



**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 PHOTOCOPIER REPLACEMENT PARTS AS SPECIFIED UNDER PURCHASE REQUEST NO. 167-02-2023, 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 PHOTOCOPIER REPLACEMENT PARTS FOR COPIER MODEL CANON IR4251, AS SPECIFIED UNDER PURCHASE REQUEST NO. 167-02-2023, FOR PAO-CENTRAL OFFICE, SACS, 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 One Hundred Ten Thousand Pesos (Php 110,000.00)<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;

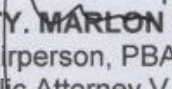
**NOW THEREFORE, WE**, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), **HEREBY RESOLVE TO**

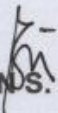
<sup>1</sup> Approved Budget for the Contract from the Financial Planning and Management Service

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 PHOTOCOPIER REPLACEMENT PARTS FOR COPIER MODEL CANON IR4251, AS SPECIFIED UNDER PURCHASE REQUEST NO. 167-02-2023, FOR PAO-CENTRAL OFFICE, SACS, IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184

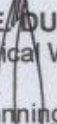
**APPROVED** this 28th day of February 2023 at the Public Attorney's Office (PAO) Central Office, 5<sup>th</sup> Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.


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

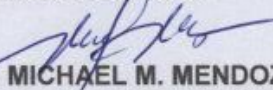
  
**ATTY. MARLON BUAN**  
Chairperson, PBAC  
Public Attorney V  
Regional Public Attorney  
PAO-NCR


  
**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

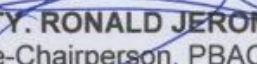
  
**MR. THOR ARTHUR B. AVILLA**  
Member, Technical Working Group (TWG)  
Administrative Officer V  
Human Resource Management Service  
Administrative Service

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

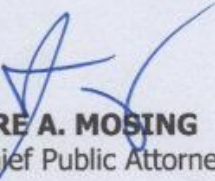
  
**ATTY. ALEM-EMAN CHISUM L. ABEYA**  
Public Attorney III  
Member, PBAC  
Executive Support Staff

On Official Business

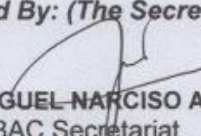
**ATTY. RIGEL A. SALVADOR**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Field Operations and Statistics Service

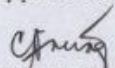
  
**ATTY. RONALD JEROME P. NIEVES**  
Vice-Chairperson, PBAC  
Public Attorney IV  
Officer-In-Charge  
Legal Research Service

**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 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. 2023-02-016**

February 16, 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**  
(SACS):

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	167-02-2023	- FM4-9734-020000 (Fixing Assembly, Main)	3	Pc		
		- FM3-6892-010000 (Paper Pick-up Roller Unit)	2	Pc		
		- FM4-9175-030000 (Paper Pick-up Assembly)	2	Pc		
		- FM4-9177-020000 (Paper Pick-up Assembly)	2	Pc		
		- FM4-9730-010000 (Developing Assembly)	2	Pc		
		- FM1-A719-000000 (Separation Pad Unit)	1	Pc		
		- FM4-7915-000000 (First Paper Delivery Assembly)	1	Pc		
		MODEL: CANON IR 4251				

**TOTAL: 110,000.00**

Prepared by:

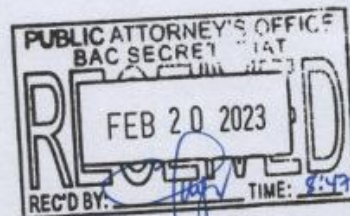
**ANDRIAN H. MARASIGAN**  
Administrative Officer II

Certified Correct by:

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

Noted by:

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



## PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE		Fund Cluster:	01
Office/Section : SACS		PR No.: 167-02-2023	Friday, 10 February 2023
		Responsibility Center Code :	
Stock/ Property No.	Unit	Item Description	Quantity Unit Cost Total Cost
	pcs	FM4-9734-020000 (FIXING ASSEMBLY MAIN)	3
	pcs	FM3-6892-010000 (PAPER PICK-UP ROLLER UNIT)	2
	pcs	FM4-9175-030000 (PAPER PICK-UP ASSEMBLY)	2
	pcs	FM4-9177-020000 (PAPER PICK-UP ASSEMBLY)	2
	pcs	FM4-9730-010000 (DEVELOPING ASSEMBLY)	2
	pcs	FM1-A719-000000 (SEPARATION PAD UNIT)	1
	pcs	FM4-7915-000000 (FIRST PAPER DELIVERY ASSEMBLY)	1
			P 110,000

Purpose: for the use of SACS photocopier

Requested by: [Signature]

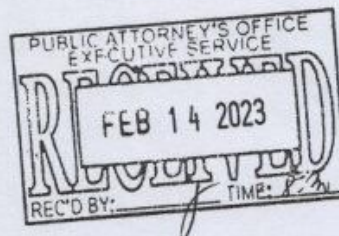
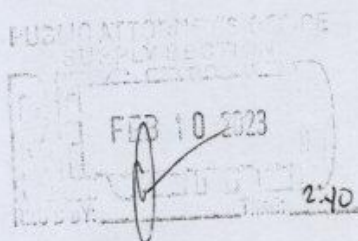
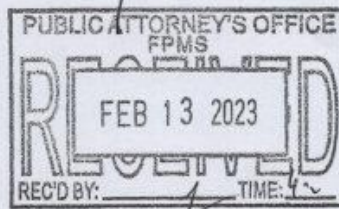
Signature : \_\_\_\_\_

Printed Name : Atty. Ronald R. Macorol

Designation : OIC-SACS

Approved by: [Signature]

SILVESTRE A. MOSING  
Deputy Chief Public Attorney





**PUBLIC ATTORNEY'S OFFICE**  
(Tanggapan ng Manananggol Pambayan)  
Department of Justice  
**Special and Appealed Cases Service**  
DOJ Agencies Bldg., NIA Road Cor. East Ave.  
1104 Diliman, Quezon City, Metro Manila  
Tel Nos: 928-9137; 927-6806

February 10, 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  
Canon Photocopier parts for the use of SACS**

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.	Item Description	Quantity	Unit Cost	Total Cost
	FM4-9734-020000 (FIXING ASSEMBLY MAIN)	3		
	FM3-6892-010000 (PAPER PICK-UP ROLLER UNIT)	2		
	FM4-9175-030000 (PAPER PICK-UP ASSEMBLY)	2		
	FM4-9177-020000 (PAPER PICK-UP ASSEMBLY)	2	-	
	FM4-9730-010000 (DEVELOPING ASSEMBLY)	2		-

FEB 10 2023

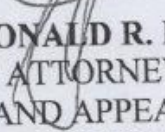
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FM1-A719-000000 (SEPARATION PAD UNIT)	1		
FM4-7915-000000 (FIRST PAPER DELIVERY ASSEMBLY)	1		
<b>Grand Total:</b>			110,000

For your kind consideration.

Respectfully Yours,

  
**ATTY. RONALD R. MACOROL**  
 PUBLIC ATTORNEY IV – OIC  
 SPECIAL AND APPEALED CASES  
 SERVICE (SACS)

