STORNEY SOFFICE

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



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 SUPPLIES AS SPECIFIED UNDER PURCHASE REQUEST NO. 308-03-2024, 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 SUPPLIES FOR MEDICAL AND JAIL VISITATION AS SPECIFIED UNDER PURCHASE REQUEST NO. 308-03-2024, 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 Twenty One Thousand One Hundred Pesos (Php 21,100.00)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 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

¹ 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 VARIOUS SUPPLIES FOR MEDICAL AND JAIL VISITATION AS SPECIFIED UNDER PURCHASE REQUEST NO. 308-03-2024, 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, 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
Regional Public Attorney
PAO-Region III

ATTY, RONALD R. MACOROL

Public Attorney IV
Member, PBAC
Officer-In-Charge
Special Appealed Cases Unit

ATTY. RONALD JEROME P. NIEVES

Vice-Chairperson, PBAC Public Attorney IV Officer-In-Charge Legal Research Service

DIR. MARILYN S. BOONGALING

Director II
PAO-Administrative Service

Acceded By; (The TWG)

MS. ALMA/E. DUMAGO-LATOSA

Head, Teghnical 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

ATTY. ALEM-EMAN CHISUM L. ABEYA

Public Attorney III Member, PBAC Executive Support Staff

(On Official Business) ATTY. RIGEL A. SALVADOR

Public Attorney IV Member, PBAC Officer-In-Charge Field Operations and Statistics Service

Approved:

For and by the authority
Of the Chief Public Attorney

ANA LISA MASORIANO Deputy Chief Public Attorney 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



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. 2024-03-040

March 20.02024

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** (Supply):

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	308-03-2024	Various supplies for Medical and Jail Visitation	1	lot		21,100
			2			

TOTAL:

21,100

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 CHRIST AN P. LACANILAO
Administrative Aide IV

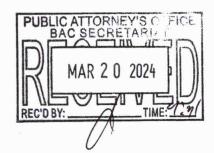
Certified Correct by:

CARMELY HORENDO
OIC-Supply Section

Noted by:

ATTY. DEMITEER U. HUERTA
Public Attorney IV/OIC

Administrative Service



PURCHASE REQUEST

Stock/Property No. Unit Item Description Quantity Unit Cost Total Cost boxes distilled water 350ml 30 400.00 12,00 boxes distilled water 5000ml 10 420.00 4,2 PARK BAG 20 76 1,4	March 19, 2024			PR No.: 308-03-2024 Responsibility Center Code:			PR No.: 30	Office/Section : Supply Section		
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Purpose: for Jail Visitation and Executive Service and Support Staff Visitors						ort Staff Visitors	ve Service and Sup	on and Executive S	Jail Visitation	Purpose: fo
Requested by: Approved by: Signature:		_			//	Approved by			Requested by:	
rinted Name : ATTY. DEMITTER U. HUERTA And Lisa Masgriano				0 /	- 1		A	EER U. HUERTA	TTY. DEMITE	
Designation: PA IV / OIC - Administrative Service Deputy Chief Public Attorne		To the same of the	m	torne	ublic At	Deputy Chief P	ervice	Administrative Service	A IV / OIC - Ad	esignation:

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Republic of the Philippines PUBLIC ATTORNEY'S OFFICE

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March 19, 2024

ATTY. JAN STEVEN S. DUNUAN

Regional Public Attorney Chairperson, PBAC Regional Public Attorney PAO-Region 3

RE: Request for Small Value Procurement of Distilled Water 350ml, Distilled Water 500ml, Paper Bag, Alcohol for <u>Supply Section</u>

ATTY. DUNMAN:

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.	DESCR	RIPTION	QTY.	ABC TOTAL	UNIT PRICE	TOTAL PRICE
				PRICE		
1	-	Distilled Water 350ml	30			
			box			
	-	Distilled Water 500ml	10			
			box			
	-	Paper Bag	20			
	-	Alcohol	5			
	Grand	d Total	21,100			

For your consideration.

Respectfully yours,

Ms. Carmeld 1. Florendo OIC-SUPPLY SECTION