



PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 28 FEBRUARY 2023 RE: **CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF CONTINUOUS INK AS SPECIFIED UNDER PURCHASE REQUEST NO. 065-01-2023**, HELD AT THE PAO CENTRAL OFFICE AND VIA ZOOM VIDEO CALL MEETING

RESOLUTION

RECOMMENDING THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF CONTINUOUS INK, AS SPECIFIED UNDER PURCHASE REQUEST NO. 065-01-2023, FOR PAO-PUERTO PRINCESA DISTRICT 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 urgent need of the supply for the subject items as described in detail in above stated purchase request to ensure unhampered performance of its duties and to prevent delays in its daily transactions;

WHEREAS, the PAO-Supply Section forwarded a letter request for small value procurement to the PBAC for the subject item;

WHEREAS, there is an approved budget for the contract of the subject procurement with a total amount of Eighty Thousand Pesos (Php 80,000.00)¹;

WHEREAS, since the pursuit of a competitive bidding will result in the award of the contract only after the lapse of one hundred twenty (120) days from the start of the procurement process, said period may not be responsive to the immediate need of the Office


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. Ronald Macorol moved to delegate to PAO-Supply Section the conduct of procurement of the subject item, duly seconded by BAC Member Atty. Alem Abeya;

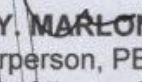
NOW THEREFORE, WE, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), **HEREBY RESOLVE TO RECOMMEND TO THE HEAD OF THE PROCURING ENTITY, THE DELEGATION**

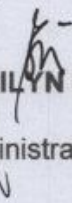
¹ Approved Budget for the Contract from the Financial Planning and Management Service

OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF CONTINUOUS INK, AS SPECIFIED UNDER PURCHASE REQUEST NO. 065-01-2023, FOR PAO-PUERTO PRINCESA DISTRICT OFFICE, IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184

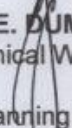
APPROVED this 28th day of February 2023 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.



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

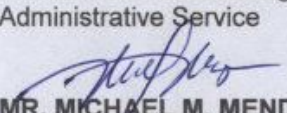

ATTY. MARLON BUAN
Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-NCR


DIR. MARILYN S. BOONGALING
Director II
PAO-Administrative Service

Acceded By: (The TWG)


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

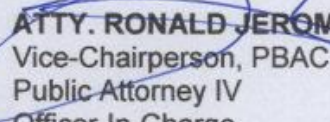

MR. THOR ARTHUR B. AVILLA
Member, Technical Working Group (TWG)
Administrative Officer V
Human Resource Management Service
Administrative Service


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

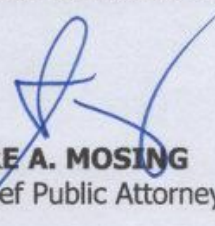

ATTY. ALEM-EMAN CHISUM L. ABEYA
Public Attorney III
Member, PBAC
Executive Support Staff

On Official Business

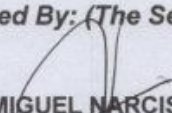
ATTY. RIGEL A. SALVADOR
Public Attorney IV
Member, PBAC
Officer-In-Charge
Field Operations and Statistics Service

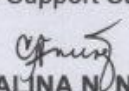

ATTY. RONALD JEROME P. NIEVES
Vice-Chairperson, PBAC
Public Attorney IV
Officer-In-Charge
Legal Research Service

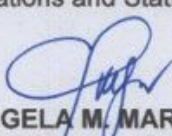
Approved:
For and by the authority
Of the Chief Public Attorney

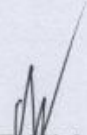

SILVESTRE A. MOSING
Deputy Chief Public Attorney

Prepared By: (The Secretariat)


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


MS. CATALINA N. NUÑEZ
Member, PBAC Secretariat
Statistician II
Field Operations and Statistics Service


ENGR. ANGELA M. MARAMAG-PRADO
Member, PBAC Secretariat
Computer Programmer I
General Services Division
Administrative Service


MR. CHRISTIAN A. BACAYCAY
Member, PBAC Secretariat
Administrative Assistant III
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

Trans. No. 2023-02-020

February 28, 2023

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

Sir:

Attached herewith is the approved Purchase Requests needed by **PAO-Region IVB**
(Puerto Princesa):

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	065-01-2023	- 64 pcs. Brother DCP-T420W Ink (Black)	64	pcs.		
		- 32 pcs. Brother DCP-T420 W Ink (Cyan)	32	pcs.		
		- 32 pcs. DCP-T420 W Ink (Magenta)	32	pcs.		
		- 32 pcs. Brother DCP-T420 W Ink (Yellow)	32	pcs.		

TOTAL: 80,000.00

Prepared by:

ANDRIAN H. MARASIGAN
Administrative Officer II

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

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



PR# 065-01-2023 (Brother Inks)

From: Pao Supply (paosupply@ymail.com)

To: paotwg@gmail.com

Date: Wednesday, February 8, 2023 at 11:27 AM GMT+8

Sir,

Attached herewith is PR# 065-01-2023. As recommended by PAO-BAC, Terms of Reference (TOR) are required prior to proceeding with the procurement process.

Hoping for your kind assistance on the matter.

Thank you very much.



PR# 065-01-2023 (Brother ink)_001.pdf
354.2kB

JAN 16 2023

REC'D BY:

TIME:

PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICEFund Cluster: 01

Office/Section : <u>Puerto Princesa District Office</u>		PR No.: <u>065-01-2023</u>		Date: 01/11/2023	
Responsibility Center Code : _____					
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pcs.	Brother DCP-T420 W Ink - black	64	500.00	32000.00
	pcs.	Brother DCP-T420 W Ink - cyan	32	500.00	16,000.00
	pcs.	Brother DCP-T420 W Ink - magenta	32	500.00	16,000.00
	pcs.	Brother DCP-T420 W Ink - yellow	32	500.00	16,000.00
<div>PUBLIC ATTORNEY'S OFFICE EXECUTIVE SERVICE RECEIVED JAN 9 2023 REC'D: _____ TIME: 3:45</div>					80000.00
Purpose: For the use of Puerto Princesa District office					
<div>PUBLIC ATTORNEY'S OFFICE FPMS RECEIVED JAN 18 2023 REC'D BY: _____ TIME: _____</div>					
Requested by: _____		Approved by: _____			
Signature : _____		_____			
Printed Name : ATTY. HOWARD B. AREZA		SILVESTRE A. MOSING			
Designation : RPA- MIMAROPA		Deputy Chief Public Attorney			



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

28 February 2023

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

**RE: Request for Small Value Procurement of
Brother DCP T420W Inks
for PAO-Puerto Princesa D.O.**


ATTY. BUAN:

In compliance with the Implementing Rules and Regulations of Republic Act No. 9184, the Public Attorney's Office through the undersigned respectfully requests for the small value procurement of the following item detailed as follows:


Item No.	DESCRIPTION	QTY.	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	<ul style="list-style-type: none">- 64 pcs. Brother DCP T420W Ink (Black)- 32 pcs. Brother DCP T420W Ink (Magenta)- 32 pcs. Brother DCP T420W Ink (Cyan)- 32 pcs. Brother DCP T420W Ink (Yellow)	Pcs. Pcs. Pcs. Pcs.	80,000.00		80,000.00
Grand Total			80,000.00		80,000.00

For your consideration.

Respectfully yours,


CARMELA L. FLORENDO
OIC, PAO Supply Section

Noted by:


ATTY. DEMITEER U. HUERTA
Public Attorney IV
OIC, Administrative Service



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PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan
DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City
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DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City

Bids and Awards Committee

TERMS OF REFERENCE (TOR)

VARIOUS INK CARTRIDGES FOR PUBLIC ATTORNEY'S OFFICE FOR FY 2023 (PURCHASE REQUEST NO. 065-01-2023)

(Through Shopping Pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)

1. Approved Budget for the Contract

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **EIGHTY THOUSAND PESOS (Php 80,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:

Brother DCP-T420W BLACK CYAN MAGENTA YELLOW		
APPROVED BUDGET FOR THE CONTRACT (Php 80,000.00)		
Staggered Delivery: 15 calendar days from the issuance of Notice to Proceed		
Payment terms: Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.		
Quantity	PRODUCT	DELIVERY SCHEDULE <small>(After Issuance of Notice to Proceed)</small>
64 pcs.	<ul style="list-style-type: none">Brother DCP-T420W Continuous ink suitable, fit and compatible for use with BROTHER PRINTERSInk color: BlackOriginal, new, not remanufactured, not refillStrong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printed. Excellent fastness rate, printed graphics context will be kept for long time. Good compatibility of colors will represent you perfect performance.Low corrosion and long lifespan	15 calendar days *For strict compliance. Subject to the rules on Liquidated damages
32 pcs.	<ul style="list-style-type: none">Brother DCP-T420W Continuous ink suitable, fit and compatible for use with BROTHER PRINTERSInk color: CYAN	15 calendar days *For strict compliance.

	<ul style="list-style-type: none"> • Original, new, not remanufactured, not refill • Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printed. Excellent fastness rate, printed graphics context will be kept for long time. Good compatibility of colors will represent you perfect performance. • Low corrosion and long lifespan 	Subject to the rules on Liquidated damages
32 pcs.	<ul style="list-style-type: none"> • Brother DCP-T420W Continuous ink suitable, fit and compatible for use with BROTHER PRINTERS • Ink color:MAGENTA • Original, new, not remanufactured, not refill • Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printed. Excellent fastness rate, printed graphics context will be kept for long time. Good compatibility of colors will represent you perfect performance. • Low corrosion and long lifespan 	15 calendar days *For strict compliance. Subject to the rules on Liquidated damages
32 pcs.	<ul style="list-style-type: none"> • Brother DCP-T420W Continuous ink suitable, fit and compatible for use with BROTHER PRINTERS • Ink color: YELLOW • Original, new, not remanufactured, not refill • Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printed. Excellent fastness rate, printed graphics context will be kept for long time. Good compatibility of colors will represent you perfect performance. • Low corrosion and long lifespan 	15 calendar days *For strict compliance. Subject to the rules on Liquidated damages

February 24, 2023

TECHINICAL WORKING GROUP:

Head:

ALMA E. DUMAGO – LATOSA

Director II

Financial Planning and Management Service

Members:

THOR ARTHUR B. AVILA

Administrative Officer V

Human Resource Management and Development Division
Administrative Service

MICHAEL M. MENDOZA

Administrative Assistant III

Cash Section

Administrative Service