



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

DOJ Agencies Building, NIA Road corner East Avenue, Diliman, 1100 Quezon City
PAO hotlines: (02)8426-20-75; (02)8426-28-01; (02)8426-24-50; (02)8426-29-87;
(02)8426-26-83 or (02)8929-94-36 local 106 or 107 during office hours
and local 159 after office hours (even during weekends and holidays)
e-mail: pao_executive@yahoo.com
website: www.pao.gov.ph



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 MAINTENANCE AND REPAIR OF PHOTOCOPIER AS SPECIFIED UNDER PURCHASE REQUEST NO. 351-03-2024**, REFERRED TO PBAC ON 08 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 MAINTENANCE AND REPAIR OF FUJI PHOTOCOPIER AS SPECIFIED UNDER PURCHASE REQUEST NO. 351-03-2024, FOR PAO-QUEZON CITY DISTRICT OFFICE, 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 Twenty Nine Thousand Pesos (Php 29,000.00)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;

¹ Approved Budget for the Contract from the Financial Planning and Management Service

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 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 MAINTENANCE AND REPAIR OF FUJI PHOTOCOPIER AS SPECIFIED UNDER PURCHASE REQUEST NO. 351-03-2024, FOR PAO-QUEZON CITY DISTRICT OFFICE, 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



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
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

Trans. No. 2024-04-066

April 8, 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-Quezon City**
District Office:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	351-03-2024	Maintenance & Repair of FUJI XEROX DPM375Z-E PRINTER S/N: 311110, 311151, 308993N, 310091 & 310542N M375Z FUSER ASSEMBLY	5	Unit	5,800.00	29,000.00

TOTAL: 29,000.00

Prepared by:

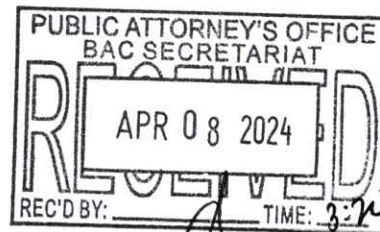

RAMON CHRISTOPHER O. SERRANO
Supply Staff

Certified Correct by:


CARMELA L. FLORENDO
OIC-Supply Section

Noted by:


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



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PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE

Fund Cluster 01

Office/Section <u>Quezon City District</u>	PR No. : <u>357-03-2024</u>	Date : <u>March 21, 2024</u>
_____	Responsibility Center Code _____	_____

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Maintenance & Repair of			
		FUJI XEROX DPM375Z-E PRINTER			
		Serial Number: 311110, 311151, 308993N, 310091 & 310542N			
	Unit	M375z FUSER ASSEMBLY	5	5,800.00	29,000.00
		TOTAL:			29,000.00

Purpose : Urgent use of Quezon City District Office.

Requested by :
Signature : _____
Printed Name : **ATTY. MARIO I. DIONISIO JR.**
Designation : **PAIV/OIC-Quezon City D.O.**

Approved by :
Signature : _____
Printed Name : **ATTY. ANALISA M. SORIANO**
Designation : **Deputy Chief Public Attorney**

RECEIVED
MAR 27 2024
REC'D BY: *[Signature]* TIME: 10:30

RECEIVED
MAR 26 2024
REC'D BY: *[Signature]* TIME: 4:23

PUBLIC ATTORNEY'S OFFICE
EXECUTIVE SERVICE
RECEIVED
APR 01 2024
[Signature]



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

04 April 2024

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

**RE: Request for Small Value Procurement of
(M375z FUSER ASSEMBLY) for PAO-(Quezon City District Office)**

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	- M375Z FUSER ASSEMBLY	5	5,800.00.00		29,000.00
Grand Total					29,000.00

For your consideration.

Respectfully yours,

ATTY. MARIO T. DIONISIO JR.
Public Attorney IV
Officer-in-Charge-Quezon City D. O.



Certificate of Non-Availability of Stocks (CNAS)

As of Monday, April 08, 2024

Total No. of Items: 162

Product Code	Product Description	UOM	Price
26111702-BT-A01	BATTERY, dry cell, AAA	Pack	18.34
26111702-BT-A02	BATTERY, dry Cell, size AA	Pack	20.49
44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacit	Unit	9,534.72
44122037-RB-P10	BINDING RING/COMB, plastic, 32mm	Bundle	259.89
44121612-BL-H01	BLADE, for general purpose cutter/utility knife	Tube	16.37
47131604-BR-S01	BROOM (Walis Tambo)	Piece	124.80
47131604-BR-T01	BROOM (Walis Ting-Ting)	Piece	26.00
44101807-CA-C01	CALCULATOR, compact	Unit	235.77
13111201-CF-P02	CARBON FILM, Legal Size	Box	351.83
44121710-CH-W01	CHALK, white enamel	Box	32.97
47131829-TB-C01	CLEANER, toilet and urinal	Bottle	41.60
47131805-CL-P01	CLEANSER, scouring powder	Can	23.92
60121413-CB-P01	CLEARBOOK, A4	Piece	35.16
60121413-CB-P02	CLEARBOOK, legal size	Piece	36.36
44122105-BF-C01	CLIP, backfold, 19mm	Box	9.36
44122105-BF-C02	CLIP, backfold, 25mm	Box	15.60
44122105-BF-C03	CLIP, Backfold, 32mm	Box	33.28
44122105-BF-C04	CLIP, backfold, 50mm	Box	60.32
14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	Box	945.36
14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	Box	1,973.92
43211708-MO-O02	COMPUTER MOUSE, Wireless	Unit	161.92
44121801-CT-R02	CORRECTION TAPE	Piece	14.80
44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	Piece	31.72
44111515-DF-B01	DATA FILE BOX	Piece	145.89
44122011-DF-F01	DATA FOLDER	Piece	83.01
44103202-DS-M01	DATER STAMP	Piece	434.95
43211507-DSK001	DESKTOP FOR BASIC USERS	Unit	24,793.60
43211507-DSK002	DESKTOP FOR MID-RANGE USERS	Unit	42,390.40
47131811-DE-P03	DETERGENT POWDER, all-purpose	POUCH	54.08
52161535-DV-R01	DIGITAL VOICE RECORDER	Unit	7,339.16
47131803-DS-A01	DISINFECTANT SPRAY, aerosol, 400g (min)	Can	139.89
45121517-DO-C02	DOCUMENT CAMERA, 8 MP	Unit	23,623.60
44103109-BR-D05	DRUM CART, BROTHER DR-3455, Black	Cart	6,947.20
47131601-DU-P01	DUST PAN	Piece	46.80
40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	Unit	1,222.00

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40101604-EF-S01	ELECTRIC FAN, stand type	Unit	856.86
40101604-EF-W01	ELECTRIC FAN, Wall Mount	Unit	901.68
44121506-EN-D01	ENVELOPE, Documentary, A4	Box	829.92
44121506-EN-D02	ENVELOPE, Documentary, Legal	BOX	1,057.58
44121506-EN-X01	ENVELOPE, Expanding, Kraft	Box	939.95
44121506-EN-X02	ENVELOPE, expanding, plastic	Piece	30.49
44121506-EN-M02	ENVELOPE, Mailing	Box	432.52
44121504-EN-W02	ENVELOPE, Mailing, With Window	Box	512.72
60121534-ER-P01	ERASER, Plastic/Rubber	Piece	8.26
43201827-HD-X02	EXTERNAL HARD DRIVE	Unit	3,014.96
44122118-FA-P01	FASTENER, metal	Box	94.64
44111515-FO-X01	FILE ORGANIZER, Expanding, Plastic, 12 pockets	Piece	90.20
44122018-FT-D01	FILE TAB DIVIDER, A4	SET	11.13
44122018-FT-D02	FILE TAB DIVIDER, legal	Set	14.23
46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	Unit	1,144.00
43202010-FD-U01	FLASH DRIVE, 16 GB Capacity	Piece	166.40
47131802-FW-P02	FLOOR WAX, paste type, red	Can	309.76
44122011-FO-F01	FOLDER, Fancy, with Slide, A4	Bundle	270.40
44122027-FO-P01	FOLDER, pressboard	Box	952.64
31201610-GL-J01	GLUE, All Purpose	Jar	62.14
53131626-HS-S01	HAND SANITIZER, 500mL	Bottle	85.08
73101612-HS-L01	HAND SOAP, LIQUID, 500ml	Bottle	42.95
55101524-RA-H01	HANDBOOK (RA 9184), 8th edition	Book	37.21
44103105-CA-C02	Ink Cartridge, Canon CL-811, Colored	Cart	1,178.32
44103105-CA-B04	Ink Cartridge, Canon PG-740, Black	Cart	861.12
44103105-CA-B02	Ink Cartridge, Canon PG-810, Black	Cart	892.32
44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), BLACK	Cart	231.90
44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), CYAN	Cart	242.20
44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), MAGENTA	Cart	242.20
44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), YELLOW	Cart	242.20
44103105-HP-B40	INK CARTRIDGE, HP C2P04AA (HP62), BLACK	Cart	852.80
44103105-HP-T40	INK CARTRIDGE, HP C2P06AA (HP62), TRI-COLOR	Cart	1,048.32
44103105-HP-T10	INK CARTRIDGE, HP C9352AA, (HP22), TRI-COLOR	Cart	1,053.52
44103105-HP-B17	INK CARTRIDGE, HP CC640WA (HP60), BLACK	Cart	880.88
44103105-HP-T17	INK CARTRIDGE, HP CC643WA (HP60), TRI-COLOR	Cart	1,047.28
44103105-HP-T35	INK CARTRIDGE, HP CD888AA (HP703), TRI-COLOR	Cart	419.12
44103105-HX-B40	INK CARTRIDGE, HP CD975AA (HP920XL), BLACK	Cart	1,541.28
44103105-HP-T20	INK CARTRIDGE, HP CH562WA (HP61), TRI-COLOR	Cart	1,066.00
44103105-HX-B43	INK CARTRIDGE, HP CN045AA (HP950XL), BLACK	Cart	1,970.80
44103105-HP-B36	INK CARTRIDGE, HP CN692AA (HP704) BLACK	Cart	419.12
44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678) BLACK	Cart	404.56
44103105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP678) TRI-COLOR	Cart	404.56
44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP680) TRI-COLOR	Cart	424.32
44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680) BLACK	Cart	424.32

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44103105-HP-C50	INK CARTRIDGE, HP L0S51AA (HP955) CYAN ORIGINAL	Cart	982.80
44103105-HP-M50	INK CARTRIDGE, HP L0S54AA (HP955) MAGENTA ORIGINAL	Cart	982.80
44103105-HP-Y50	INK CARTRIDGE, HP L0S57AA (HP955) YELLOW ORIGINAL	Cart	982.80
44103105-HP-B50	INK CARTRIDGE, HP L0S60AA (HP955) BLACK ORIGINAL	Cart	1,294.80
44103105-HX-C48	INK CARTRIDGE, HP L0S63AA (HP955XL) CYAN ORIGINAL	Cart	1,339.52
44103105-HX-M48	INK CARTRIDGE, HP L0S66AA (HP955XL) MAGENTA	Cart	1,339.52
44103105-HX-Y48	INK CARTRIDGE, HP L0S69AA (HP955XL) YELLOW	Cart	1,339.52
44103105-HX-B48	INK CARTRIDGE, HP L0S72AA (HP955XL) BLACK ORIGINAL	Cart	1,817.92
44103105-HP-M51	INK CARTRIDGE, HP T6L93AA (HP905) MAGENTA ORIGINAL	Cart	468.00
44103105-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP905) YELLOW ORIGINAL	Cart	468.00
44103105-HP-B51	INK CARTRIDGE, HP T6M01AA (HP905) BLACK ORIGINAL	Cart	774.80
10191509-IN-A01	INSECTICIDE, aerosol type	Can	139.36
43211503-LAP002	LAPTOP, LIGHTWEIGHT	unit	46,800.00
43211503-LAP001	LAPTOP, MID-RANGE	unit	42,380.00
39101628-LB-L01	LIGHT EMITTING DIODE (LED), Light Bulb	Piece	75.61
39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	Piece	205.82
44121716-MA-F01	MARKER, fluorescent	Set	31.11
44121708-MP-B01	MARKER, permanent, black	Piece	8.27
44121708-MP-B02	MARKER, permanent, blue	Piece	8.27
44121708-MP-B03	MARKER, permanent, red	Piece	8.27
44121708-MW-B01	MARKER, whiteboard, black	Piece	9.65
44121708-MW-B02	MARKER, whiteboard, blue	Piece	9.65
44121708-MW-B03	MARKER, whiteboard, red	Piece	9.65
56101504-CM-B01	MONOBLOC CHAIR, beige	Piece	341.12
47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	Unit	2,288.00
43211708-MO-O01	MOUSE, OPTICAL	Unit	149.76
45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min	Unit	16,588.00
14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	PAD	52.00
14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	PAD	37.06
14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	PAD	59.28
44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	Box	8.82
44101603-PS-M01	PAPER SHREDDER	Unit	5,699.20
44101601-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	Unit	9,297.60
14111507-PP-C02	PAPER, Multi-Purpose, 70gsm (min.), Legal	Ream	158.91
14111507-PP-C01	PAPER, Multi-Purpose, A4	REAM	137.74
14111503-PA-P01	PAPER, parchment	Box	154.21
44121706-PE-L01	PENCIL, Lead/Graphite, With Eraser	Box	44.71
55121905-PH-F01	PHILIPPINE NATIONAL FLAG	Piece	284.84
43212105-PR-L01	PRINTER, Laser, Monochrome	Unit	2,636.89
47131501-RG-C01	RAGS	Bundle	69.47
14111531-RE-B01	RECORD BOOK, 300 pages	BOOK	91.70
44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	Cart	77.43
44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black	Cart	77.94
44103112-EP-R07	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	Cart	818.48

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44122101-RU-B01	RUBBER BAND, No. 18	Box	135.20
60121524-SP-G01	SIGN PEN, Extra fine tip, black	Piece	22.20
60121524-SP-G02	SIGN PEN, Extra fine tip, blue	Piece	22.20
60121524-SP-G03	SIGN PEN, Extra fine tip, red	Piece	22.20
44121905-SP-F01	STAMP PAD, felt	Piece	39.92
12171703-SI-P01	STAMP PAD, Ink	Bottle	28.79
44121613-SR-P01	STAPLE REMOVER, plier type	Piece	46.51
31151804-SW-S01	STAPLE WIRE, standard	Box	23.76
44121615-ST-S01	STAPLER, standard type	Piece	197.60
14111514-NB-S01	STENO NOTEBOOK	Piece	14.04
14111514-NB-S02	STENO NOTEBOOK		14.04
44121605-TD-T01	TAPE DISPENSER, Table Top	Unit	77.58
31201502-TA-E01	TAPE, electrical	Roll	19.45
31201503-TA-M01	TAPE, masking, 24mm	Roll	55.68
31201503-TA-M02	TAPE, MASKING, 48mm	Roll	121.16
31201517-TA-P01	TAPE, packaging, 48mm	Roll	22.36
31201512-TA-T02	TAPE, transparent, 48mm	Roll	22.57
14111704-TT-P04	TISSUE, Interfolded Paper Towel	Pack	33.80
44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	Cart	3,567.20
44103103-BR-B11	TONER CART, BROTHER TN-3350, Black	Cart	5,002.40
44103103-BR-B15	TONER CART, BROTHER TN-3478, Black	Cart	5,575.44
44103103-HP-B14	TONER CART, HP CB540A, Black	Cart	3,603.60
44103103-BR-B16	Toner Cartridge, Brother TN-456 Black, High Yield	Cart	4,564.56
44103103-BR-C03	Toner Cartridge, Brother TN-456 Cyan, High Yield	Cart	7,716.80
44103103-BR-M03	Toner Cartridge, Brother TN-456 Magenta, High	Cart	7,716.80
44103103-BR-Y03	Toner Cartridge, Brother TN-456 Yellow, High Yield	Cart	7,716.80
44103103-HP-B12	TONER CARTRIDGE, HP CB435A, Black	Cart	3,439.28
44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	Cart	3,598.40
44103103-HP-B28	TONER CARTRIDGE, HP CE505A, Black	Cart	4,495.92
44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black,	Cart	5,822.96
44103103-HP-B57	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet,	Cart	3,367.52
44103103-HP-B58	TONER CARTRIDGE, HP CF287A (HP87), Black	Cart	10,908.56
44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black	Cart	7,803.12
44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan	Cart	9,783.28
44103103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow	Cart	9,783.28
44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta	Cart	9,783.28
31151507-TW-P01	TWINE, plastic	Roll	66.62
47121702-WB-P01	WASTEBASKET	Piece	43.68
60121124-WR-P01	WRAPPING PAPER, kraft	Pack	161.20

**This certificate is valid within fifteen (15) days upon the date of issuance; Items indicated above are currently not available from the Procurement Service and agency may procure thru other sources in accordance with 2016 Revised IRR of RA 9184.*



REPUBLIKA NG PILIPINAS
TANGGAPAN NG MANANANGGOL PAMBAYAN
(PUBLIC ATTORNEY'S OFFICE)

DOJ Agencies Bldg., NIA Road corner East Avenue 1104 Diliman, Quezon City
Tel No. 929-9010; 929-9346 Telefax. 9276810

ESS ACTION SLIP

Date: 4/1/24

Reference Number: ESS:COMM:04:01611
Control number: _____

RE: Purchase Request- Quezon City DO.
357-03-2024

TIME AND
DATE OF
RECEIPT:

Assignment	Instructions	
<input checked="" type="checkbox"/> DCPA <u>Carano</u>	<input type="checkbox"/> File	<input checked="" type="checkbox"/> For appropriate action
<input type="checkbox"/> Field Operations & Statistics Office / Training	<input type="checkbox"/> APPROVED as requested / recommendation	<input type="checkbox"/> Please circulate
<input type="checkbox"/> Legal Research Service	<input type="checkbox"/> For your COMMENT	<input type="checkbox"/> Please attend for or represent me
<input type="checkbox"/> Administrative Service – Personnel	<input type="checkbox"/> For your RECOMMENDATION	<input type="checkbox"/> Please prepare appropriate answer for CPA signature
<input checked="" type="checkbox"/> Supply / Records / General Services	<input type="checkbox"/> For your INFORMATION / GUIDANCE	<input type="checkbox"/> Please prepare for appropriate action to _____, copy to be furnished the letter writer
<input type="checkbox"/> Financial Planning & Management Service		<input type="checkbox"/> Please inform / advise the writer of action taken
<input type="checkbox"/> Cash Section	<input type="checkbox"/> For immediate action / implementation	<input type="checkbox"/> Please take up with me
<input type="checkbox"/> National Capital Region	<input type="checkbox"/> For correction	<input type="checkbox"/> Please follow-up
<input type="checkbox"/> Special Appealed Cases Service	<input type="checkbox"/> For editing	<input type="checkbox"/> Please mail with service copy returned to CPA
<input type="checkbox"/> RPA _____	<input type="checkbox"/> For evaluation / investigation & report _____ days from today	

INITIAL
RECEIVING

2:00
ESS STAFF

9:00
HEA / AHEA

12:10
OFFICE OF
CPA

2:00 4/1
ESS STAFF

RECIPIENT

Unless otherwise indicated, action should be done soonest.

DR. PERSIDA V. RUEDA-ACOSTA
Chief Public Attorney *[Signature]*



REPUBLIC OF THE PHILIPPINES
PUBLIC ATTORNEY'S OFFICE
(*Tanggapan ng Manananggol Pambayan*)
Department of Justice
NATIONAL CAPITAL REGION
6th Floor, Justice Cecilia Muñoz Palma Hall, Department of Justice Bldg.
Quezon City Hall Compound, 1104 Diliman, Quezon City



March 22, 2024

MS. CARMELA FLORENDO

Officer-In-Charge
Supply Section, Administrative Service
PAO-Central Office, Quezon City
DOJ Agencies Building
NIA Road cor. East Avenue
1104 Diliman, Quezon City

Madame:



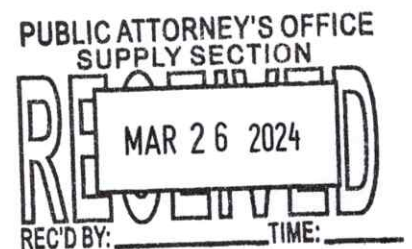
Respectfully submitted herewith is the **PURCHASE REQUEST** for Maintenance & Repair of FUJI XEROX Printer, Fuser Assembly for the use of **PAO-QUEZON CITY DISTRICT OFFICE**, received by the Regional Office.

Please acknowledge receipt hereof.

Very truly yours,

MARLON E. BUAN

Regional Public Attorney, NCR



Date MARCH 19 2024

CLIENT DETAILS

Company Name PUBLIC ATTORNEYS OFFICE
Contact Person MILGRACE S. AGAPITO
Designation
Billing Address PAO DEPT OF JUST AGENCIES BLDG NIA/ EAST AVE PINYAHAN DILIMAN QUEZON CITY
Mobile No. 09233332008
E-mail Address msearly7@gmail.com

Dear Sir / Madam,

Greetings from Delsan Office System Corporation!

In lieu on the service request we have facilitated, allow us to submit this formal proposal for your review and further perusal. Below are the details for your reference:

Ticket Number: MAN-2024-HD132728
Printer Model: FUJI XEROX DPM375Z-E
Serial Number: 311110
Page Count:
Date Installed: 10/29/2022
Remarks:

QTY	PART NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	LY4696	FUSER ASSEMBLY		PHP 5,800.00

*** NOTHING FOLLOWS***

TOTAL PRICE VAT INC.


PHP 5,800.00

Terms & Conditions:

- Price in VAT INC.
- Payment within 30 days upon receipt of invoice
- Quotation is Valid for 30 Days
- Stock Availability: Limited Stocks. Order basis of 30 to 90 days for non-stock.
- Delivery Lead Time: 3-5 working days upon receipt of PO.
- Warranty: 30 days from date of installation.

Note

Should you find this acceptable, kindly affix your signature below and send us PO so we can process accordingly.

Sincerely,


 Mary Grace Nueva
 Helpdesk Specialist

CONFORME: _____
 Printed Name of Authorized Signatory

Date Signed: _____

PR / PO No.: _____

Noted By


 Charlene Tan
 Helpdesk Manager

Date MARCH 19 2024

CLIENT DETAILS

Company Name PUBLIC ATTORNEYS OFFICE
Contact Person MILGRACE S. AGAPITO
Designation
Billing Address PAO DEPT OF JUST AGENCIES BLDG NIA/ EAST AVE PINYAHAN DILIMAN QUEZON CITY
Mobile No. 09233332008
E-mail Address msearly7@gmail.com

Dear Sir / Madam,

Greetings from Delsan Office System Corporation!

In lieu on the service request we have facilitated, allow us to submit this formal proposal for your review and further perusal. Below are the details for your reference:

Ticket Number: MAN-2024-HD132729
Printer Model: FUJI XEROX DPM375Z-E
Serial Number: 311151
Page Count:
Date Installed: 10/29/2022
Remarks:

QTY	PART NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	LY4696	FUSER ASSEMBLY		PHP 5,800.00

*** NOTHING FOLLOWS***

TOTAL PRICE VAT INC.


PHP 5,800.00

Terms & Conditions:

Price in VAT INC.
 Payment within 30 days upon receipt of invoice
 Quotation is Valid for 30 Days
 Stock Availability: Limited Stocks. Order basis of 30 to 90 days for non-stock.
 Delivery Lead Time: 3-5 working days upon receipt of PO.
 Warranty: 30 days from date of installation.

Note

Should you find this acceptable, kindly affix your signature below and send us PO so we can process accordingly.

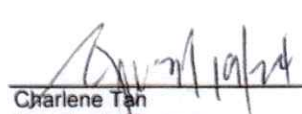
Sincerely, 

 Mary Grace Nueva
 Helpdesk Specialist

CONFORME: _____
 Printed Name of Authorized Signatory

Date Signed: _____

PR / PO No.: _____

Noted By 

 Charlene Tan
 Helpdesk Manager



Date: MARCH 19 2024

CLIENT DETAILS

Company Name PUBLIC ATTORNEYS OFFICE
Contact Person MILGRACE S. AGAPITO
Designation
Billing Address PAO DEPT OF JUST AGENCIES BLDG NIA/ EAST AVE PINYAHAN DILIMAN QUEZON CITY
Mobile No. 09233332008
E-mail Address msearly7@gmail.com

Dear Sir / Madam,

Greetings from Delsan Office System Corporation!

In lieu on the service request we have facilitated, allow us to submit this formal proposal for your review and further perusal. Below are the details for your reference:

Ticket Number: MAN-2024-HD132730
Printer Model: FUJI XEROX DPM375Z-E
Serial Number: 308993N
Page Count:
Date Installed: 11/04/2022
Remarks:

QTY	PART NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	LY4696	FUSER ASSEMBLY		PHP 5,800.00

*** NOTHING FOLLOWS***

TOTAL PRICE VAT INC.

PHP 5,800.00

Terms & Conditions:

- Price in VAT INC.
- Payment within 30 days upon receipt of invoice
- Quotation is Valid for 30 Days
- Stock Availability: Limited Stocks. Order basis of 30 to 90 days for non-stock.
- Delivery Lead Time: 3-5 working days upon receipt of PO.
- Warranty: 30 days from date of installation.

Note

Should you find this acceptable, kindly affix your signature below and send us PO so we can process accordingly.

Sincerely,



 Mary Grace Nueva
 Helpdesk Specialist

CONFORME: _____
 Printed Name of Authorized Signatory

Date Signed: _____

PR / PO No.: _____

Noted By 

 Charlene Tan
 Helpdesk Manager



Date: MARCH 19 2024

CLIENT DETAILS

Company Name PUBLIC ATTORNEYS OFFICE
Contact Person MILGRACE S. AGAPITO
Designation
Billing Address PAO DEPT OF JUST AGENCIES BLDG NIA/ EAST AVE PINYAHAN DILIMAN QUEZON CITY
Mobile No. 09233332008
E-mail Address msearly7@gmail.com

Dear Sir / Madam,

Greetings from Delsan Office System Corporation!

In lieu on the service request we have facilitated, allow us to submit this formal proposal for your review and further perusal. Below are the details for your reference:

Ticket Number: MAN-2024-HD132737
Printer Model: FUJI XEROX DPM375Z-E
Serial Number: 310091
Page Count:
Date Installed: 10/21/2022
Remarks:

QTY	PART NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	LY4696	FUSER ASSEMBLY		PHP 5,800.00

*** NOTHING FOLLOWS***

TOTAL PRICE VAT INC.


PHP 5,800.00

Terms & Conditions:

- Price in VAT INC.
- Payment within 30 days upon receipt of invoice
- Quotation is Valid for 30 Days
- Stock Availability: Limited Stocks. Order basis of 30 to 90 days for non-stock.
- Delivery Lead Time: 3-5 working days upon receipt of PO.
- Warranty: 30 days from date of installation.

Note

Should you find this acceptable, kindly affix your signature below and send us PO so we can process accordingly.

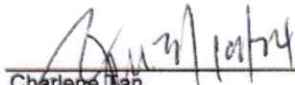
Sincerely,


 Mary Grace Nueva
 Helpdesk Specialist

CONFORME: _____
 Printed Name of Authorized Signatory

Date Signed: _____

PR / PO No.: _____

Noted By


 Charlene Tan
 Helpdesk Manager





Date MARCH 19 2024

CLIENT DETAILS

Company Name PUBLIC ATTORNEYS OFFICE
Contact Person MILGRACE S. AGAPITO
Designation
Billing Address PAO DEPT OF JUST AGENCIES BLDG NIA/ EAST AVE PINYAHAN DILIMAN QUEZON CITY
Mobile No. 09233332008
E-mail Address msearty7@gmail.com

Dear Sir / Madam,

Greetings from Delsan Office System Corporation!

In lieu on the service request we have facilitated, allow us to submit this formal proposal for your review and further perusal. Below are the details for your reference:

Ticket Number: MAN-2024-HD132736
Printer Model: FUJI XEROX DPM375Z-E
Serial Number: 310542N
Page Count:
Date Installed: 10/21/2022
Remarks:

QTY	PART NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	LY4696	FUSER ASSEMBLY		PHP 5,800.00

*** NOTHING FOLLOWS***

TOTAL PRICE VAT INC.

PHP 5,800.00


Terms & Conditions:

- Price in VAT INC.
- Payment within 30 days upon receipt of invoice
- Quotation is Valid for 30 Days
- Stock Availability: Limited Stocks. Order basis of 30 to 90 days for non-stock.
- Delivery Lead Time: 3-5 working days upon receipt of PO.
- Warranty: 30 days from date of installation.

Note

Should you find this acceptable, kindly affix your signature below and send us PO so we can process accordingly.

Sincerely,




 Mary Grace Nueva
 Helpdesk Specialist

CONFORME: _____
 Printed Name of Authorized Signatory

Date Signed: _____

PR / PO No.: _____

Noted By



 Charlene Tan
 Helpdesk Manager

