



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

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 25 APRIL 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF THE REPAIR OF AIR-CONDITIONING UNIT AS SPECIFIED UNDER PURCHASE REQUEST NO. 226-02-2023, HELD AT THE PAO CENTRAL OFFICE 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 THE REPAIR OF 10-TONNER AIR-CONDITIONING UNIT AS SPECIFIED UNDER PURCHASE REQUEST NO. 226-02-2023, FOR PAO-NCR MANILA 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 Seven Thousand Pesos (Php 7,000.00)<sup>1</sup>;

**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

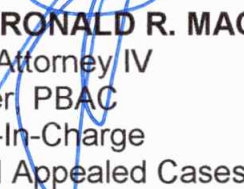
**WHEREAS**, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the 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 Dir. Marilyn Boongaling;

**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**

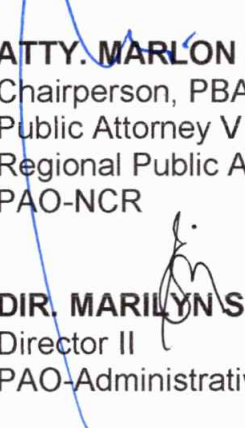
<sup>1</sup> Approved Budget for the Contract from the Financial Planning and Management Service

**OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE REPAIR OF 10-TONNER AIR-CONDITIONING UNIT AS SPECIFIED UNDER PURCHASE REQUEST NO. 226-02-2023, FOR PAO-NCR MANILA 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 25th 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, 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

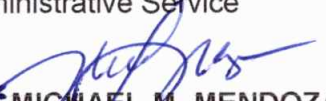
*Acceded By: (The TWG)*



**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



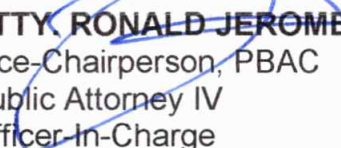
**MR. MICHAEL M. MENDOZA**  
Member, Technical Working Group (TWG)  
Administrative Assistant III  
Cash Section  
Administrative Service



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



**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**



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

*Prepared By: (The Secretariat)*

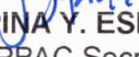




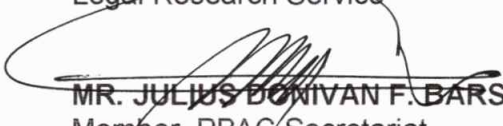
**ATTY. MIGUEL NARCISO A. ILAGAN**  
Head, PBAC Secretariat  
Public Attorney III  
Executive Support Staff



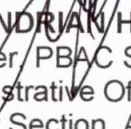
**ENGR. ANGELA M. MARAMAG-PRADO**  
Member, PBAC Secretariat  
Computer Programmer I  
General Services Division  
Administrative Service



**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. 2023-04-057**

April 18, 2023

**ATTY. MARLON E. BUAN**

Chairperson = PAO-Bids and Awards Committee

Regional Public Attorney

PAO-NCR

Sir:

Attached herewith are the approved Purchase Request needed by **PAO-NCR (Manila District Office)**:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	226-02-2023	Dismantling & Installation of Fan Motor and Labor Cost for the Repair of a 10-tonner Air Conditioning Unit	1	lot		7,000.00

**TOTAL: 7,000.00**

Prepared by:

**DENVER CHRISTIAN P. LACANILAO**  
Administrative Aide IV

Certified Correct by:

**CARMELA L. FLORENDO**  
OIC-Supply Section

Noted by:

**ATTY. DEMMEER U. HUERTA**  
Public Attorney IV/OIC  
Administrative Service








Kagawaran ng Katarungan  
Tanggapan ng Manananggol Pambayan  
**(PUBLIC ATTORNEY'S OFFICE)**  
**Manila District Office**  
4th Flr. Godino Bldg., 350 Villegas St., Ermita, Manila  
Tel No. 400-9755 /523-2030

**Re: Justification letter (Installation and labor cost)**

The undersigned is respectfully requesting for the allocation of fund amounting **Seven Thousand Pesos (Php 7,000.00)**. Said fund if for the payment of installation and dismantling of parts as well as labor cost for the repair of our 10 tonner air conditioning unit. Hoping for your approval to this matter.

Thank you and keep safe.

Respectfully,

  
**ATTY. MARIO T. DIONISIO, JR.**  
OIC- Public Attorney III



Kagawaran ng Katarungan  
Tanggapan ng Manananggol Pambayan  
(PUBLIC ATTORNEY'S OFFICE)

**Manila District Office**  
4th Flr. Godino Bldg., 350 Villegas St., Ermita, Manila  
Tel No. 400-9755 /523-2030

February 6, 2023

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

RE: Request for Small Value Procurement of  
Split type Air conditioning units for PAO Manila


Atty. Buan,

In compliance with the Implementing Rules and Regulations of RA No. 9184, the Public Attorney's Office through the undersigned respectfully requests for small value procurement of the following item detailed as follows:

Item No.	Description	Qty.	Unit Price	Total Price
1	Installation fee	1 unit	P 7, 000	P 7,000
Grand Total			P 7,000	

Thank you.

Very truly yours,

  
**ATTY. MARIO T. DIONISIO, JR.**  
OIC/ Public Attorney III





REPUBLIC OF THE PHILIPPINES  
**PUBLIC ATTORNEY'S OFFICE**  
(*Tanggapan ng Manananggol Pambayan*)  
Department of Justice  
**NATIONAL CAPITAL REGION**

6<sup>th</sup> Floor, Justice Cecilia Muñoz Palma Hall, Department of Justice Bldg.  
Quezon City Hall Compound, 1104 Diliman, Quezon City

February 22, 2023

**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:

Transmitted herewith is the **PURCHASE REQUEST** for installation and labor cost of 10 toner air conditioning unit with enclosed letter justification & RSVP for the use of **PAO-Manila District Office**.


Please acknowledge receipt hereof.

Very truly yours,

**MARLON E. BUAN**

Regional Public Attorney, NCR

PUBLIC ATTORNEY'S OFFICE  
SUPPLY SECTION

RECEIVED  
FEB 27 2023  
REC'D BY:  TIME: 1:57