



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**

Tanggapan ng Manananggol Pambayan

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**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 VARIOUS MEDICAL SUPPLIES AS SPECIFIED UNDER PURCHASE REQUEST NO. 282-03-2024**, REFERRED TO PBAC ON 20 MARCH 2024, HELD AT THE PAO CENTRAL OFFICE LIBRARY VIA ZOOM VIDEO CALL MEETING

**RESOLUTION**

**RECOMMENDING THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF VARIOUS MEDICAL SUPPLIES FOR MEDICAL AND JAIL VISITATION AS SPECIFIED UNDER PURCHASE REQUEST NO. 282-03-2024, FOR PAO-EXECUTIVE SUPPORT SERVICE, 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 Five Thousand Fifty Pesos (Php 5,050.00)<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 **Dir. Marilyn Boongaling** moved to delegate to PAO-Supply Section the conduct of procurement of the subject item, duly seconded by BAC Member **Atty. Alem Abeya**, along with the 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), **HEREBY RESOLVE TO**

<sup>1</sup> 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 MEDICAL SUPPLIES FOR MEDICAL AND JAIL VISITATION AS SPECIFIED UNDER PURCHASE REQUEST NO. 282-03-2024, FOR PAO-EXECUTIVE SUPPORT SERVICE**, 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 21st day of March 2024 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. 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 WARTHUR 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



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**Tanggapan ng Manananggol Pambayan**  
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**Trans. No. 2024-03-037**

March 20, 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**  
(ESS):

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	282-03-2024	Various medical supplies for Medical and Jail Visitation	1	lot		5,050.00

**TOTAL: 5,050.00**

*May we request that this matter be given immediate action, as the above-mentioned items will be used during the conduct of Jail Visitation Program of the office.*

*Thank you.*

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









March 22, 2024

**ATTY. JAN STEVEN S. DUNUAN**  
Regional Public Attorney  
Chairperson, PBAC  
Regional Public Attorney  
PAO-REGION III

**RE: Request for Small Value Procurement of  
Medical Supplies for PAO FORENSIC LABORATORY DIVISION**

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
	Glucometer strips	2 Bottles		1,500	3,000
	Tetrahydrozoline HCl 0.05 ophthalmic drops	2 pcs		120	240
	Boric Acid 13.0 mg/ml ophthalmic drops	2 pcs		150	300
	Hexetidine 0.1% oral solution	2 pcs		100	200
	Paper cups small	2 packs		50	100
	Calamine + Diphenhydramine HCl 8g / 100ml lotion	1 pc		180	180
	Bacitracin + Polymyxin B + Neomycin ointment	1 pc		280	280
	Hydrocortison 1% cream	1 pc		250	250
	Tongue Depressor	1 packs		500	500
	Grand Total				5,050

For your consideration.

Respectfully yours,

**ATTY. REVELYN V. RAMOS-DACPANO**  
REGIONAL PUBLIC ATTORNEY  
PAO-CALABARZON & CONCURRENT  
HEAD EXECUTIVE ASSISTANT