



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 SPECIALTY PAPER AS SPECIFIED UNDER PURCHASE REQUEST NO. 303-03-2024**, 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 FIVE HUNDRED (500) PIECES OF SPECIALTY PAPER, AS SPECIFIED UNDER PURCHASE REQUEST NO. 303-03-2024, FOR PAO-CENTRAL OFFICE FOSS, 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 Thousand Five Hundred Pesos (Php. 2,500.00)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. Alem Abeya** 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

¹ 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 THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF FIVE HUNDRED (500) PIECES OF SPECIALTY PAPER, AS SPECIFIED UNDER PURCHASE REQUEST NO. 303-03-2024, FOR PAO-CENTRAL OFFICE FOSS, 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



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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

PAC

Trans. No. 2024-03-053

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**
(FOSS):

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	303-03-2024	Specialty Paper	500	Pcs.		2,500.00

TOTAL: 2,500.00

Prepared by:

RAMON CHRISTOPER O. SERRANO
Supply Staff

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

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

3/27/24
9:13 AM

Received:
Enb ngela

PURCHASE REQUEST

Entity Name: **PUBLIC ATTORNEY'S OFFICE**

Fund Cluster: 1

Office/Section : FOSS		PR No.: <u>303-03 2024</u>		Date: 3/15/2024	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pcs	SPECIALTY PAPER	500	5	2,500
					2,500

Purpose: For the use of Training Section - 8th MCLE-Accredited National Convention of Public Attorneys

<p>Requested by: _____</p> <p>Signature : _____</p> <p>Printed Name : ATTY. RIGEL A. SALVADOR</p> <p>Designation : FOSS-OIC</p>	<p>Approved by: _____</p> <p>ANALISA M. SORIANO</p> <p><small>DEPUTY CHIEF OF POLICE</small></p>
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PUBLIC ATTORNEY'S OFFICE
F.P.M.S.
RECEIVED
MAR 19 2024
REC'D BY: _____ TIME: 3:20

PUBLIC ATTORNEY'S OFFICE
F.P.M.S.
RECEIVED
MAR 21 2024
REC'D BY: _____ TIME: 10:20

PUBLIC ATTORNEY'S OFFICE
SUPPLY SECTION
RECEIVED
MAR 18 2024
REC'D BY: _____ TIME: 11:30



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DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City
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March 15, 2024

Atty. Jan Steven S. Dunuan
Regional Public Attorney
Chairperson, PBAC
Regional Public Attorney
PAO-Region III

**RE: Request for Small Value Procurement of
ITEM TO PURCHASE SPECIALTY PAPER for PAO-Central Office
FOSS-Training Section**

RPA 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	Specialty Paper Pale cream, Long (8.5"x13")	500		5	2,500
Grand Total					2,500

For your consideration.

Respectfully yours,

ATTY. RIGEL A. SALVADOR
**Public Attorney IV / Officer-In-Charge
PAO-Central Office, FOSS**