



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 EMPTY BOXES AS SPECIFIED UNDER PURCHASE REQUEST NO. 290-03-2024**, 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 ONE THOUSAND FIVE HUNDRED (1,500) PIECES OF EMPTY BOXES SPECIFIED UNDER PURCHASE REQUEST NO. 290-03-2024, 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 Ninety Thousand Pesos (Php. 90,000.00)<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. 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**

<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 ONE THOUSAND FIVE HUNDRED (1,500) PIECES OF EMPTY BOXES SPECIFIED UNDER PURCHASE REQUEST NO. 290-03-2024, 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 2nd day of April 2024 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. 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 NARCISO 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



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PAC

**Trans. No. 2024-03-052**

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**  
**(Supply Section):**

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	290-03-2024	Empty Boxes	1,500	Pcs.		90,000.00

**TOTAL: 90,000.00**

Prepared by:

**RAMON CHRISTOPER O. SERRANO**  
Supply Staff

Certified Correct by:

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

Noted by:

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

3/27/24  
9:13 AM

Received  
Engr. Angela M. Banaag





14 March 2024

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

**RE: Request for Small Value Procurement of EMPTY BOXES**

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	EMPTY BOXES L - 24 mm W - 45 mm H - 56 mm	1,500 pieces	90,000.00		
<b>Grand Total</b>			90,000.00		90,000.00

For your consideration.

Respectfully yours,

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

Noted by:

**ATTY. DEMITEE U. HUERTA**  
PA IV/OIC