

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 13 APRIL 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF VARIOUS BUILDING MAINTENANCE TOOLS AND EQUIPMENT AS SPECIFIED UNDER PURCHASE REQUEST NO. 324-03-2023, 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 VARIOUS BUILDING MAINTENANCE TOOLS AND EQUIPMENT, AS SPECIFIED UNDER PURCHASE REQUEST NO. 324-03-2023, FOR PAO-CENTRAL OFFICE, GSD, 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 One Hundred Five Thousand Four Hundred Pesos (Php 105,400.00)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 Dir. Atty. Alem Abeya;

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 BUILDING MAINTENANCE TOOLS AND EQUIPMENT, AS SPECIFIED UNDER PURCHASE REQUEST NO. 324-03-2023, FOR PAO-CENTRAL OFFICE GSD, 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 13th day of April 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 Mamber, PBAC Officer-In-Charge

Special Appealed Cases Unit

ATTY, MARLON BUAN

Chairperson, PBAC Public Attorney V

Regional Public Attorney

PAO-NCR

DIR MARILYNS. BOONGALING

Director II

PAO-Administrative Service

Acceded By: (The TWG)

MS. ALMA EX 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

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

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

Prepared By: (The Secretariat)

ATTY. MIGUEL NARCISO A. ILAGAN Head, PBAC Secretariat

Public Attorney III//

Executive Support Staff

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. AND HAWH. MARASIGAN Member, PBAC Secretariat Administrative Officer II

Supply Section, Administrative Service

TORNEY'S OFFICE

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. 2023-04-053

April 13, 2023

ATTY. MARLON E. BUAN

Chairperson – PAO-Bids and Awards Committee Regional Public Attorney PAO-NCR

Sir:

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

| No. | PR No. | Item Description | Quantity | Unit | Unit Price | Total Amount |
|-----|-------------|---|----------|------|------------|--------------|
| 1 | 324-03-2023 | Various Building Maintenance Tools and Equipment (Please see attached TOR for the specifications) | 1 | lot | 105,400.00 | 105,400.00 |

TOTAL: 105,400.00

Prepared by:

ANDRIAN HIJVIARASIGAN Administrative Officer II

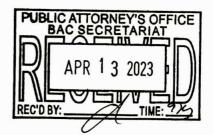
Certified Correct by:

OIC-Supply Section

Noted by:

ATTY. DEMITEER U. HUERTA

Public Attorney IV/OIC Administrative Service



PURCHASE REQUEST

| Entity Name: PUBLIC ATTORNEY'S OFFICE Fund Cluster:UI | | | | | |
|--|----------------|---|----------------|--|------------|
| Office/Section: | | PR No.: 324-03-2023 | March 30, 2023 | | 3 |
| Gen. Services Division | | Responsibility Center Code : | | | |
| Stock/ Property No. | Unit | | Quantity | Price | Total Cost |
| | SET | DRILL PRESS (REFER TO ATTACHED IMAGE) | 1 | 23,000.00 | 23,000.00 |
| | SET | JIGSAW (REFER TO ATTACHED IMAGE) | 1 | 13,000.00 | 13,000.00 |
| | SET | MAGNETIC SQUARE FOR WELDING | 1 | 1,000.00 | 1,000.00 |
| | PC | LASER METER (REFER TO ATTACHED IMAGE) | 1 | 2,000.00 | 2,000.00 |
| | BOX | 1/8" BLIND RIVETS | 1 | 600.00 | 600.00 |
| | PCS | RIVETER | 2 | 700.00 | 1,400.00 |
| | BOX | WELDING ROD | 2 | 600.00 | 1,200.00 |
| | SET | SET OF DRILL BIT FOR METAL | 1 | 8,000.00 | 8,000.00 |
| | PCS | CUTTING WHEEL (FOR METAL) | 4 | 500.00 | 2,000.00 |
| | PC | FLAT SCREWDRIVER | 1 | 300.00 | 300.00 |
| | PC | PHILLIPS SCREWDRVER | 1 | 300.00 | 300.00 |
| | SETS | CUTTING DISC 4" FOR METAL | 2 | 500.00 | 1,000.00 |
| | PC | SIDE CUTTING PLIERS | 1 | 700.00 | 700.00 |
| | PC | PLIERS | 1 | 700.00 | 700.00 |
| | PC | LONG NOSE PLIERS | 1 | 700.00 | 700.00 |
| | SET | STEEL BENCH VISE (REFER TO ATTACHED | 1 | 8,000.00 | 8,000.00 |
| | SET | 2 PISTON AIR COMPRESSOR (REFER TO ATTACHED IMAGE) | 1 | 20,000.00 | 20,000.00 |
| | PC | COMPRESSOR HOSE (10m) | 1 | 10,000.00 | 10,000.00 |
| | PC | SPRAY GUN FOR COMPRESSOR REFER TO ATTACHED IMAGE | 1 | 10,000.00 | 10,000.00 |
| | PCS | DIAMOND CUTTING DISC 4" FOR TILES | 3 | 500.00 | 1,500.00 |
| | | | | | |
| | F 1 0 | Pio G . Loca | | Total: | 105,400.00 |
| Purpose: | For the use of | PAO Central Office | | - | |
| Signature : Printed Name : ATTY. DEMITEER U. HUERTA Designation : PA IV/ OIC Administrative Service Requested by: Approved by: SILVESTRE A. MOSING Deputy Chief Public Attorney | | | | | _ |
| MAR 3 | 1 2023 | PUBLIC ATTORNEY'S OFFICE FPMS MAR 3 0 2023 REC'D BY: TIME: L'IS | Da Supp | TORNEY'S OF LY SECTION MAR 30 2023 | in a |

PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE Fund Cluster: PR No.: 324-03-2023 March 30, 2023 Office/Section: Responsibility Center Code: Gen. Services Division Stock/ Property Quantity Price **Total Cost** Unit No. 23,000.00 SET DRILL PRESS (REFER TO ATTACHED IMAGE) 23,000.00 SET JIGSAW (REFER TO ATTACHED IMAGE) 1 13,000.00 13,000.00 MAGNETIC SQUARE FOR WELDING 1,000.00 SET 1,000.00 1 LASER METER (REFER TO ATTACHED IMAGE) PC 2,000.00 2,000.00 1 BOX 1/8" BLIND RIVETS 600.00 600.00 RIVETER 700.00 1,400.00 PCS 2 BOX WELDING ROD 2 600.00 1,200.00 SET OF DRILL BIT FOR METAL 8,000.00 8,000.00 SET 1 PCS **CUTTING WHEEL (FOR METAL)** 4 500.00 2,000.00 PC FLAT SCREWDRIVER 300.00 300.00 PC PHILLIPS SCREWDRVER 1 300.00 300.00 **CUTTING DISC 4" FOR METAL** 2 500.00 1,000.00 SETS PC SIDE CUTTING PLIERS 700.00 700.00 PLIERS 700.00 700.00 PC LONG NOSE PLIERS PC 1 700.00 700.00 STEEL BENCH VISE (REFER TO ATTACHED 1 8,000.00 8,000.00 SET 2 PISTON AIR COMPRESSOR (REFER TO 20,000.00 20,000.00 1 SET ATTACHED IMAGE) COMPRESSOR HOSE (10m) 10,000.00 10,000.00 PC 1 SPRAY GUN FOR COMPRESSOR REFER TO 10,000.00 10,000.00 PC 1 ATTACHED IMAGE DIAMOND CUTTING DISC 4" FOR TILES 500.00 1,500.00 PCS 3 Total: 105,400,00 For the use of PAO Central Office Purpose: Requestedby Approved by: Signature: SILVESTRE A. MOSING Printed Name: ATTY. DEMITEER U. HUERTA Deputy Chief Public Attorney Designation: PA IV/ OIC-Administrative Service PUBLIC ATTORNEY'S OFFICE FPMS OPNEY'S OFFICE MAR 3 0 2023 PUBLIC ATTORNEY'S OFFICE EXECUTIVE SERVICE REC'D BY:



REPUBLIKA NG PILIPINAS

TANGGAPAN NG MANANANGGOL PAMBAYAN

(PUBLIC ATTORNEY'S OFFICE)

DOJ Agencies Bldg., NIA Road corner East Avenue 1104 Diliman, Quezon City Tel No. 929-9010; 929-9346 Telefax. 9276810

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|--|---|--|--|
| | Purchase Request- PAO 324-02-2023 | | DATE O RECEIPT |
| | , , , , | | |
| Assignment | | Instructions | |
| |] File | [] For appropriate action | INITIAL |
| | APPROVED as requested / recommendation | [] Please circulate | RECEIVIN |
| [] Legal Research Service [|] For your COMMENT | [] Please attend for or represent me | 1:45 |
| Administrative Service – Personnel [/ Supply / Becords / General Services |] For your RECOMMENDATION | [] Please prepare appropriate answer for CPA signature | ESS STAF |
| [] Financial Planning & Management [|] For your INFORMATION / GUIDANCE | [] Please prepare for appropriate action to, copy to be furnished the letter writer | HEA/AH |
| The commence of the control of the c |] For immediate action / mplementation | [] Please inform / advise the writer of action taken | 3:00 |
| [] National Capital Region [|] For correction | [] Please take up with me | OFFICE C |
| [] Special Appealed Cases Service [| [] For editing | [] Please follow-up | CPA |
| | [] For evaluation / investigation & report days from today | [] Please mail with service copy returned to CPA | \$ 230 C |
| | | | ESS STAF |
| | | | - 1 |

DR. PERSIDA V. RUEDA-ACOSTA Chief Public Attorney

ESS.F.001/REV.0

V.L.TEMPLETON

Republic of the Philippines



PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

Kagawaran ng Katarungan

DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City

Bids and Awards Committee

TERMS OF REFERENCE (TOR)

PROCUREMENT OF VARIOUS BUILDING MAINTENANCE TOOLS AND EQUIPMENTS

(PURCHASE REQUEST NO. 324-03-2023)

(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 items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **ONE HUNDRED FIVE THOUSAND AND FOUR HUNDRED PESOS** (**Php 105,400.00**), inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:

VARIOUS BUILDING MAINTENANCE TOOLS AND EQUIPMENTS

APPROVED BUDGET FOR THE CONTRACT (Php 105,400.00)

Delivery:

15 days from issuance of Notice to Proceed

Payment terms:

Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.

| ITEM | SPECIFICATIONS | QUANTITY | DELIVERY SCHEDULE (After issuance of Notice to Proceed) |
|-------------|--|----------|---|
| DRILL PRESS | Continuous Rating Input: 250W or higher HP: 1/3 Drilling capacity: Steel: 13mm (1/2") or higher Wood: 24mm (15/16") or higher Rotation (RPM): 570, 890, 1300, 1900, 2670 (50Hz) 690, 1070, 1560, 2280, 3200 (60Hz) No Load Speed (RPM): 3200 (60Hz) or higher Net Weight: More or Less 20kg (44.1lbs) Power Supply Cord: 1.75m (5.7ft) or higher Turn Table (right or left): 45 degrees Warranty: Six months or higher | 1 set | *For strict compliance. Subject to the rules on |

| JIGSAW (ELECTRIC) | Rated Power Input: 500W or higher Stroke Rate at no load: 1450 – 3200 spm or higher Saw stroke length: 20mm or higher Cable Length: 2.5m or higher Cutting depth in wood: 70 mm or higher Cutting depth in aluminum: 10mm or higher Cutting depth in non-alloyed steel: 6mm or higher Weight: more or less 2.1kg (without cables and accessories) Warranty: Six months or higher | 1 set | Liquidated damages |
|---|--|----------|-----------------------|
| MAGNETIC SQUARE FOR WELDING (4PCS/SET) | Multi-angles Tool Pack Offset Angle: 45, 90, 135 (Fixed) Material: Iron, aluminum Orientation: Anisotropic Weight: 9lbs | 1 set | |
| LASER METER | Measuring Distance: 60meters Functions: Distance Measurement Area Measurement Volume Measurement Pythagorean Measurement Addition and Subtraction Calculation Continuous Measurement 20 groups of data storage Horizon Bubble Adjustable baseline switch Measuring accuracy: (+,-)2.0mm Measuring units: m/ft/in Battery Type: 2*AAA, 1.5V Battery Life: 5000 measurements Warranty: Six months or higher | 1 piece | |
| 1/8" BLIND RIVETS | Diameter: 1/8 inch Head: Button (dome/open) Head Diameter: 0.250 inch Length: 0.400 inch Specifications: ASME/ANSI B18.1.1 Type: Blind Drill Size: #30 Head Height: 0.040 inch Hole Size: 0.129 inch - 0.133 inch Material - Body/Mandrel: Stainless Steel Grip Range: 0.1875 inch to 0.250 inch | 1 box | |
| RIVETER W/ 4 NOZZLES | 4 Nozzles SIZES: (3/16" 5mm, 5/32" 4mm, 1/8" 3mm, 3/32" 2mm) Overall length: 230 mm or higher Weight: 570 g or higher | 2 pieces | |
| WELDING ROD | • Diameter: 2.4 – 2.5mm | 2 boxes | |
| SET OF DRILL BIT FOR METAL | Stainless Steel 25-pieces drill bit set Includes metal storage box Bit Sizes range: 1mm – 13mm Fully Ground HSS Pre-punching and pilot drilling not required (up to 10mm) 135degree tip Split point tip Solid standard drilling | 1 set | |

| CUTTING WHEEL (for METAL) | Diameter: 230 mmBore Diameter: 22, 23mmThickness: 3mm | 4 pieces |
|---------------------------------|---|----------|
| FLAT SCREW DRIVER | Shank Length: 6 inches Overall length: 10 – 11/32 inch (26.co cm) Handle Type: Soft, Cushioned Grip Shank Shape: Round Standard: ASME/ANSI Tip Size: ¼ inch Tip Type: Cabinet Type: Heavy Duty, Flat Blades | 1 piece |
| PHILIPS SCREWDRIVER | Dimension: Overall Length: 7.87 inches Width: 0.87 inch Height: 0.39 inch Handle Type: Soft, Cushioned Grip Shank Shape: Round Type: Heavy Duty | 1 piece |
| CUTTING DISC 4" FOR METAL | Diameter: 100mm Bore Diameter: 16,00 mm Thickness: 2.5 mm Product Type: Cutting disc Wheel shape: Straight | 2 sets |
| SIDE CUTTING PLIERS | Type: "Heavy Duty Diagonal Cutting Pliers" Overall Length: 15.6 cm or higher Material: steel Jaw Length: 0.696" (1.8 cm) or higher Jaw width: 0.75" (1.9 cm) or higher Jaw Thickness: 0.813" (2.1 cm) Cutting Knives: Standard Joint Type: Hot Riveted Soft grip Handle | 1 piece |
| PLIERS | Size: 8" Dimension: Length: 8.80 inches or higher Width: 3.0 inch or higher Height: 0.7 inch or higher Handle Type: Bi-Material Jaw Type: Combination | 1 piece |
| LONG NOSE PLIERS | Size: 8" Dimension: Length: 200 mm or higher Width: 50 mm or higher Height: 11.2 mm or higher Handle Type: Bi-Material | 1 piece |
| STEEL BENCH VISE | Maximum opening = 5" or 130 mm Jaws length = 8" or 200 mm Net weight = 25.3lb or 11.5kg Package inclusion Swivel base with anvil Hardened and tempered jaws Warranty: Six months or higher | 1 set |
| 2 PISTON AIR COMPRESSOR | Motor: 2HP No. of cylinder: 2 Phase: 1 Pressure: 115psi Input Power: 1.5kW (2HP) Voltage: 220 – 240V (50 – 60Hz) Capacity: 50 - 88 liters or higher Warranty: Six months or higher | 1 set |

| COMPRESSOR HOSE (10mm) | Material: PU, flexible (high elasticity to restore memory effect) Outer Diameter: 10mm Inner Diameter: 6.5mm Fluid Type: air or fluid transfer Pressure Range: 0-1MPa or 145 psi Max Pressure: 1.5MPa/217psi/15bar. Working Temperature Range: 0-60 degrees Celsius or 32 – 140 degrees Fahrenheit Length: 10meters or higher Suitable for 2HP air compressor | 1 pc/roll | |
|--------------------------------------|---|-----------|--|
| SPRAY GUN FOR COMPRESSOR | Standard Nozzle: 1.5mm Optional Nozzle: 1.2 – 1.8mm Operating Pressure: 3-4 bar (43.5 – 58 psi) Paint Width: 180 – 250mm Air Consumption: 98 – 168L/min (3.5 – 6.0cfm) Paint capacity: 400cc Suitable for 2HP air compressor | 1 piece | |
| DIAMOND CUTTING DISC FOR TILES | Continuous Type Max Speed: 14,500 min – 1 Bore diameter: Wet: 20mm / Dry: 16mm Cutting Width: 1.9mm Section Height: 7mm | 3 pieces | |

April 12, 2023

TECHNICAL WORKING GROUP:

ALMA E. DUMAGO – LATOSA

Director II
Financial Planning and Management Service

Members:

ORIGINAL SIGNED

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