

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 11 APRIL 2024 RE: **CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF CLING WRAPS AND BUBBLE WRAPS AS SPECIFIED UNDER PURCHASE REQUEST NO. 323-03-2024**, REFERRED TO PBAC ON 05 APRIL 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 CLING AND BUBBLE WRAPS AS SPECIFIED UNDER PURCHASE REQUEST NO. 323-03-2024, 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 Four Thousand Pesos (Php 4,000.00)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 through the aforementioned mode of procurement, duly seconded by BAC Member **Atty. Ronald Macorol**, 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 CLING AND BUBBLE WRAPS AS SPECIFIED UNDER PURCHASE REQUEST NO. 323-03-2024, 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 11th 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

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

(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**

(On Official Business)
DIR. MARILYN S. BOONGALING
Director II
PAO-Administrative Service

ANA LISA M. SORIANO
Deputy Chief Public Attorney

Acceded By: (The TWG)

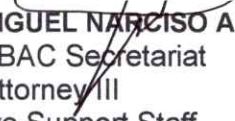
MS. ALMA E. DUMAGO-LATOSA
Head, Technical Working Group (TWG)
Director II
Financial Planning and Management Service


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

BAC



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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. 2024-04-063

April 3, 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	323-03-2024	1. Cling wrap, 18 inches x 500 meters	6	rolls	500.00	3,000.00
		2. Bubble wrap, 40 inches x 100 meters	1	roll	1,000.00	1,000.00

TOTAL: 4,000.00

Prepared by:

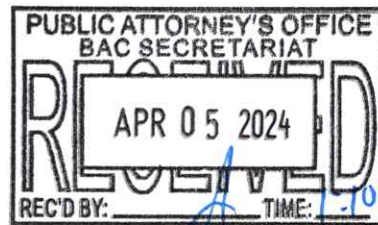
DENVER CHRISTIAN P. LACANILAO
 Administrative Aide IV

Certified Correct by:

CARMELA L. FLORENDO
 OIC-Supply Section

Noted by:

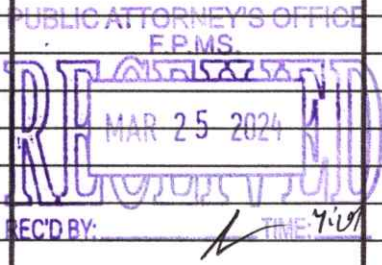
ATTY. DEMITEER U. HUERTA
 Public Attorney IV/OIC
 Administrative Service



PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE

Fund Cluster: 01

Office/Section : Supply Section		PR No.: <u>323-03-2024</u> Responsibility Center Code: _____		Date: <u>03/25/2024</u>	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	roll	Cling Wrap 18 inches x 500 meters	6	500.00	3,000.00
	roll	Bubble Wrap 40 inches x 100 meters	1	1,000.00	1,000.00
					-
					-
					-
					-
					4,000.00

Purpose: for the use of Supply Section, for packaging of fragile items

Requested by: [Signature]
 Signature : _____
 Printed Name : Atty. Demiteer U. Huerta
 Designation : PA IV/OIC-Administrative Service

Approved by: _____
 Signature : _____
 Atty. Ana Lisa M. Soriano
 Deputy Chief Public Attorney

APR 01 2024

[Handwritten initials]



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04 April 2024

ATTY. JAN STEVEN S. DUNUAN
Regional Public Attorney
Chairperson, PBAC
Regional Public Attorney
PAO-NCR

**RE: Request for Small Value Procurement of
Plastic Wraps (Cling and Bubble wraps)
for PAO-Supply Section**

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
	Cling and Bubble Wraps	1 lot			
Grand Total					4,000.00

For your consideration.

Respectfully yours,

ATTY. DEMITEER U. HUERTA
Public Attorney IV/Officer-in-Charge
Administrative Service