



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 AIR-COOLER FOR PAO-QUEZON CITY DISTRICT OFFICE AS SPECIFIED UNDER PURCHASE REQUEST NO. 314-03-2023, 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 TWO (2) UNITS OF AIR-COOLER AS SPECIFIED UNDER PURCHASE REQUEST NO. 314-03-2023, FOR PAO-QUEZON CITY 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 Forty Nine Thousand Nine Hundred Ninety Pesos (Php 49,990.00)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 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 recommendations of the Technical Working Group (TWG), **HEREBY RESOLVE TO RECOMMEND TO THE HEAD OF THE PROCURING ENTITY, THE DELEGATION OF**

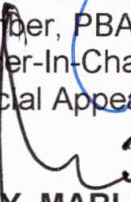
¹ Approved Budget for the Contract from the Financial Planning and Management Service

THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF TWO (2) UNITS OF AIR-COOLER AS SPECIFIED UNDER PURCHASE REQUEST NO. 314-03-2023, FOR PAO-QUEZON CITY 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

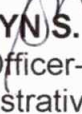
APPROVED this 30th day of May 2023 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.



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 III/ Officer-in-Charge
PAO-Administrative Service

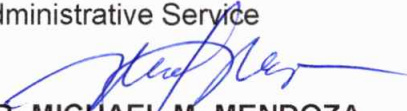
Acceded By: (The TWG)



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

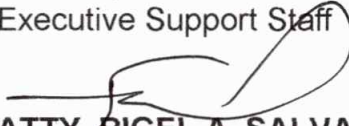


MR. MICHAEL M. MENDOZA
Member, Technical Working Group (TWG)
Administrative Assistant III
Cash Section
Administrative Service

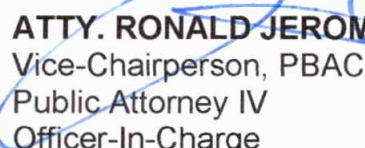
Prepared By: (The Secretariat)



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



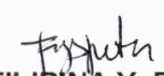
SILVESTRE A. MOSING
Deputy Chief Public Attorney



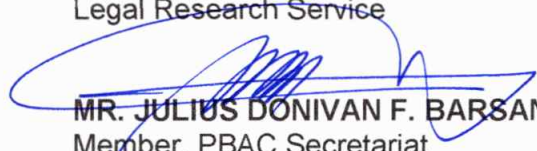
ATTY. MIGUEL NARCISO A. ILAGAN
Head, PBAC Secretariat
Public Attorney III
Executive Support Staff



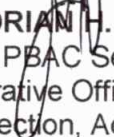
ENGR. ANGELA M. MARAMAG-PRADO
Member, BAC Secretariat
Computer Programmer I
General Services Division
Administrative Service



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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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. 2023-05-064

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-NCR (Quezon City D.O.)**
to wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	314-03-2023	Air-Cooler	2	units	24,995.00	49,990.00

TOTAL: 49,990.00

Prepared by:

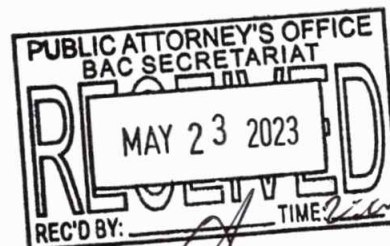
DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

ATTY. DEMETER U. HUERTA
Public Attorney IV/OIC
Administrative Service



PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE

Fund Cluster

01

[illegible]

PUBLIC ATTORNEY'S OFFICE
SUPPLY SECTION

MAR 27 2023



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
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DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City
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31 March 2023

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

**RE: Request for Small Value Procurement of
(IWATA KLF-07B) for PAO-(Quezon City 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 item detailed as follows:

Item No.	DESCRIPTION	QTY.	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
2	- IWATA KLF-07B	2			
Grand Total			49,990	mark	

For your consideration.

Respectfully yours,


MARK OLIVER C. ASIS
OIC, Public Attorney III
Quezon City District Office

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9:15



Bids and Awards Committee

TERMS OF REFERENCE (TOR)

PROCUREMENT OF TWO (2) UNITS OF AIR COOLER FOR THE USE OF PUBLIC ATTORNEY'S OFFICE - QUEZON CITY DISTRICT OFFICE FOR FY 2023

(PURCHASE REQUEST NO. 314-03-2023)

1. Approved Budget for the Contract

The bidder shall bid for the items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **FORTY-NINE THOUSAND NINE HUNDRED NINETY PESOS (Php 49,990.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:

TWO (2) UNITS OF AIR COOLER		
APPROVED BUDGET FOR THE CONTRACT (Php 49,990.00)		
Delivery: Within 15 calendar days from the issuance of Notice to Proceed		
Payment terms: immediately after the issuance of inspection and acceptance report for the complete delivery of items.		
QUANTITY	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
Two (2) units	<ul style="list-style-type: none">• 350 watts power for 55 sqm. area or larger• Heavy duty type• 3-speed powerful airflow 6,000 cu. m/hr. or higher• With 3 sides cooling pads or more• 40 liters water tank capacity• Continuous water supply inlet• Auto shut-off water pump with low water alarm• With 1-8 hours timer• With remote controller• Automatic vertical louver• Floor standing with caster wheels	15 calendar days *For strict compliance. Subject to the rules on Liquidated damages

	• Dimensions: (LxWxH) 32 x 17 x 68.5 inches	
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May 10, 2023

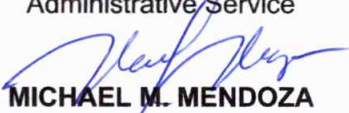
TECHNICAL WORKING GROUP:

Head:

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

Members:


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


MICHAEL M. MENDOZA
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Regional Public Attorney
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OIC, Public Attorney III
Quezon City District Office


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