



PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATE 21 SEPTEMBER 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE SAA-9876 AS SPECIFIED UNDER PURCHASE REQUEST NO. 753-09-2023, HELD AT THE PAO CENTRAL OFFICE LIBRARY AND VIA ZOOM VIDEO CALL MEETING

RESOLUTION

RECOMMENDING THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE SAA-9876 AS SPECIFIED UNDER PURCHASE REQUEST NO. 753-09-2023, FOR PAO-CENTRAL OFFICE-GSD, IN ACCORDANCE WITH SECTION 53.9 RULE XVI IN CONNECTION 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 Five Thousand Three Hundred Fifty Six Pesos and Twenty Three Centavos (Php 25,356.23)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) in relation to Section 53.9 Rule XVI 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 Atty. Rigel Salvador;

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 LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE SAA-9876 AS SPECIFIED UNDER PURCHASE REQUEST NO. 753-09-2023, FOR PAO-CENTRAL OFFICE-GSD IN ACCORDANCE WITH SECTION 53.9 RULE XVI IN CONNECTION WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

APPROVED this 21st day of September 2023 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines thru Zoom Video Conference.

(On Leave)

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

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

(Original Signed)

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

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

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

Approved:
For and by the authority
Of the Chief Public Attorney

Acceded By: (The TWG)

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

ANA LISA M. SORIANO
Deputy Chief Public Attorney

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 Service

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

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

MR. JULIUS DONIVAN F. BARSANA
Member, PBAC Secretariat
Planning Officer I
Field Operations and Statistics 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. 2023-09-121

September 14, 2023

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

Sir:

Attached herewith is the approved Purchase Request of **PAO-Central Office (GSD)**, to
wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	753-09-2023	Cost of Labor and Materials for the Change Oil, Tune-up, PMS, and replacement of other various parts of SAA-9876	1	lot		25,356.23

TOTAL 25,356.23

Prepared by:

ANDRIA ASIGAN
Administrative Officer II

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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September 15, 2023

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

**RE: Request for Small Value Procurement for the Labor and
Materials for the PMS of SAA-9876**

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	Cost of the Labor and Materials for the Change Oil, Tune-up, PMS and replacement of other various parts of SAA-9876	1			P25,356.23
Grand Total			P25,356.23		

For your consideration.

Respectfully yours,

COSMEY. DIAZ JR.
Administrative Officer V
OIC – General Services Division