



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

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

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 30 MAY 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF STEEL FILING CABINET AND COMPUTER TABLES FOR PAO-LEMERY DISTRICT OFFICE AS SPECIFIED UNDER PURCHASE REQUEST NO. 306-03-2023, 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 FOUR (4) UNITS OF STEEL FILING CABINET AND TWO (2) UNITS OF COMPUTER TABLE AS SPECIFIED UNDER PURCHASE REQUEST NO. 306-03-2023, FOR PAO-LEMERY, BATANGAS 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 Sixty One Thousand Two Hundred Pesos (Php 61,200.00)<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

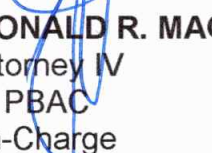
**WHEREAS**, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the IRR of RA 9184, BAC Member Atty. Rigel Salvador moved to delegate to PAO-Supply Section the conduct of procurement of the subject item, duly seconded by BAC Member Atty. Ronald Macorol;

**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

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

recommendations of the Technical Working Group (TWG), **HEREBY RESOLVE TO 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 FOUR (4) UNITS OF STEEL FILING CABINET AND TWO (2) UNITS OF COMPUTER TABLE AS SPECIFIED UNDER PURCHASE REQUEST NO. 306-03-2023, FOR PAO-LEMERY, BATANGAS 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**

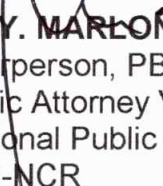
**APPROVED** this 30th day of May 2023 at the Public Attorney's Office (PAO) Central Office, 5<sup>th</sup> Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.




**ATTY. RONALD R. MACOROL**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Special Appealed Cases Unit




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



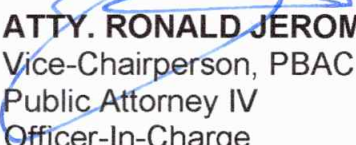
**ATTY. MARLON BUAN**  
Chairperson, PBAC  
Public Attorney V  
Regional Public Attorney  
PAO-NCR



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




**DIR. MARILYN S. BOONGALING**  
Director II/ Officer-in-Charge  
PAO-Administrative Service




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

**Acceded By: (The TWG)**

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



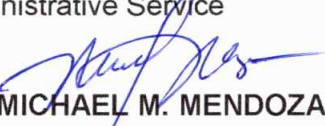
**MS. ALMA E. DUMAGO-LATOSA**  
Head, Technical Working Group (TWG)  
Director II  
Financial Planning and Management Service



**MR. THOR ARTHUR B. AVILLA**  
Member, Technical Working Group (TWG)  
Administrative Officer V  
Human Resource Management Service  
Administrative Service



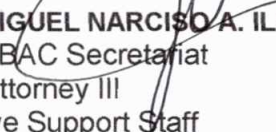
**SILVESTRE A. MOSING**  
Deputy Chief Public Attorney



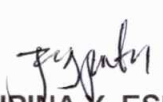
**MR. MICHAEL M. MENDOZA**  
Member, Technical Working Group (TWG)  
Administrative Assistant III  
Cash Section  
Administrative Service

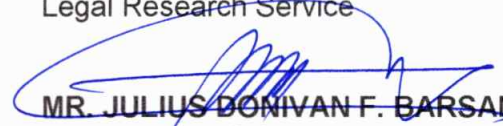


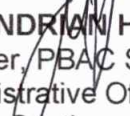
**Prepared By: (The Secretariat)**

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

  
**ENGR. ANGELA M. MARAMAG-PRADO**  
Member, BAC 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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**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. 2023-05-065**

May 22, 2023

**ATTY. MARLON E. BUAN**  
Chairperson – PAO-Bids and Awards Committee  
Regional Public Attorney  
PAO-NCR

Sir:

Attached herewith is the approved Purchase Request of **PAO-Region 4A (Lemery, Batangas D.O.)** to wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	306-03-2023	Steel Filing Cabinet	4	units	12,300.00	49,200.00
		Computer Table	2	units	6,000.00	12,000.00

**TOTAL: 61,200.00**

Prepared by:

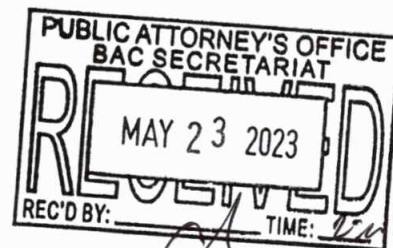
**DENVER CHRISTIAN P. LACANILAO**  
Administrative Aide IV

Certified Correct by:

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

Noted by:

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



## PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE

Fund Cluster: 01

Office/Section : <u>RO IV-A</u>		PR No.: <u>306-03-2023</u>		Date: <u>2/10/2023</u>	
<u>Lemery, Batangas D.O.</u>		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	units	Steel Filing Cabinet, 4 drawers	4	12,300.00	49,200.00
	units	Computer Table	2	6,000.00	12,000.00
TOTAL				18,300.00	61,200.00

**Purpose:**

For filing of court records and other issuances & the use of new computers.

Requested by:

Approved by: \_\_\_\_\_

Signature :

Printed Name :

Designation :

Requested by: Rizalina E. Alcazar  
RIZALINA E. ALCAZAR

OIC-Public Attorney III

SILVESTRE A. MOSING  
Deputy Chief Public Attorney

PUBLIC ATTORNEY'S OFFICE  
SUPPLY SECTION

RECEIVED  
MAR 24 2023  
REC'D BY: [Signature] TIME: 11:30

151

PUBLIC ATTORNEY'S OFFICE  
EXECUTIVE SERVICE  
RECEIVED  
MAR 27 2023  
REC'D BY: TIME: 2:08





Republika ng Pilipinas  
Kagawaran ng Katarungan  
*Tanggapan ng ManananggolPambayan*  
**(PUBLIC ATTORNEY'S OFFICE)**  
**REGION IV-A (CALABARZON)**  
**LEMERY, BATANGAS DISTRICT OFFICE**  
2<sup>nd</sup> Floor, Humarang Building, Ilustre Avenue, Lemery, Batangas 4209  
Telephone No.: (043) 409-1385

February 10, 2023

**MARLON E. BUAN**

Chairperson, PBAC  
Regional Public Attorney  
PAO-NCR



**RE: Request for Small Value Procurement of STEEL FILING  
CABINET, 4 DRAWERS and COMPUTER TABLE for PAO-LEMERY,  
BATANGAS DISTRICT OFFICE**

**ATTY. BUAN:**

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 items detailed as follows:

Item No.	DESCRIPTION	QTY.	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
	Steel Filing Cabinet, 4 drawers	4units	49,200.00		49,200.00
	Computer Table	2units	12,000.00		12,000.00
<b>Grand Total</b>			61,200.00		61,200.00

For your consideration.

Respectfully yours,

**RIZALINA E. ALCAZAR**  
OIC-Public Attorney III



REPUBLIKA NG PILIPINAS  
**PUBLIC ATTORNEY'S OFFICE**  
TANGGAPAN NG MANANANGGOL NG BAYAN  
KAGAWARAN NG KATARUNGAN  
DOJ-Agencies Bldg., NIA Rd., cor. East Ave. 1104 Diliman, Quezon City  
Telephone Nos. 929-90-10/929-94-36 Fax No. 927-68-10/926-28-78

**Bids and Awards Committee**

**TERMS OF REFERENCE (TOR)**

**VARIOUS OFFICE FURNITURES AND FIXTURES  
FOR THE USE OF PUBLIC ATTORNEY'S OFFICE FOR FY 2023  
(PURCHASE REQUEST NO. 306-03-2023)**

(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 item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **SIXTY-ONE THOUSAND TWO HUNDRED PESOS ONLY (Php 61,200.00)**, inclusive of all taxes applicable and bank and government charges payable.

**2. Specifications:**

	ITEM	Unit	QTY	Mode of Delivery	Delivery Date/s (After issuance of notice to proceed)
1	<b>Filing cabinet</b> <ul style="list-style-type: none"><li>- Standard</li><li>- Vertical</li><li>- Steel</li><li>- 4 drawers</li></ul>	Piece	4	One Time	15 calendar days
2	<b>Computer Table</b> <ul style="list-style-type: none"><li>- Length: 60cm</li><li>- Width: 40cm</li><li>- Height: 112cm</li></ul>	Piece	2	One Time	15 calendar days

**May 10, 2023**

**TECHNICAL WORKING GROUP:**

Head:

**ALMA E. DUMAGO – LATOSA**  
Director II  
Financial Planning and Management Service

Members:

**THOR ARTHUR B. AVILLA**  
Administrative Officer V  
Human Resource Management and Development Division  
Administrative Service

**MICHAEL M. MENDOZA**  
Administrative Assistant III  
Cash Section  
Administrative Service