



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 25 APRIL 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE ZNY-934 AS SPECIFIED UNDER PURCHASE REQUEST NO. 338-04-2023, 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 LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE ZNY-934 AS SPECIFIED UNDER PURCHASE REQUEST NO. 338-04-2023, 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 Fifty One Thousand Five Hundred Fifty Two Pesos and Ninety Eight Centavos (Php 51,552.98)<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

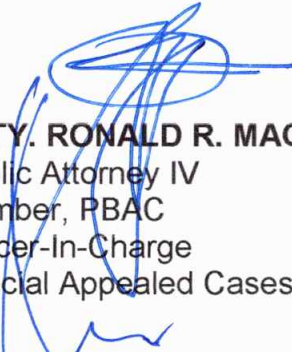
**WHEREAS**, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the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

**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 LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE ZNY-934 AS SPECIFIED UNDER PURCHASE REQUEST NO. 338-04-2023, 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 25th day of April 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.



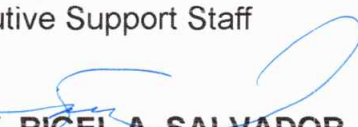
**ATTY. RONALD R. MACOROL**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Special Appealed Cases Unit




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



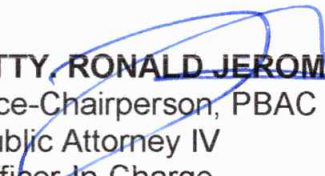
**ATTY. MARLON BUAN**  
Chairperson, PBAC  
Public Attorney V  
Regional Public Attorney  
PAO-NCR



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



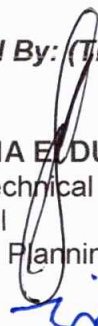
**DIR. MARILYN S. BOONGALING**  
Director II  
PAO-Administrative Service



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

**Acceded By: (The TWG)**

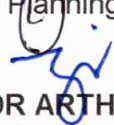
**Approved:  
For and by the authority  
Of the Chief Public Attorney**



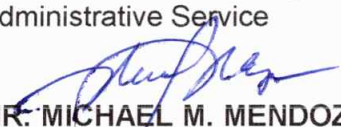
**MS. ALMA E. DUMAGO-LATOSA**  
Head, Technical Working Group (TWG)  
Director II  
Financial Planning and Management Service



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

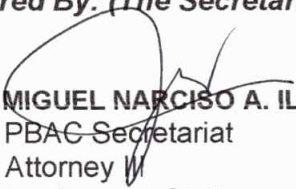


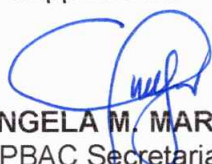
**MR. THOR ARTHUR B. AVILLA**  
Member, Technical Working Group (TWG)  
Administrative Officer V  
Human Resource Management Service  
Administrative Service




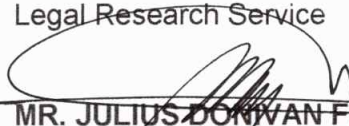
**MR. MICHAEL M. MENDOZA**  
Member, Technical Working Group (TWG)  
Administrative Assistant III  
Cash Section  
Administrative Service

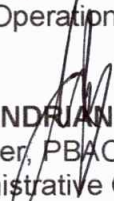
***Prepared By: (The Secretariat)***

  
**ATTY. MIGUEL NARCISO A. ILAGAN**  
Head, PBAC Secretariat  
Public Attorney  
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. 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. 2023-04-055**

April 14, 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	338-04-2023	Labor and Materials for the Change Oil, Tune up, and PMS of ZNY-934 (with quotation)	1	lot		51,552.98

**TOTAL: 51,552.98**

Prepared by:

**DENVER CHRISTIAN 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





APPROVED	
DATE	APR 14 2023
TIME	10:58
RECEIVED BY	<i>[Signature]</i>



**ZNY934****Aris D. Gregorio****TOYOTA NORTH EDSA**

Owned and operated by  
Toyota Balintawak Inc.  
1010 EDSA, Quezon City  
Tel: (02) 8-927-7215/(02) 8-927-7217/(02) 8-927-7230  
/(02) 8-927-7239  
Fax: (02) 8-926-2580/(02) 8-929-2917/(02) 8-927-9626  
Website: www.toyotanorthedsa.com  
VAT Reg. TIN: 000-300-956-00001  
Business Style: Toyota North Edsa

- ☐ Repeat Repair  
☐ Appointment  
☐ Walk-In  
☐ Waiting  
☐ Non Waiting

**SERVICE QUOTATION****A9DA067287**

Page 1 of 2	<b>Business Style: PUBLIC ATTORNEY'S OFFICE</b>			
Customer No. <b>1000975040</b>	Customer Name & Address <b>PUBLIC ATTORNEY'S OFFICE</b>	Home Phone No. <b>+63999999999</b>	Appointment Cust. Appt. Time (Rec. Time) Date: ____/____/____ Time: ____:____am/pm	<b>7700 Service Quotation</b>
Date Received <b>03/28/2023</b>	<b>DOJ AGENCY BLDG</b>	Business Phone No.		Year/Make/Model <b>2007/Innova 2.0G Gas At Wagon - Pg - 009</b>
Time Received <b>05:24:03PM</b>	<b>NIA RD</b>	Mobile No. <b>+639178629879</b>	Production Time Date: ____/____/____ Time: ____:____am/pm	Chassis No./VIN/Serial No. <b>TGN405013625</b>
Purchase Order No.	<b>DILIMAN</b>	TIN <b>000-000-000-30477</b>		Colour <b>XTREME BLACK</b>
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Email Address <b>publicattyyoffice@yahoo.com.ph</b>	Assignee's Contact No.	Appointment Reconfirmation Date Made: ____/____/____ Time Made: ____:____am/pm	CS No. <b>AS0291</b>
	Assignee's Name	Driver's Contact No.		Kilometers KM <b>193,806</b>
	Driver's Name			Selling Dealer <b>TNE</b>
				Warr Exp KM <b>100,000</b>
				Delivery Date <b>03/15/2008</b>
				Engine No. <b>1TR6504304</b>
				Warr Exp Date:

**JOB INSTRUCTION**

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1		200,000 KM CHECK-UP	4.100	553.57	2,269.64
1		CLEAN ENGINE INTERNAL DEPOSITS	1.0	616.07	616.07
1		REPLACE CABIN FILTER	0.5	616.08	308.04
1		COOLANT, GEAR OIL, BRAKE FLUIDS + ATF	3.0	616.07	1,848.21
1		REPLACE FRONT BRAKE PADS	1.0	616.07	616.07
2		FILTER ASSY, FUEL	1	3,705.80	3,705.80
2		OIL FILTER IMV	1	500.22	500.22
2		GASKET	1	51.12	51.12
2		AIR FILTER ELEMENT SUB-ASSY,	1	1,500.00	1,500.00
2		TGDG GL-5 85W-90 1L	2	315.40	630.80
2		BRAKE FLUID	2	240.85	481.70
2		PLUG, SPARK	4	149.11	596.44
2		TGFS SN/CF 5W-30 1L	6	709.15	4,254.90
2		ELEMENT, AIR REFINER	1	1,063.84	1,063.84
2		TATF	4	579.24	2,316.96
2		BRAKE CLEANER (CAN)	1	373.44	373.44
2		OIL TREATMENT 300ML	1	1,205.36	1,205.36
2		BG Brake Stop Squeal	1	758.93	758.93
2		SILICON SPRAY	1	334.82	334.82
2		BG FUEL SYSTEM DRIER	1	910.71	910.71
2		GAS JET CLEAN	1	2,892.86	2,892.86
2		GAS INJECTOR CLEANER	1	812.72	812.72
2		TOYOTA GENUINE GASOLINE ENGINE FLUSH	1	635.27	635.27
2		PAD KIT, DISC BRAKE F	1	2,648.66	2,648.66
2		PMS DECARBONIZING 4 CLY GAS	1	3,526.78	3,526.78
2		AIRCON ENHANCER	1	1,875.00	1,875.00
3		EXPRESS SANITATION MISC 3	1	281.25	281.25
3		Toyota Genuine Bactaklenz	0.100	8,348.20	834.82

Software Provider : Toyota Motor Philippines Corporation  
Address : Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026  
Tax Identification No. : 000-415-713-00000

Software Name : SAP ECC-Dealer Business Management  
Software Version : Version 6/EHP 7.0/SP09  
Permit-to-Use (PTU) No. : 1702\_0124\_PTU\_CBA\_000068  
Date Issued : 08/01/2020  
Series Range : A9DA000001 - A9DZ999999

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Customer Copy

**ZNY934****Aris D. Gregorio****TOYOTA NORTH EDSA**

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Date Received <b>03/28/2023</b>	DOJ AGENCY BLDG NIA RD DILIMAN	Business Phone No.	Production Time Date: ____/____/____ Time: ____:____am/pm
Time Received <b>05:24:03PM</b>		Mobile No. <b>+639178629879</b>	
Purchase Order No.	Email Address <b>publicattyyoffice@yahoo.com.ph</b>	TIN <b>000-000-000-30477</b>	Year/Make/Model <b>2007/Innova 2.0G Gas At Wagon - Pg - 009</b>
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Assignee's Name	Assignee's Contact No.	Chassis No./VIN/Serial No. <b>TGN405013625</b>
	Driver's Name	Driver's Contact No.	Colour <b>XTREME BLACK</b>
			CS No. <b>AS0291</b>
			Kilometers KM <b>193,806</b>
			Selling Dealer <b>TNE</b>
			Warr Exp KM <b>100,000</b>
			Delivery Date <b>03/15/2008</b>
			Engine No. <b>1TR6504304</b>
			Warr Exp Date:

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
4		AIRCON CLEANER	1	3,535.94	3,535.94
4		TOYOTA AIR CARE SERVICE FRONT EVAPORATOR	1	553.57	553.57
4		AIRCON CLEANER	1	3,535.94	3,535.94
4		TOYOTA AIR CARE SERVICE REAR EVAPORATOR	1	553.57	553.57
				Total Labor	6,765.17
				Total Part	32,746.43
				Total Sublet	5,683.03
				Total Oil/Lubricant	0.00
				Total MISC/Material	834.82
				<b>Subtotal</b>	<b>46,029.45</b>
				Less Discount	0.00
				VAT	5,523.53
				<b>GRAND TOTAL</b>	<b>51,552.98</b>

Software Provider : Toyota Motor Philippines Corporation  
Address : Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026  
Tax Identification No. : 000-415-713-00000

Software Name : SAP ECC-Dealer Business Management  
Software Version : Version 6/EHP 7.0/SP09  
Permit-to-Use (PTU) No. : 1702\_0124\_PTU\_CBA\_000068  
Date Issued : 08/01/2020  
Series Range : A9DA000001 - A9DZ999999

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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

ESS ACTION SLIP

Reference Number: ESS:COMM:04 2113  
Control number: \_\_\_\_\_

Date: 13 April 2023

RE: Purchase Request- 60-6SD  
378-14-2023

TIME AND  
DATE OF  
RECEIPT:

Assignment	Instructions	
<input checked="" type="checkbox"/> DCPA <u>Assignment</u>	<input type="checkbox"/> File	<input type="checkbox"/> For appropriate action
<input type="checkbox"/> Field Operations & Statistics Office / Training	<input type="checkbox"/> APPROVED as requested / recommendation	<input type="checkbox"/> Please circulate
<input type="checkbox"/> Legal Research Service	<input type="checkbox"/> For your COMMENT	<input type="checkbox"/> Please attend for or represent me
<input checked="" type="checkbox"/> Administrative Service – Personnel / Supply / Records / General Services	<input type="checkbox"/> For your RECOMMENDATION	<input type="checkbox"/> Please prepare appropriate answer for CPA signature
<input type="checkbox"/> Financial Planning & Management Service	<input type="checkbox"/> For your INFORMATION / GUIDANCE	<input type="checkbox"/> Please prepare for appropriate action to _____, copy to be furnished the letter writer
<input type="checkbox"/> Cash Section	<input type="checkbox"/> For immediate action / implementation	<input type="checkbox"/> Please inform / advise the writer of action taken
<input type="checkbox"/> National Capital Region	<input type="checkbox"/> For correction	<input type="checkbox"/> Please take up with me
<input type="checkbox"/> Special Appealed Cases Service	<input type="checkbox"/> For editing	<input type="checkbox"/> Please follow-up
<input type="checkbox"/> RPA _____	<input type="checkbox"/> For evaluation / investigation & report _____ days from today	<input type="checkbox"/> Please mail with service copy returned to CPA

INITIAL  
RECEIVING

11:40  
ESS STAFF

1:30  
HEA / AHEA

2:53  
OFFICE OF  
CPA

8:30 4/13  
ESS STAFF

Unless otherwise indicated, action should be done soonest.

RECIPIENT

DR. PERSIDA V. RUEDA-ACOSTA  
Chief Public Attorney