



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

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PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 02 APRIL 2024 RE: **CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF PRE-PAID CARDS AS SPECIFIED UNDER PURCHASE REQUEST NO. 273-03-2024**, REFERRED TO PBAC ON 27 MARCH 2024, HELD AT THE PAO CENTRAL OFFICE LIBRARY VIA ZOOM VIDEO CALL MEETING

RESOLUTION

RECOMMENDING THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF FORTY FIVE (45) PIECES OF PRE-PAID CARDS AS SPECIFIED UNDER PURCHASE REQUEST NO. 273-03-2024, FOR PAO-CENTRAL OFFICE, ADMINISTRATIVE SERVICE, 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 Thirteen Thousand and Fifty Pesos (Php 13,050.00)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. Rigel Salvador** moved to delegate to PAO-Supply Section the conduct of procurement of the subject item, duly seconded by BAC Member **Dir. Marilyn Boongaling**, along with the other BAC Members present;

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**

¹ 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 FORTY FIVE (45) PIECES OF PRE-PAID CARDS AS SPECIFIED UNDER PURCHASE REQUEST NO. 273-03-2024, FOR PAO-CENTRAL OFFICE, ADMINISTRATIVE SERVICE, 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 2nd day of April 2024 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. JAN STEVEN S. DUNUAN
Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-Region III

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

(On Leave)

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

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**

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

ANA LISA M. SORIANO
Deputy Chief Public Attorney

Acceded By: (The TWG)


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

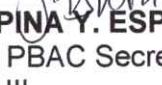
MR. THOR ARTHUR B. AVILLA
Member, Technical Working Group (TWG)
Administrative Officer V
Human Resource Management Service
Administrative Service

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


Administrative Service

Prepared By: (The Secretariat)


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


MS. FILIPINA Y. ESPIRITU
Member, PBAC Secretariat
Librarian III
Legal Research Service


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


MR. ANDRIAN H. MARASIGAN
Member, PBAC Secretariat
Administrative Officer II
Supply Section, Administrative Service

BAC



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
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Trans. No. 2024-03-048

March 26, 2024

ATTY. JAN STEVEN S. DUNUAN
 Chairperson – PAO-Bids and Awards Committee
 Regional Public Attorney
 PAO-III

Sir:

Attached herewith is the approved Purchase Request needed by **PAO-Central**

Office: *Administrative Service*

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	273-03-2024	<i>Prepaid Cards</i>	45	pcs.		13,050.00

TOTAL: 13,050.00

Prepared by:

[Signature]
RAMON CHRISTOPHER O. SERRANO
 Supply Staff

Certified Correct by:

[Signature]
CARMELA II. FLORENDO
 OIC-Supply Section

Noted by:

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

Received
5/27/24
9:13 AM
Engr. Angela M. Manalang



11 March 2024

ATTY. JAN STEVEN S. DUNUAN
Regional Public Attorney
Chairperson, PBAC
PAO – Region III

RE: Request for Small Value Procurement of PREPAID CARDS

ATTY. DUNUAN:

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	PREPAID CARDS	45 pieces	13,050.00		
Grand Total			13,050.00		13,050.00

For your consideration.

Respectfully yours,

CARMELA L. FLORENDO
OIC, Supply Section

Noted by:

ATTY. DEMITEER J. HUERTA
PA IV/OIC