



PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 22 MARCH 2023 RE: **MANDATORY REVIEW ON THE TERMS OF REFERENCE FOR THE PROCUREMENT OF SCANNER AS SPECIFIED UNDER PURCHASE REQUEST NO. 066-01-2023**, HELD AT THE PAO CENTRAL OFFICE AND VIA ZOOM VIDEO CALL MEETING

RESOLUTION

RECOMMENDING THE CONDUCT OF MANDATORY REVIEW BY THE PAO-BAC TECHNICAL WORKING GROUP (TWG) ON THE TERMS OF REFERENCE FOR THE PREVIOUSLY DELEGATED CONDUCT OF SMALL VALUE PROCUREMENT FOR THE PROCUREMENT OF ONE (1) UNIT OF SCANNER, AS SPECIFIED UNDER PURCHASE REQUEST NO. 066-01-2023, FOR PAO-LEGAL RESEARCH SERVICE

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, there is an approved budget for the contract of the subject procurement with a total amount of Fifty Thousand Pesos (Php 50,000.00)¹;

WHEREAS, this committee previously resolved last 07 February 2023 to delegate the conduct of small value procurement for the subject item to PAO-Supply section;

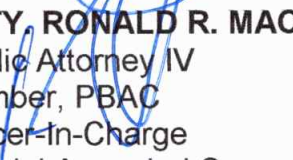
WHEREAS, despite posting of the request for quotation for the subject procurement on three (3) subsequent dates, none of the quotations received were responsive to the posted specifications;

WHEREAS, in order to determine the reason for the failure to receive responsive quotations, BAC Member Atty. Rigel Salvador, moved to recommend the conduct of mandatory review and evaluation of the terms, conditions and specifications for the subject procurement by the PAO-BAC Technical Working Group, duly seconded by BAC Member Atty. Alem Abeya; this committee

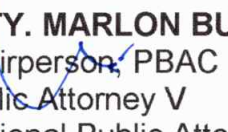
NOW THEREFORE, WE, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), **HEREBY RESOLVE TO RECOMMEND TO THE HEAD OF THE PROCURING ENTITY THE CONDUCT OF MANDATORY REVIEW BY THE PAO-BAC TWG ON THE TERMS OF REFERENCE FOR THE PROCUREMENT OF ONE (1) UNIT OF SCANNER, AS SPECIFIED UNDER PURCHASE REQUEST NO. 066-01-2023, FOR PAO-LEGAL RESEARCH SERVICE.**

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

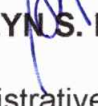
APPROVED this 22nd day of March 2023 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.



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



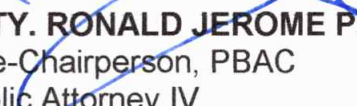
DIR. MARILYN S. BOONGALING
Director II
PAO-Administrative Service



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

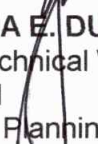


ATTY. RIGEL A. SALVADOR
Public Attorney IV
Member, PBAC
Officer-In-Charge
Field Operations and Statistics Service




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

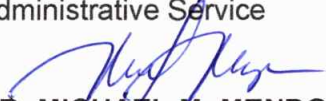
Acceded By: (The TWG)



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

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



SILVESTRE A. MOSING
Deputy Chief Public Attorney

Prepared By: (The Secretariat)

ATTY. MIGUEL NARCISO 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

ON-LEAVE

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. 2023-01-008

February 7, 2023

ATTY. MARLON E. BUAN

Chairperson – PAO-Bids and Awards Committee
Regional Public Attorney
PAO-NCR

Sir:

Attached herewith is the approved Purchase Requests needed by PAO-LRS (Library):

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	066-01-2023	Scanner (please see attached TOR)	1	unit	P42,880.00	P42,880.00 HP ScanJet Enterprise 5000 S5

TOTAL: 50,000.00

Prepared by:

ANDRIAN H. MARASIGAN
Administrative Officer II

Certified Correct by:

CARMELA D. FLORENDO
OIC-Supply Section

Noted by:

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





Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

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DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City
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Bids and Awards Committee

TERMS OF REFERENCE (TOR)

**ONE (1) UNIT OF SCANNER FOR LEGAL RESEARCH SERVICE - PUBLIC ATTORNEY'S
OFFICE FOR FY 2023**

(PURCHASE REQUEST NO. 066-01-2023)

(Through Small Value Procurement Pursuant to 2016 Revised Implementing Rules and
Regulations of Republic Act No. 9184)

1. Approved Budget for the Contract

The bidder shall bid for the items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **FIFTY THOUSAND PESOS (Php 50,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications/Scope of Work:

ONE (1) UNIT OF SCANNER		
APPROVED BUDGET FOR THE CONTRACT (Php50,000.00)		
Delivery Schedule: Within Fifteen (15) calendar days from issuance of Notice to Proceed		
Payment terms: Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.		
QUANTITY	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
One (1) unit	<ul style="list-style-type: none">• Image Sensor Type— Dual:CIS• Paper Handling<ul style="list-style-type: none">○ ADF capacity - 50 sheets○ Minimum Document size<ul style="list-style-type: none">■ 51x51mm○ Maximum Document Size	One (1) Unit 15 calendar days

	<ul style="list-style-type: none"> ■ 215.9x355.6mm ○ Maximum Daily Duty Cycle <ul style="list-style-type: none"> ■ Up to 5,000 sheets ○ Maximum Long Paper Scan Document Size <ul style="list-style-type: none"> ■ 5000mm ○ Paper Weights Thickness <ul style="list-style-type: none"> ■ 27-413 gsm ● SCAN <ul style="list-style-type: none"> ○ Speed (A4) ADF Colour/ Mono - <ul style="list-style-type: none"> ■ Up to 50 ppm (100ipm) ● Resolution - <ul style="list-style-type: none"> ○ Up to 600 x 600 dpi (from ADF) ○ Up to 1200 x 1200 dpi ● CONNECTIVITY <ul style="list-style-type: none"> ○ Local Interface - USB 3.0 and USB 2.0 Host ● Wired Network Interface <ul style="list-style-type: none"> ○ 10BASE-T/100BASE-TX/1000Base-T (1 GigE). ○ Wireless Network ○ Interface - IEEE 802-11g (Wi-Fi Direct) 	<p>*For strict compliance.</p> <p>Subject to the rules on Liquidated damages</p>
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January 31, 2023

TECHNICAL WORKING GROUP:

Head:

ALMA E. DUMAGO – LATOSA

Director II

Financial Planning and Management Service

Members:

THOR ARTHUR B. AVILA

Administrative Officer V

Human Resource Management and Development Division

Administrative Service

MICHAEL M. MENDOZA

Administrative Assistant III

Cash Section

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