



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 03 MAY 2021 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF ISO 9001:2015 RE-CERTIFICATION AUDIT AS SPECIFIED UNDER PURCHASE REQUEST NO. 335-04-2021, CONDUCTED VIA ZOOM VIDEO CONFERENCE

RESOLUTION

RECOMMENDING THE DELEGATION OF PROCUREMENT THROUGH SMALL VALUE PROCUREMENT OF ISO 9001:2015 RE-CERTIFICATION AUDIT TO PAO-SUPPLY SECTION FOR THE USE OF PUBLIC ATTORNEY'S OFFICE AS SPECIFIED UNDER PURCHASE REQUEST NO. 335-04-2021, 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, this committee received a request letter¹ from the PAO-Quality Management System Core Team requesting procurement through Small Value Procurement for the subject procurement in compliance with Executive Order No. 605 series of 2007 and the Implementing Rules and Regulations of Republic Act No. 9184;

WHEREAS, after reviewing the detailed Terms of Reference by the PAO-Technical Working Group (TWG) for the subject procurement, BAC Member Atty. Alem Abeya moved to approve and adapt the said Terms of Reference, duly seconded by BAC member Atty. Flordeliza Merelos;

WHEREAS, there is an approved budget for the contract of the subject procurement with a total amount of Five Hundred Seventy Eight Thousand Pesos (P578,000.00)²;

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 (Php 1,000,000.00), in accordance with Annex "H" No. IV, Subsection (J) of the IRR of RA 9184, BAC Member Atty. Rigel Salvador moved to delegate to PAO-Supply Section the conduct of small value procurement for the subject item, duly seconded by BAC Member Atty. Flordeliza Merelos;

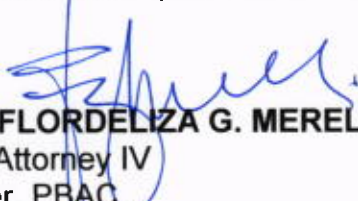
NOW THEREFORE, WE, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the

¹ Letter dated 03 May 2021 from the Head of Quality Management Representative

² Approved Budget for the Contract from the Financial Planning and Management Service

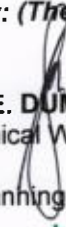
recommendations of the Technical Working Group (TWG), **HEREBY RESOLVE TO RECOMMEND TO THE HEAD OF THE PROCURING ENTITY THE DELEGATION OF PROCUREMENT THROUGH SMALL VALUE PROCUREMENT OF ISO 9001:2015 RE-CERTIFICATION AUDIT TO PAO-SUPPLY SECTION, ADAPTING THE TERMS OF REFERENCE FROM THE PAO-TWG, FOR THE USE OF PUBLIC ATTORNEY'S OFFICE, AS SPECIFIED UNDER PURCHASE REQUEST NO. 335-04-2021, 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 3rd day of May 2021, Public Attorney's Office (PAO) Central Office, 4th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines.


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

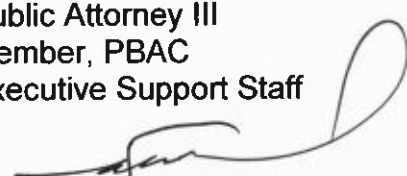
ATTY. MARLON BUAN
Regional Public Attorney
Chairperson, PBAC
PAO-NCR and concurrent
District Public Attorney
Manila District Office

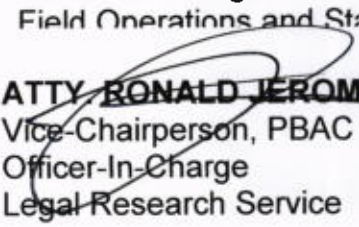
Acceded By: (The TWG)


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

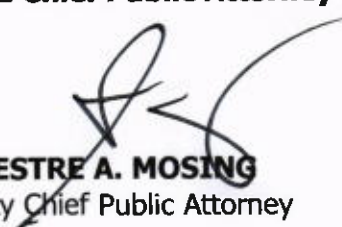

MR. THOR ARTHUR B. AVILLA
Member, Technical Working Group (TWG)
Administrative Officer V
Human Resource Management Service
Administrative Service


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


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
Officer-In-Charge
Legal Research Service

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



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



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

Bids and Awards Committee

TERMS OF REFERENCE (TOR)

ISO 9001:2015 RECERTIFICATION AUDIT

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

The certification body must be able to assess and conduct an audit of the legal services provided by the Public Attorney's Office (PAO) to its clients, taking into consideration its registered processes and ISO 9001:2015 requirements. In particular, the offices to be audited for recertification are the following: 1) Central Office; 2) Regional offices in Cordillera Autonomous Region and CALABARZON; and 3) District offices in Conner, Apayao and Pasig City.

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 **FIVE HUNDRED SEVENTY-EIGHT THOUSAND PESOS (Php 578,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

ELIGIBILITY:

The certification body must pass the following criteria:

1. Must be accredited for ISO 9001 certification activities by the Philippine Accreditation Bureau (PAB) under the Department of Trade and Industry (DTI) and by the International Accreditation Forum (IAF);
2. Must have at least 15 years of experience in the industry;
3. Must have a minimum of 25 government projects, whether past or present;
4. Must have at least one client with legal services as core process, whether past or present;
5. Must have one client with a minimum of 25 site locations certified using multi-site sampling method, whether past or present;
6. Must not have provided QMS training services within a period of two years prior to the recertification audit.
7. Must be able to complete the recertification audit and issue the corresponding ISO certification before 26 December 2021; and

In addition, the members of the audit team must possess the following qualifications:

1. Must be Filipino citizens;
2. Must be employed by the certification body (i.e. in-house) to ensure accountability to existing laws, rules, and regulations;
3. Must have actual hands-on experience with auditing a government agency for at least one cycle (three years);
4. At least one auditor must participate in the entire 3-year surveillance audit to ensure continuity of the audit cycle; and
5. At least two auditors with Senior Auditor Status as part of the recertification audit and at least one Senior Auditor must be present during surveillance audits.

DOCUMENTARY REQUIREMENTS:

To prove compliance with the above criteria and other legally mandated requirements, the certification body must submit the following documentary requirements:

1. PHILGEPS Registration Number;
2. Department of Trade and Industry (DTI) business name and registration or Securities and Exchange Commission (SEC) registration certificate, whichever may be appropriate under existing laws;
3. Valid Mayors'/Business Permit 2021;
4. Omnibus Sworn Statement;
5. BIR eFPS, Monthly VAT Declaration (last 6 months, BIR Form No. 2550-M and 2550-Q of previous quarter and previous month);
6. Latest Income/Business tax return;
7. Certificate of accreditation from DTI-PAB and IAF;
8. Company profile, which must highlight the certification body's length of experience in the industry;
9. List of past and present contracts with government offices with a brief description of the scope/coverage of the contracts; and
10. Curriculum vitae and valid appointment certificates of the proposed certification team members.

SCOPE OF WORK/DELIVERABLES:

The certification body must provide the following services:

1. Transfer of certification, if necessary;
2. Recertification audit:
 - a. Document review (as applicable);
 - b. Prepare and submit recertification audit plan not later than two weeks prior to recertification audit;
 - c. Conduct recertification audit of the core legal service, support, and top management processes of the PAO;
 - d. Prepare an initial audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards immediately after the completion of the audit, and submit a final report within one week thereafter, unless otherwise agreed upon by the parties; and
 - e. In the event that recertification of the PAO is recommended, issue the ISO 9001:2015 certificates (without additional cost) to all registered sites valid for three years within one month after completion of the audit or before the expiration of the present certification, whichever comes first.
3. Surveillance Audit for year 2022:
 - a. Prepare and submit surveillance audit plan not later than one year from the date of issuance of the Certificate and at least three months prior to the surveillance audit;
 - b. Conduct surveillance audit of the core legal service, support, and top management processes of the PAO; and
 - c. Prepare an initial audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards immediately after the completion of the audit, and submit a final report within one week thereafter, unless otherwise agreed upon by the parties.
4. Surveillance Audit for year 2023:
 - a. Prepare and submit surveillance audit plan not later than one year from the date of issuance of the Certificate and at least three months prior to the surveillance audit;
 - b. Conduct surveillance audit of the core legal service, support, and top management processes of the PAO; and
 - c. Prepare an initial audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards immediately after the completion of the audit, and submit a final report within one week thereafter, unless otherwise agreed upon by the parties.

5. Provision of regular updates on new versions or changes in ISO 9001:2015 standards.

THE CERTIFICATION BODY MUST BE ABLE TO CONDUCT ALL AUDIT ACTIVITIES BASED ON THE FOLLOWING PARAMETERS:

The certification body must be able to conduct all audit activities based on the following parameters:

1. Number of employees: Approximately 450 employees
2. Number of locations: Four

Site Name	Address
Central Office	4th and 5th Flrs., DOJ Agencies Bldg., East Ave., Diliman, Quezon City
CAR Regional Office	Room 112 G/F Justice Hall, City Hall Loop, Abanal Ext. St., Baguio City
CALABARZON Regional Office	3 rd Floor Bahay Aruga-Pasig Social Welfare Dept., Eusebio Bldg., Caruncho Avenue, Brgy. Nicolas, Pasig
Conner, Apayao District Office	Municipal Hall, Canglayan, Conner, Apayao
Pasig City District Office	3 rd Floor Bahay Aruga-Pasig Social Welfare Dept., Eusebio Bldg., Caruncho Avenue, Brgy. Nicolas, Pasig

3. The audit must cover the following:
 - a. Core legal services provided by all the above-mentioned offices; and
 - b. Support services and top management processes performed by the Central Office.

ENGAGEMENT FEE

The cost of the engagement shall be based on the agreed contract between the PAO and the certification body. Payments shall be made based on the completion of the recertification or surveillance audit, as the case may be.

CONFIDENTIALITY CLAUSE

The certification body must treat as confidential all information provided by the PAO, and all information it may come to know during the course of or by reason of its engagement with the PAO concerning the latter's business and


operation, including any information about its clients and cases, management policies, and internal processes. All information obtained by the certification body shall be used solely for the purposes of rendering the services covered by the contract to be executed with the PAO. Such information shall not be disclosed to any third party without the prior consent of the PAO. The foregoing shall not be applicable to any information that is publicly available or which thereafter becomes publicly available, or which is required to be disclosed by judicial or administrative process or otherwise by applicable law or regulation.


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

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

Sir:

Attached herewith is the approved Purchase Request needed by the PAO-ISO Core Team to wit:

No.	PR No.	Requesting Office	Item Description	Quantity	Unit Price	Total Amount
1	335-04-2021	PAO ISO Core Team	<i>Procurement of ISO 9001:2015 Quality Management System (QMS) Re-Certification and Surveillance Audits for the Public Attorney's Office</i>			578,000.00
TOTAL						578,000.00

Prepared by:

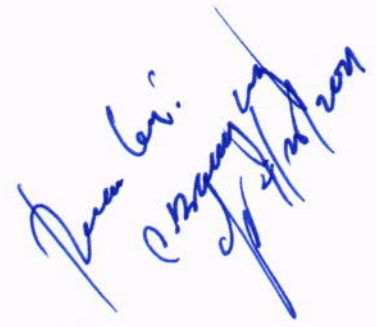

HEIDEE MAE PERILLA
Admin. Assistant I

Certified Correct by:


CARMELA L. FLORENDO
OIC-Supply Section

Noted by:


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


Done by: *[Signature]*
4/28/2021

PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE

Fund Cluster: 01

Office/Section : ESS		PR No.: <u>725-04-2021</u>		Date: APR 26, 2021	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Procurement of ISO 9001:2015 Quality Management System (QMS) Re-Certification and Surveillance Audits for the Public Attorney's Office		578,000.00	578,000.00
					578,000.00
Purpose: FOR THE USE OF PAO ISO Core Team					
Requested by: Signature : <i>[Signature]</i> Printed Name : <u>ATTY. REVELYN V. RAMOS-DACPANO</u> Designation : <u>PA V - HEAD EXECUTIVE ASSISTANT, ESS</u>			Approved by: <i>[Signature]</i> <u>REVELYN V. RAMOS-DACPANO</u> ATTY. SILVESTRE A. MOSING <u>Regional Public Attorney</u> DEPUTY CHIEF PUBLIC ATTORNEY		

PUBLIC ATTORNEY'S OFFICE
EXECUTIVE SERVICE
APR 27 2021
REC'D BY: *[Signature]* TIME: 8:21

PUBLIC ATTORNEY'S OFFICE
F.P.M.S.
APR 26 2021
REC'D BY: *[Signature]* TIME: 1:55

PUBLIC ATTORNEY'S OFFICE
SUPPLY SECTION
RECEIVED
26 APR 2021
REC'D BY: *[Signature]* TIME: 9:18