



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

**PAO BIDS AND AWARDS COMMITTEE (PBAC)**

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 13 APRIL 2023 RE: **CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF TONER CARTRIDGE AS SPECIFIED UNDER PURCHASE REQUEST NO. 024-01-2023**, HELD AT THE PAO CENTRAL OFFICE VIA PBAC ZOOM MEETING

**RESOLUTION**

**RECOMMENDING THE PROCUREMENT OF TONER CARTRIDGE FOR COPIER MODEL HP LASERJET 416, AS SPECIFIED IN PURCHASE REQUEST NO. 024-01-2023 THROUGH SHOPPING UNDER SECTION 52.1b IN RELATION TO ANNEX "H," NO. V, SUBSECTION (C)1-b OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184 FOR THE USE OF THE PUBLIC ATTORNEY'S OFFICE – GSD**

**WHEREAS**, the Public Attorney's Office (PAO) is committed to adhere to its mandate to represent, free of charge, indigents, and other persons qualified for legal assistance in all civil, criminal, labor, administrative and other quasi-judicial cases where, after due evaluation, it is determined that the interest of justice will be served thereby<sup>1</sup>;

**WHEREAS**, the PAO Central Office Administrative Service is in need of the supply for the aforementioned item to ensure unhampered performance of its duties and to prevent delays in its daily transactions,

**WHEREAS**, there is an approved budget for the contract of the subject procurement with a total amount of Ninety Four Thousand Pesos (Php 94,000.00)<sup>2</sup>;

**WHEREAS**, considering that the procurement through the DBM-PS is not feasible in view of the unavailability of their supplies, there is thus a need for the immediate purchase of the aforementioned item;

**WHEREAS**, since the pursuit of a competitive bidding will result in the award of the contract relative to the purchase of the mentioned items, only after the lapse of one hundred twenty (120) days from the start of the procurement process, and which period, may not be responsive to the immediate need of the Office;

**WHEREAS**, considering the aforementioned facts, BAC Member Dir. Marilyn Boongaling moved for the procurement of subject items through Shopping under Section 52.1b in relation to annex "H" No. V Subsection (C)1-b of the IRR of RA 9184, and the said motion was seconded by BAC Member Atty. Alem Abeya;

**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), and all members here present, including The Secretariat, **HEREBY RESOLVE TO RECOMMEND THE PROCUREMENT OF TONER CARTRIDGE FOR COPIER MODEL HP LASERJET 416, AS SPECIFIED IN PURCHASE REQUEST NO. 024-01-2023 THROUGH SHOPPING UNDER SECTION 52.1b IN RELATION TO ANNEX "H," NO. V,**


<sup>1</sup> Article 1, Chapter II, the 2016 Revised PAO Operations Manual

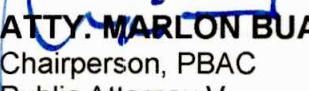
<sup>2</sup> Approved Budget for the Contract from the Financial Planning and Management Service




**SUBSECTION (C)1-b OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184 FOR THE USE OF THE PUBLIC ATTORNEY'S OFFICE – GSD**

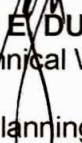
**APPROVED** this 13<sup>th</sup> day of April 2023 at the Public Attorney's Office (PAO) Central Office, 5<sup>th</sup> Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines thru Zoom Video Conference.


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


  
**ATTY. MARLON BUAN**  
Chairperson, PBAC  
Public Attorney V  
Regional Public Attorney  
PAO-NCR

  
**ATTY. RONALD JEROME P. NIEVES**  
Vice-Chairperson, PBAC  
Public Attorney IV  
Officer-In-Charge  
Legal Research Service

*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

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

ON OFFICIAL BUSINESS

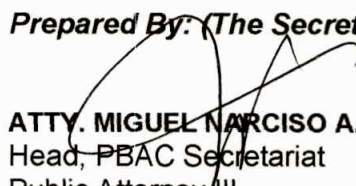
**ATTY. RIGEL A. SALVADOR**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Field Operations and Statistics Service


  
**DIR. MARILYN S. BOONGALING**  
Director II  
PAO-Administrative Service


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

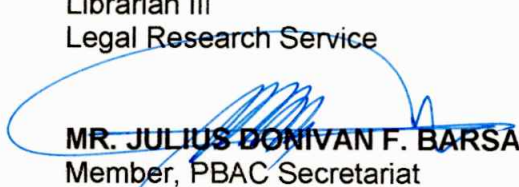
  
**SILVESTRE A. MOSING**  
Deputy Chief Public Attorney


**Prepared By: (The Secretariat)**

  
**ATTY. MIGUEL MARCISO A. ILAGAN**  
Head, PBAC Secretariat  
Public Attorney III  
Executive Support Staff

  
**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. 2023-03-047**

March 29, 2023

**ATTY. MARLON E. BUAN**

Chairperson = PAO-Bids and Awards Committee

Regional Public Attorney

PAO-NCR

Sir:

Attached herewith are the approved Purchase Requests needed by **PAO-Central Office (Administrative Service)**:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	024-01-2023	HP Laserjet 416 (black, cyan, yellow, and magenta)	4	sets	23,500.00	94,000.00

**TOTAL: 94,000.00**

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

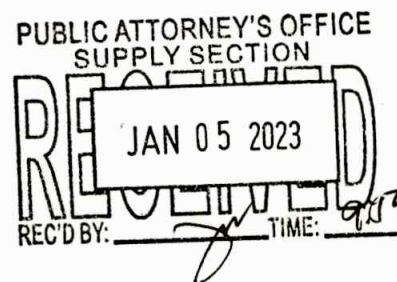
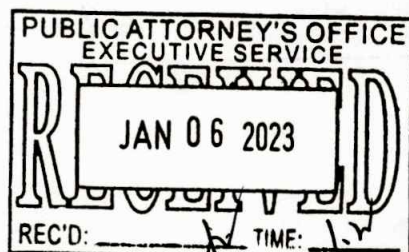
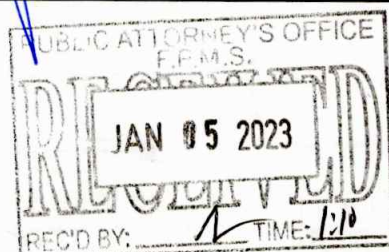




## PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE

**Fund Cluster: 01**

[illegible]



## Bids and Awards Committee

### TERMS OF REFERENCE (TOR)

**PROCUREMENT OF FOUR (4) SETS OF HP LASERJET 416  
TONER CARTRIDGE FOR THE PUBLIC ATTORNEY'S OFFICE  
FOR FY 2023  
(PURCHASE REQUEST NO. 024-01-2023)**

#### 1. Approved Budget for the Contract

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **NINETY-FOUR THOUSAND PESOS (Php 94,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

#### 2. Specifications:


<b>HP LASERJET 416 TONER CARTRIDGE</b>		
<b>APPROVED BUDGET FOR THE CONTRACT</b> (Php 94,000.00)		
<b>Delivery:</b> <b>Within 15 calendar days from the issuance of Notice to Proceed</b>		
<b>Payment terms:</b> <b>Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.</b>		
<b>QUANTI TY</b>	<b>PRODUCT</b>	<b>DELIVERY SCHEDULE</b> (After issuance of Notice to Proceed)
4 sets	• HP LASERJET 416 TONER CARTRIDGE suitable, fit and compatible for use with HP LASERJET 416 printers	<b>(4 sets)</b> 15 calendar days  *For strict compliance.

	<ul style="list-style-type: none"><li>• Ink color:<ul style="list-style-type: none"><li>o Black</li><li>o Cyan</li><li>o Yellow</li><li>o Magenta</li></ul></li><li>• Original, new toner cartridges, not remanufactured, not refill.</li><li>• High yield</li><li>• Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printer. Excellent fastness rate, printed graphics context will be kept for long time. Good compatibility of colors will represent you perfect performance.</li><li>• Low corrosion and long lifespan</li></ul>	Subject to the rules on Liquidated damages
--	---	--


March 27, 2023


TECHINICAL WORKING GROUP:

Head:

  
**ALMA E. DUMAGO – LATOSA**  
Director II  
Financial Planning and Management Service

Members:

  
**THOR ARTHUR B. AVILLA**  
Administrative Officer V  
Human Resource Management and Development Division  
Administrative Service

  
**MICHAEL M. MENDOZA**  
Administrative Assistant III  
Cash Section  
Administrative Service



## PURCHASE REQUEST

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

**Fund Cluster: \_01**

[illegible]