



PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 22 FEBRUARY 2024 **RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF VARIOUS CLEANING MATERIALS AS SPECIFIED UNDER PURCHASE REQUEST NO. 168-02-2024**, REFERRED TO PBAC ON 20 FEBRUARY 2024, HELD AT THE PAO CENTRAL OFFICE VIA ZOOM VIDEO CALL MEETING

R E S O L U T I O N

RECOMMENDING THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF VARIOUS CLEANING MATERIALS AS SPECIFIED UNDER PURCHASE REQUEST NO. 168-02-2024, FOR PAO-CENTRAL OFFICE, GENERAL SERVICES DIVISION, 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 Fifty Three Thousand and One Hundred Fifty Pesos (Php 53,150.00)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. Ronald Macorol** moved to delegate to PAO-Supply Section the conduct of procurement of the subject item, duly 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), **HEREBY RESOLVE TO**

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

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 **VARIOUS CLEANING MATERIALS AS SPECIFIED UNDER PURCHASE REQUEST NO. 168-02-2024, FOR PAO-CENTRAL OFFICE, GENERAL SERVICES DIVISION**, 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 22nd day of February 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

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

(On Leave)
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

BAC



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. 2024-02-020

February 16, 2024

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

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

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	168-02-2024	Various Cleaning Materials	1	lot		53,150.00

TOTAL: 53,150.00

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





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

February 05, 2024

ATTY. JAN STEVEN S. DUNUAN

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

**RE: Request for Small Value Procurement for the Various
Cleaning Materials**


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	Various Cleaning Materials	1			P53,150.00
Grand Total			P53,150.00		

For your consideration.

Respectfully yours,

 **ROSME Y. DIAZ JR.**
Administrative Officer V
OIC – General Services Division



Certificate of Non-Availability of Stocks
(CNAS)

As of Friday, February 16, 2024

Total No. of Items: 166

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
44121612-BL-H01	BLADE, for general purpose cutter/utility knife	Tube	16.37
47131604-BR-S01	BROOM (walis tambo)	Piece	127.92
47131604-BR-T01	BROOM (walis ting-ting)	Piece	22.78
13111201-CF-P02	CARBON FILM, legal	Box	238.54
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 size	Piece	32.91
60121413-CB-P02	CLEARBOOK, legal size	Piece	36.36
44122105-BF-C02	CLIP, backfold, 25mm	Box	15.60
44122105-BF-C03	CLIP, backfold, 32mm	Box	25.56
44122105-BF-C04	CLIP, backfold, 50mm	Box	60.32
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	77.20
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
40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	Unit	1,222.00
40101604-EF-S01	ELECTRIC FAN, stand type	Unit	856.86
40101604-EF-W01	ELECTRIC FAN, Wall Mount	Unit	901.68
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
43201827-HD-X02	EXTERNAL HARD DRIVE	Unit	3,014.96
44122118-FA-P01	FASTENER, metal	Box	94.64
44122018-FT-D01	FILE TAB DIVIDER, A4	SET	11.13

This is a computer-generated document and it does not require signature.
Date Generated: February 16, 2024

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-T03	FOLDER with Tab, A4	Pack	379.60
44122027-FO-P01	FOLDER, pressboard	Box	952.64
31201610-GL-J01	GLUE, All Purpose	Jar	62.14
73101612-HS-L01	HAND SOAP, LIQUID, 500ml	Bottle	42.95
55101524-RA-H01	HANDBOOK (RA 9184), 8th edition	Book	37.21
44122008-IT-T01	INDEX TAB	Box	67.60
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-HX-B43	INK CARTRIDGE, HP CN045AA (HP950XL), BLACK	Cart	1,970.80
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
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

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-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-B18	TONER CARTRIDGE, HP CE255A, Black	Cart	7,705.36
44103103-HP-B21	TONER CARTRIDGE, HP CE278A, Black	Cart	4,152.72
44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	Cart	3,598.40
44103103-HP-B23	TONER CARTRIDGE, HP CE310A, Black	Cart	2,608.32
44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	Cart	2,897.44
44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	Cart	2,897.44
44103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	Cart	2,897.44
44103103-HP-B28	TONER CARTRIDGE, HP CE505A, Black	Cart	4,495.92
44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black,	Cart	3,194.88
44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black,	Cart	5,822.96
44103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), Black,	Cart	8,658.00
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-B60	TONER CARTRIDGE, HP CF350A, Black LJ	Cart	2,856.88
44103103-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan LJ	Cart	2,943.20
44103103-HP-Y60	TONER CARTRIDGE, HP CF352A, Yellow LJ	Cart	2,943.20
44103103-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta LJ	Cart	2,943.20
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
44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black	Cart	3,439.28
44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan	Cart	4,063.28
44103103-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow	Cart	4,063.28
44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta	Cart	4,063.28
44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP410A), black	Cart	4,328.48
44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	Cart	5,592.08
44103103-HP-Y63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	Cart	5,592.08
44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	Cart	5,592.08
44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	Cart	4,155.84
47121701-TB-P04	TRASHBAG, XXL size	Pack	130.00
31151507-TW-P01	TWINE, plastic	Roll	66.62
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*

This is a computer-generated document and it does not require signature.

Date Generated: February 16, 2024