



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 28 FEBRUARY 2023 RE: **CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF PAO-ENGRAVING DRY SEAL AS SPECIFIED UNDER PURCHASE REQUEST NO. 093-01-2023, 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 TWO HUNDRED (200) PIECES OF PAO-ENGRAVING DRY SEAL, AS SPECIFIED UNDER PURCHASE REQUEST NO. 093-01-2023, FOR PAO-CENTRAL OFFICE, SUPPLY SECTION, 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 aforementioned end-user unit 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 Two Hundred Forty Thousand Pesos (Php 240,000.00)<sup>1</sup>;

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

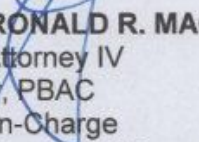
**NOW THEREFORE, WE**, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), **HEREBY RESOLVE TO**


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

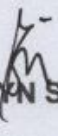


RECOMMEND TO THE HEAD OF THE PROCURING ENTITY, THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF TWO HUNDRED (200) PIECES OF PAO-ENGRAVING DRY SEAL, AS SPECIFIED UNDER PURCHASE REQUEST NO. 093-01-2023, FOR PAO-CENTRAL OFFICE, SUPPLY SECTION, IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184

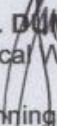
**APPROVED** this 28th day of February 2023 at the Public Attorney's Office (PAO) Central Office, 5<sup>th</sup> Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.


  
**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

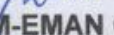
  
**DIR. MARILYN S. BOONGALING**  
Director II  
PAO-Administrative Service

*Acceded By: (The TWG)*

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

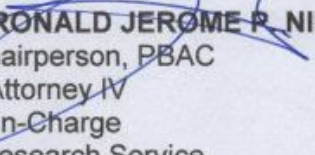
  
**MR. THOR ARTHUR B. AVILLA**  
Member, Technical Working Group (TWG)  
Administrative Officer V  
Human Resource Management Service  
Administrative Service

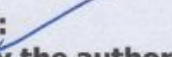
  
**MR. MICHAEL M. MENDOZA**  
Member, Technical Working Group (TWG)  
Administrative Assistant III  
Cash Section  
Administrative Service

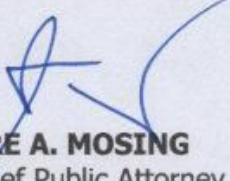
  
**ATTY. ALEM-EMAN CHISUM L. ABEYA**  
Public Attorney III  
Member, PBAC  
Executive Support Staff

On Official Business

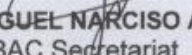
**ATTY. RIGEL A. SALVADOR**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Field Operations and Statistics Service

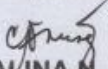
  
**ATTY. RONALD JEROME P. NIEVES**  
Vice-Chairperson, PBAC  
Public Attorney IV  
Officer-In-Charge  
Legal Research Service

  
**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 M. 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. 2023-02-022**

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-Central Office (for distribution)**:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	093-01-2023	PAO Engraving Dry Seal - Standard - Color: Black - Material: Steel	200	Pcs.		

**TOTAL: 240,000.00**

Prepared by:

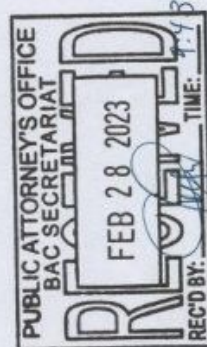
**ANDRIAN H. MARASIGAN**  
Administrative Officer II

Certified Correct by:

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

Noted by:

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









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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  
PAO Engraving Dry Seal  
for PAO-SUPPLY SECTION (for distribution)**

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:

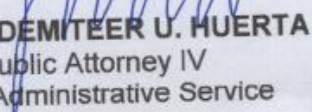
Item No.	DESCRIPTION	QTY.	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	200 pcs. PAO Engraving Dry Seal	lot	240,000.00		240,000.00
<b>Grand Total</b>			240,000.00		240,000.00

For your consideration.

Respectfully yours,

  
**CARMELA L. FLORENDO**  
OIC, PAO Supply Section

Noted by:

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



REPUBLIKA NG PILIPINAS  
**PUBLIC ATTORNEY'S OFFICE**  
TANGGAPAN NG MANANANGGOL NG BAYAN  
KAGAWARAN NG KATARUNGAN

DOJ-Agencies Bldg., NIA Rd., cor. East Ave. 1104 Diliman, Quezon City  
Telephone Nos. 929-90-10/929-94-36 Fax No. 927-68-10/926-28-78

**Bids and Awards Committee**

**TERMS OF REFERENCE (TOR)**

**TWO HUNDRED (200) PAO ENGRAVING DRY SEAL  
FOR THE USE OF PUBLIC ATTORNEY'S OFFICE FOR FY 2023  
(PURCHASE REQUEST NO. 093-01-2023)**

(Through Small Value Procurement 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 **TWO HUNDRED FORTY THOUSAND PESOS ONLY (Php 240,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

**2. Specifications:**

	ITEM	Unit	QTY	Mode of Delivery	Delivery Date/s (After issuance of notice to proceed)
1	PAO ENGRAVING DRY SEAL - Standard - Color: Black - Material: Steel	Piece	200	One Time	30calendar days

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