
Of the Chief Public Attorney**


  
**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



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**PUBLIC ATTORNEY'S OFFICE**  
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Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

July 22, 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, General Service Division to wit:


No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
	579-07-2021	FOR THE LABOR AND MATERIALS FOR THE PMS AND REPLACEMENT OF OTHER VARIOUS PARTS OF THE VEHICLE SLD 714	1	pc	26,967.30	26,967.30

TOTAL: 26,967.30


Prepared by:

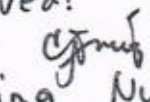
  
**DENVER CHRISTIAN P. LACANILAO**  
Administrative Aide IV

Certified Correct by:

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

Noted by:

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

Received:  
  
Catalina Nuñez  
7/23/21  
4:10 PM

### PURCHASE REQUEST

JUL 19 2021  
 01 3.0

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

Fund Cluster: 01 3.0

Office/Section : Gen. Services Division Administrative Service		PR No.: <u>579-07-2021</u> Responsibility Center Code : _____	July 19, 2021		
Stock/ Property No.	Unit	Description	Quantity	Price	Total Cost
	pc	FOR THE LABOR AND MATERIALS FOR THE PMS AND REPLACEMENT OF OTHER VARIOUS PARTS OF VEHICLE SLD 714	1	26967.30	26,967.30
				<b>Total:</b>	<b>26,967.30</b>
<b>Purpose :</b> For the use of PAO-CO Vehicle SLD 714					
Requested by: _____		Approved by: _____			
Signature : _____		Signature : _____			
Printed Name : <u>ATTY. DEMITEER U. HUERTA</u>		Printed Name : <u>SILVESTRA A. MOSING</u>			
Designation : <u>PA IV/OIC-Administrative Service</u>		Designation : <u>Deputy Chief Public Attorney</u>			

PUBLIC ATTORNEY'S OFFICE  
 F.P.M.S.  
**RECEIVED**  
 JUL 19 2021  
 REC'D BY: \_\_\_\_\_ TIME: 11:19

PUBLIC ATTORNEY'S OFFICE  
 SUPPLY SECTION  
**RECEIVED**  
 19 JUL 2021  
 REC'D BY: \_\_\_\_\_ 9:04

Owned and operated by  
 Toyota Balintawak, Inc.  
 1010 EDSA, Quezon City  
 Tel (02) 8-927-7215/(02) 8-927-7217/(02) 8-927-7230  
 (02) 8-927-7239  
 Fax (02) 8-926-2580/(02) 8-926-2917/(02) 8-927-0625  
 Website: www.toyotanorthedsa.com  
 VAT Reg. TIN: 000-300-956-0001  
 Business Style: Toyota North Edsa

- Recent Repair
- Appointment
- Wash In
- Washing
- Non Washing

# SERVICE QUOTATION

**A9DA043489**

Page 1 of 1	Business Style: PUBLIC ATTORNEY'S OFFICE		Z700 Service Quotation	
Customer No. 1800975040	Customer Name & Address <b>PUBLIC ATTORNEY'S OFFICE</b> DOJ AGENCY BLDG NIA RD DILIMAN	Home Phone No. +63999922999	Appointment Cust. Appt. Time (Rec. Time)	Year/Make/Model 2016/Hiace Commuter 2.5L Dst MT - QJ -
Date Received 07/16/2021		Business Phone No.	Date: / / Time: : : am/pm	Chassis No./VIN/Serial No. JTFJ502P200052262
Time Received 04:09:24PM	Email Address publicattnyoffice@yahoo.com.ph	Mobile No. +639178629879	Production Time Date: / / Time: : : am/pm	Colour WHITE
Purchase Order No.		TIN 000-800-000-30477	Assignee's Contact No. +639178163312	Warr Exp KM 100,000
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Assignee's Name Engr. COSME D DIAZ	Driver's Name	Appointment Reconfirmation Date Made: / / Time Made: : : am/pm	Selling Dealer TMI
		Driver's Contact No.	Engine No. 2KDA860893	Delivery Date 09/09/2015
				Warr Exp Date

JOB INSTRUCTION				UNIT PRICE	TOTAL
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY		
1		150,000 KM CHECK-UP	3.800	450.00	1,710.00
1		REPLACE CABIN FILTER	0.5	500.00	250.00
1		CLEAN ENGINE INTERNAL DEPOSITS	1.0	500.00	500.00
2		GASKET	1	48.88	48.88
2		OIL FILTER 1000	1	487.05	487.05
2		TGFS SNCF 5W-30 1L	7	691.74	4,842.18
2		ELEMENT, AIR REFINER	1	1,038.38	1,038.38
2		SILICON SPRAY	1	334.82	334.82
2		BG FUEL SYSTEM DRIER	1	848.21	848.21
2		DIESEL JET CLEAN	1	2,892.86	2,892.86
2		BG Brake Stop Squeal	1	560.00	560.00
2		BRAKE CLEANER (CAN)	1	370.54	370.54
2		OIL TREATMENT 300ML	1	1,205.38	1,205.38
2		DSL INJECTOR CLEANER	1	783.26	783.26
2		DSL ENGINE FLUSH	1	714.96	714.96
3		Toyota Genuine Bactakenz	0.100	8,348.20	834.82
3		EXPRESS SANITATION MISC 3	1	281.25	281.25
3		MISCELLANEOUS	1	120.54	120.54
				Total Labor	2,460.00
				Total Part	14,124.50
				Total Sublet	401.79
				Total Oil/Lubricant	0.00
				Total MISC/Material	834.82
				Subtotal	17,821.11
				Less Discount	0.00
				VAT	2,138.53
				<b>GRAND TOTAL</b>	<b>19,959.64</b>

Software Provider Address Tax Identification No.	Toyota Motor Philippines Corporation Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026 000-415-713-00003	Software Name Software Version Permit-to-Use (PTU) No. Date Issued Valid Until Series Range	SAP ECC-Dealer Business Management Version 6/EHP 7 DISPO9 1702_0124_PTV_CBA_000058 08/01/2020 07/31/2025 A9DA00001 - A9DZ99999
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Customer Copy

TOYOTA NORTH EDSA

Owned and operated by  
 Toyota Binlataw Inc.  
 1010 EDSA, Quezon City  
 Tel: (02) 8-927-7215 (02) 8-927-7217 (02) 8-927-7230  
 (02) 8-927-7230  
 Fax: (02) 8-926-2590 (02) 8-926-2917 (02) 8-927-7626  
 Website: www.toyotanorthedsa.com  
 VAT Reg. TIN: 000-300-956-00001  
 Business Style: Toyota North Edsa

- Repeat Repair
- Appointment
- Walk-In
- Waiting
- Non-Waiting

SERVICE QUOTATION

A9DA043487

Page 1 of 1		Business Style: PUBLIC ATTORNEY'S OFFICE	
Customer No. 1000975040	Customer Name & Address <b>PUBLIC ATTORNEY'S OFFICE</b> DOJ AGENCY BLDG. NIA RD DILIMAN	Home Phone No. +63999999999	Appointment Date: / / Time: : am/pm
Date Received 07/16/2021		Business Phone No.	Year/Make/Model 2014/Hyace Commuter 2 St. Dsl M/T - OJ -
Time Received 03:51:58PM		Mobile No. +639178529879	Chassis No./VIN/Serial No. JTFJ502P500038971
Purchase Order No.	Email Address publicattoffice@yahoo.com.ph	TIN 000-000-000-30477	Production Time Date: / / Time: : am/pm
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Assignee's Name Engr. COSME DIAZ	Assignee's Contact No. +639178163312	Color WHITE
	Driver's Name	Driver's Contact No.	CS No. YA5201
			Kilometers KM 150,000
			Selling Dealer TBK
			Warr Exp KM 100,000
			Delivery Date 01/30/2014
			Engine No. 2K0A429707
			Warr Exp Date

JOB INSTRUCTION						
JOB NO.	OPERATION CODE	PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1			160 000 KM CHECK-UP	5 500	450.00	4 455.00
1			MVP ELEMENT FUEL FIL	1	931.25	931.25
1			DRAIN COOLANT - BRAKE FLUIDS	1.0	500.00	500.00
1			CLEAN ENGINE INTERNAL DEPOSITS	1.0	500.00	500.00
1			TRANS. REAR DIFF GEAR OIL - BRAKE FLUIDS	1.5	500.00	750.00
1			REPLACE CABIN FILTER	0.5	500.00	250.00
2			OIL FILTER 1000	1	487.05	487.05
2			GASKET	1	48.88	48.88
2			BRAKE FLUID	2	211.61	423.22
2			TSLC (2 LITERS)	2	387.50	775.00
2			ELEMENT SUB-ASSY.	1	1,168.75	1,168.75
2			TGFS SNCF 5W-30 1L	7	651.74	4,542.18
2			OIL TREATMENT 300ML	1	1,205.36	1,205.36
2			BRAKE CLEANER (CAN)	1	370.54	370.54
2			BG Brake Stop Squeal	1	560.00	560.00
2			DIESEL JET CLEAN	1	2,892.86	2,892.86
2			BG FUEL SYSTEM DRIER	1	848.21	848.21
2			SILICON SPRAY	1	334.82	334.82
2			DSL INJECTOR CLEANER	1	783.28	783.28
2			DSL ENGINE FLUSH	1	714.96	714.96
3			Toyota Genuine Bactakienz	0.100	8,348.20	834.82
3			EXPRESS SANITATION MISC 3	1	281.25	281.25
3			MISCELLANEOUS	1	120.54	120.54
					Total Labor	6,455.00
					Total Part	18,386.34
					Total Sublet	401.79
					Total Oil/Lubricant	0.00
					Total MISC/Material	834.82
					Subtotal	24,077.95
					Less Discount	0.00
					VAT	2,869.35
					<b>GRAND TOTAL</b>	<b>26,947.30</b>

Software Provider Address Tax Identification No.	Toyota Motor Philippines Corporation Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026 000-415-713-00000	Software Name Software Version Permit-to-Use (PTU) No. Date Issued Valid Until Series Range	SAP ECC-Dealer Business Management Version 6/EHP 7/SP09 1702_0124_PTU_C&A_000088 08/01/2020 07/31/2025 A9DA000001 - A9D2599999
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