



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

DOJ Agencies Building, NIA Road corner East Avenue, Diliman, 1100 Quezon City
PAO hotlines: (02)8426-20-75; (02)8426-28-01; (02)8426-24-50; (02)8426-29-87;
(02)8426-26-83 or (02)8929-94-36 local 106 or 107 during office hours
and local 159 after office hours (even during weekends and holidays)
e-mail: pao_executive@yahoo.com
website: www.pao.gov.ph



PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 21 MARCH 2024 **RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF REPAIR AND REPLACEMENT PARTS FOR THE PAO-CENTRAL OFFICE OTIS ELEVATOR UNDER PURCHASE REQUEST NO. 265-03-2024**, REFERRED TO PBAC ON 20 MARCH 2024, HELD AT THE PAO CENTRAL OFFICE

R E S O L U T I O N

RECOMMENDING THE PROCUREMENT THROUGH DIRECT CONTRACTING OF LABOR AND MATERIALS FOR THE REPAIR AND REPLACEMENT PARTS FOR THE OTIS ELEVATOR OF THE PAO-CENTRAL OFFICE, AS SPECIFIED UNDER PURCHASE REQUEST NO. 265-03-2024, IN ACCORDANCE TO SECTION 50(b) IN RELATION TO ANNEX "H," NO. V, SUBSECTION (A)1-b 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 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 thereby¹;

WHEREAS, the PAO-Central Office located at the 4th and 5th Floor of the DOJ Agencies Building installed two (2) units of OTIS elevator thru Alstra Concepcion-Otis Philippines, Inc. (Alstra COPI) for the use PAO employees and its clientele: the elderly, conceiving, the physically challenged; the delivery persons; and the general public who utilize the same;

WHEREAS, there is a need for the repair and replacement of parts of the aforementioned OTIS elevator unit as reported by the PAO-General Service Division;

WHEREAS, in view of the importance of providing a safe and fully functional elevators for the mobility the PAO employees and its clientele, and as time is likewise of the essence in responding to the legal needs and other transactional needs of the enumerated persons, the service and maintenance of the OTIS elevator unit is necessary in order not to hamper and endanger the continuous service delivery of the Office;

WHEREAS, since the maintenance services of the PAO OTIS elevators are exclusively provided² by Alstra COPI, the corresponding maintenance is best vested in the said entity,

WHEREAS, there is an approved budget for the contract of the service and maintenance of the OTIS elevator units with a total amount of Two Hundred Thousand (P200,000.00)³

¹ Article 1, Chapter II, the 2016 Revised PAO Operations Manual

² Certificate For Distribution and Service of Otis Elevator Company

³ Approved Budget for the Contract from the Financial Planning and Management Service

WHEREAS, ultimately considering that the needed service and maintenance of the OTIS elevator unit is exclusively distributed by Alstra Concepcion-Otis Philippines, Inc. (COPI), BAC Member **Dir. Marilyn Boongaling** moved that the practicality and necessity in procuring the same in accordance with Section 50(b) in relation to ANNEX "H," NO. V, SUBSECTION (A)1-b, is thus in order, duly seconded by BAC member **Atty. Alem Abeya**, along with other BAC members present.

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, **hereby resolve to recommend to the Head of Procuring Entity the pursuance of a DIRECT CONTRACTING THROUGH ALSTRA CONCEPCION-OTIS PHILIPPINES, INC. (COPI) FOR THE PROCUREMENT OF LABOR AND MATERIALS FOR THE REPAIR AND REPLACEMENT PARTS FOR THE OTIS ELEVATOR OF THE PAO-CENTRAL OFFICE, AS SPECIFIED UNDER PURCHASE REQUEST NO. 265-03-2024, IN ACCORDANCE TO SECTION 50(b) IN RELATION TO ANNEX "H," NO. V, SUBSECTION (A)1-b OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184, SUBJECT TO POSTING OF WARRANTY SECURITY.**

APPROVED this 21st day of March 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 / 926-26-78

Trans. No. 2024-03-036

March 14, 2024

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

Sir:

Attached herewith is the approved Purchase Request needed by **PAO-Central Office**
(GSD):

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	265-03-2024	Cost of Labor & Materials for the Repair & Replacement of Parts and Elevator	1	lot		

TOTAL: 200,000.00

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





REPUBLIC OF THE PHILIPPINES

CITY OF MAKATI

BUSINESS PERMITS OFFICE AND LICENSING OFFICE

PERMIT NO. **11353**
11353

PAHINTULOT SA PANGANGALAKAL (BUSINESS PERMIT)

MATALASTAS NG LAHAT:

(KNOW ALL MEN BY THESE PRESENTS)

NA SI / ANG:

(THAT)

CONCEPCION-OTIS PHILIPPINES, INC.
na matatagpuan at may pahatirang sulat sa
(with postal address at)

UNIT A-D 21/F BPI-PHILAM LIFE BLDG., 6811 AYALA AVE., BEL-AIR

na itinatag nang may buong karapatan at umiiral sa ilalim ng mga batas ng
(duly recognized and existing under the laws of the)

Republika ng Pilipinas, ay pinagkalooban ng pahintulot na mangalakal bilang
(Republic of the Philippines, is hereby granted the permit to operate as)

I-N, SEO, RTN

ngayong ika- 30 ng January 2024
(on this) (day of)

Ang pahintulot na ito ay matatapos sa ika- 31 of December 2024
(This permit expires on)

Malibang ito'y maagang bawiin at pawalang bisa.
(unless sooner revoked)

ATTY. MARIBERT Q. PAGENTE
HEAD, BUSINESS PERMITS AND LICENSING OFFICE

HON. MAR-LEN ABIGAIL S. BINAY
PUNONG PANGLUNSOD
(CITY MAYOR)

TAX YEAR : 2024
O.R. NO. : 4783581BV
O.R. AMOUNT : 3,172,221.15

QUARTER : 1
O.R. DATE : 01/30/2024

MAYOR'S PERMIT FEE	17,000.00
BUSINESS TAX	2,067,341.80
SANITARY PERMIT FEE	1,200.00
GARBAGE FEE	2,050.00
SIGNBOARD FEE	200.00
ENGINEERING FEE	0.00
INDIVIDUAL MP FEE	10,750.00
INDIVIDUAL HC FEE	17,200.00
MEAT INSPECTION FEE	0.00
FSI FEE	3,990.00
BARANGAY CLEARANCE FEE	2,000.00
OTHER FEES / PENALTY / INTEREST	1,050,489.35
TOTAL	3,172,221.15

IMPORTANT

Failure to renew this Business Permit within the prescribed period shall subject the taxpayer to a twenty-five percent (25%) surcharge and two percent (2%) penalty per month. Upon closure of business, surrender this permit to City Treasurer's Office on or before the twentieth (20th) day of the month following the quarter to avoid penalty.

9800414

**ITO AY DAPAT IPASKIL SA HAYAG NA POOK NG KALAKALAN AT DAPAT IPAKITA
SA SANDALING HINGIN NG MGA KINAUKULANG MAYKAPANGYARIHAN.**

THIS MUST BE POSTED ON CONSPICUOUS PLACE AND BE PRESENTED UPON DEMAND BY PROPER AUTHORITIES.

REPUBLIKA NG PILIPINAS
 KAGAWARAN NG PANANALAPI
 KAWANIHAN NG RENTAS INTERNAS
 REVENUE REGION NO. 008
 REVENUE DISTRICT NO. 049

BIR Form No. **2303**
 Revised July 1997

OCN 9RC0000411924

CERTIFICATE OF REGISTRATION

TIN	NAME	REGISTRATION DATE										
005-377-160-000	CONCEPCION-OTIS PHILIPPINES, INC.	02/12/1998										
REGISTERED ADDRESS	14/F PETRON MEGA PLAZA 358 SEN GIL PUYAT AVENUE BEL-AIR MAKATI CITY 1200											
REGISTERED ACTIVITY(IES)	<table border="0"> <tr> <td>TAX TYPE</td> <td>REGISTRATION FEE</td> </tr> <tr> <td>INCOME TAX</td> <td>WITHHOLDING TAX - COMPENSATION</td> </tr> <tr> <td>VALUE - ADDED TAX</td> <td>WITHHOLDING TAX - FINAL</td> </tr> <tr> <td>WITHHOLDING TAX - EXPANDED/OTH</td> <td></td> </tr> <tr> <td>WITHHOLDING TAX - FRINGE BENEF</td> <td></td> </tr> </table>		TAX TYPE	REGISTRATION FEE	INCOME TAX	WITHHOLDING TAX - COMPENSATION	VALUE - ADDED TAX	WITHHOLDING TAX - FINAL	WITHHOLDING TAX - EXPANDED/OTH		WITHHOLDING TAX - FRINGE BENEF	
TAX TYPE	REGISTRATION FEE											
INCOME TAX	WITHHOLDING TAX - COMPENSATION											
VALUE - ADDED TAX	WITHHOLDING TAX - FINAL											
WITHHOLDING TAX - EXPANDED/OTH												
WITHHOLDING TAX - FRINGE BENEF												
TRADE NAME	LINE OF BUSINESS / INDUSTRY											
CONCEPCION-OTIS PHILIPPINES, INC. FORMERLY: OTIS E & M COMPANY PHILIPPINES INC	4532 BUILDING COMPONENTS INSTALLATION CONTRACTORS 9309 OTHER SERVICE ACTIVITIES, N.E.C											



RDO DRY SEAL

I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED.

PAUL VICENTE L. RECTO
 REVENUE DISTRICT OFFICER (ASST)

31 July 1998

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

EN

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

CONCEPCION-OTIS PHILIPPINES, INC.

21st Floor, BPI Philam Building, 6811 Ayala Avenue, Makati City, 1226 Philippines ,
Makati City , Metro Manila , NCR , Philippines

*is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 02-Nov-2004 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.*

*This further certifies that **CONCEPCION-OTIS PHILIPPINES, INC.** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.*

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

- 1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;*
- 2. the veracity of the statements and information contained therein;*
- 3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and*
- 4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.*

This Certificate is valid until 28-Dec-2024

Issued this 28th day of December 2023.

This is a system generated certificate. No signature is required.



Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 200411555859211970

REMINDERS ¹

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

List of Eligibility Documents

of

CONCEPCION-OTIS PHILIPPINES, INC.

21st Floor, BPI Philam Building, 6811 Ayala Avenue, Makati City, 1226 Philippines ,
Makati City , Metro Manila , NCR , Philippines

SEC Certificate	Registration Date : 17-Jul-2014 SEC Certificate Number : A1998755
Mayors Permit	Expiration Date : 31-Dec-2023 Permit Number : 12582 Place of Issue : MAKATI Issued By / Signatory : ATTY. MARIBERT Q. PAGENTE Issuance Date : 02-Feb-2023
Tax Clearance	Expiration Date : 15-Dec-2024 TCC Number : 08A-050-12-15-R0982-2023-M Issued By / Signatory : ANNE M. REYES Issuance date : 15-Dec-2023
Audited Financial Statement	Date of Filing : 29-Mar-2023 Current Asset : 954,054,039.00 Total Asset : 1,003,125,852.00 Current Liabilities : 616,158,235.00 Total Liabilities : 619,811,226.00 Name of Auditor : Imelda Ronnie de Guzma- Castro BIR RDO Code : 049
PCAB License	Expiration Date : 17-Aug-2024 Issued By / Signatory : Issuance Date : - License Number : 50858 License First Issue Date : 17-Aug-2021 Principal Classification : Category : A



NC0M95030D

NOTARIAL CERTIFICATE

TO ALL TO WHOM these presents shall come

I, Chen Wen Woan Angela, NOTARY PUBLIC duly admitted, authorised to practise in the Republic of Singapore, DO HEREBY CERTIFY

that on the 25th day of November 2022 before me personally came and appeared Nicolas Eduardo Lopez who in my presence duly signed the document titled "CERTIFICATE FOR DISTRIBUTION AND SERVICE" hereunto annexed, and that the signature of Nicolas Eduardo Lopez thereto subscribed is of the own, true and proper handwriting of the said Nicolas Eduardo Lopez.

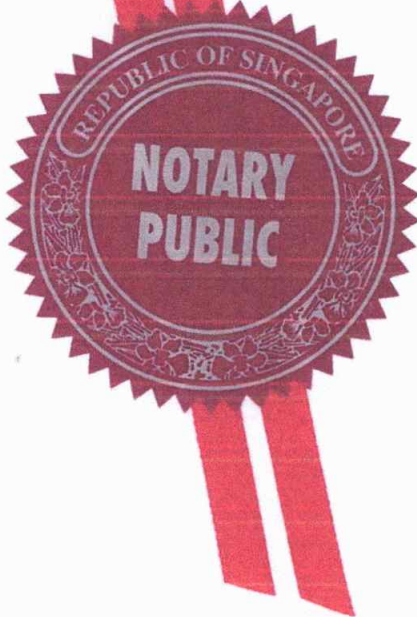
IN FAITH AND TESTIMONY whereof I the said notary have subscribed my name and set and affixed my seal of office at Singapore, this 25th day of November 2022.

NOTARY PUBLIC
SINGAPORE



By virtue of Rule 8(3)(c) of the Notaries Public Rules, a Notarial Certificate must be authenticated by the Singapore Academy of Law in order to be valid.

With effect from 16 September 2021, a Notarial Certificate shall be deemed to be validly authenticated by the affixing of an Apostille to the back of the Notarial Certificate.



APOSTILLE

(Convention de La Haye du 5 Octobre 1961)

This **Apostille** only certifies the authenticity of the signature, seal or stamp and the capacity of the person who has signed the attached Singapore public document, and, where appropriate, the identity of the seal or stamp. It does not certify the authenticity of the underlying document.

If this document is to be used in a country not party to the Hague Convention of the 5th of October 1961, it should be presented to the consular section of the mission representing that country.

To verify this **Apostille**, go to

<https://legalisation.sal.sg>

or scan QR code:



Verification code: 47875149

1. Country:	Singapore
This public document	
2. Has been signed by:	Chen Wen Woan Angela
3. Acting in the capacity of:	Notary Public
4. Bears the seal/stamp of:	Notary Public
Certified	
5. At:	Singapore Academy of Law
6. The:	25th November 2022
7. By:	Melissa Goh, Head of Statutory Services, SAL
8. No.:	ACOM950GYH
9. Seal/Stamp:	10. Signature: 



CERTIFICATE FOR DISTRIBUTION AND SERVICE

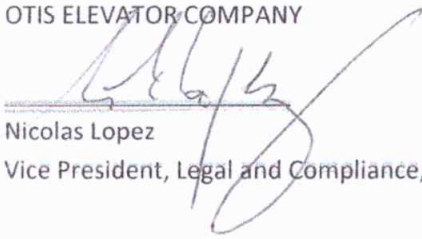
The undersigned, Nicolas Lopez, Vice President of Legal and Compliance for Asia Pacific, and being the person duly authorized to execute this certificate for and on behalf of **OTIS ELEVATOR COMPANY**, a corporation duly organized and existing under the laws of the State of New Jersey, United States of America ("OTIS"), does hereby certify that:

- 1) **CONCEPCION-OTIS PHILIPPINES, INC.**, a corporation duly organized and existing under the laws of the Republic of the Philippines, is the exclusive distributor for the marketing, furnishing, installation, and servicing of OTIS equipment (the "Activities") in the Republic of the Philippines; and
- 2) Any Activities carried out by **CONCEPCION-OTIS PHILIPPINES, INC.** during the period from 13 November 2022 to the date hereof are hereby ratified and affirmed as being Activities carried out as the exclusive distributor of OTIS in the Republic of the Philippines for the Activities.

This certificate shall remain in full force and effect for a period of three (3) years from the date hereof, unless revoked before that date by written instrument.

IN WITNESS WHEREOF, the undersigned has executed this document on this 25th day of November 2022.

OTIS ELEVATOR COMPANY



Nicolas Lopez
Vice President, Legal and Compliance, Asia Pacific

Subscribed before me

25 NOV 2022







Concepcion- Otis Philippines, Inc.

March 05, 2024

Reference No.: OEM-24-02-0233

ENGR. COSME DIAZ
PUBLIC ATTORNEY'S OFFICE (DOJ)
OIC Gen. Services Division
East Ave. Cor. NIA Rd.
Quezon City

SUBJECT: REPLACEMENT OF PART/S FOR ONE (1) UNIT ELEVATOR

Dear Sir/Madam:

To ensure continuous and safe operation of the unit, further to the recommendation of our Service Operations Department, We submit herewith our proposal for the following:

A. SCOPE OF WORK: SUPPLY OF LABOR AND MATERIALS

PART/SERVICE DESCRIPTION	QUANTITY	LIFT NO.	NET SELLING COST (VAT INCLUSIVE)
Door Sensor	1 UNIT	PE 2	PHP 200,000.00
Line Flow Fan	2 PCS		
RBI	1 UNIT		

B. PAYMENT TERMS:

50% initial payment, balance upon completion.

C. COMPLETION:

Subject to stock availability upon receipt of approved proposal or P.O. and Initial payment.

D. VALIDITY OF QUOTE:

30 days upon receipt of proposal

E. WORKING HOURS:

The price quoted above assumes work will be conducted during regular working hours from 8AM to 5PM, Monday to Saturday. Should you require work to be conducted outside of regular working hours, please advise the undersigned so that a revised quote can be submitted.

Note: Please take note that any further defects found during the course of work not attributed to the scope of service or parts replacement will be quoted separately.

Please ensure to keep your account updated to avoid delays.

We hope that the above price will meet your approval. If you have more questions, please feel free to call us at 8888-OTIS or 0999-8867886.

Very truly yours,

CONCEPCION - OTIS PHILIPPINES, INC.


ARNOLD G. POLICARPIO
Service Sales Associate


JAYSON R. GALURA
Service & MOD Sales,
Senior Manager

CONFIRMED AND APPROVED:

Signature and Printed Name
Position _____
Date: _____

Concepcion-Otis Philippines, Inc.
21/F BPI Philam Building 6811 Ayala Avenue, Salcedo Village, Makati City

Customer Support Line:
Vertical Transport Solutions (Elevators and Escalators): **OTISLINE**(+632) 8888-OTIS (6847) | 1-800-1-888-6847

Cebu Office: Unit 'O' 2nd floor R & R Building, A.C. Cortez Avenue, Mandaue City, Cebu | (+032) 346.5220
Davao Office: 739 Tionko St. cor. Cattleya Davao City (+082) 221.0253 | (0951) 260.6753