



PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 06 JUNE 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF VARIOUS OFFICE FURNITURE AS SPECIFIED UNDER PURCHASE REQUEST NO. 403-05-2023, 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 OFFICE FURNITURE AS SPECIFIED UNDER PURCHASE REQUEST NO. 403-05-2023, FOR PAO-CENTRAL OFFICE SUPPLY SECTION, 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 Three Hundred Eight Two Thousand Nine Hundred Fifty Pesos (Php 382,950.00)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;

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**

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

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 OFFICE FURNITURE AS SPECIFIED UNDER PURCHASE REQUEST NO. 403-05-2023, FOR PAO-CENTRAL OFFICE SUPPLY SECTION**, 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 6th day of June 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.

ON OFFICIAL BUSINESS

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 II/ 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

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

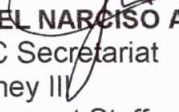
Approved:

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

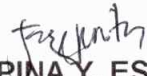
SILVESTRE A. MOSING


Deputy Chief Public Attorney

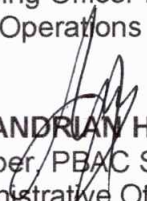
Prepared By: (The Secretariat)


ATTY. MIGUEL NARCISO A. ILAGAN
Head, PBAC Secretariat
Public Attorney II
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



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. 2023-06-072

June 1, 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-Central Office (Supply Section, for distribution)** to wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	403-05-2023	Various Office Furniture				382,950.00

TOTAL: 382,950.00

Prepared by:

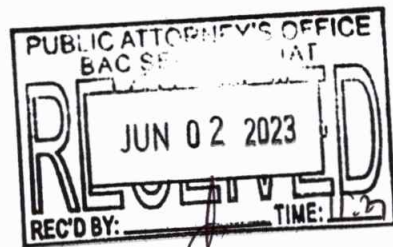
DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

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



PURCHASE REQUEST

Fund Cluster: _01

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

Bids and Awards Committee

TERMS OF REFERENCE (TOR)

**VARIOUS OFFICE FURNITURE AND FIXTURES
FOR THE USE OF THE PUBLIC ATTORNEY'S OFFICE FOR FY 2023
(PURCHASE REQUEST NO. 403-05-2023)**

(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 **THREE HUNDRED EIGHTY-TWO THOUSAND AND NINE HUNDRED FIFTY PESOS (Php 382,950.00)**, 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	Executive Chair <ul style="list-style-type: none">- Standard- High back armrest- Heavy duty	Piece	11	One Time	15 calendar days
2	Clerical/Swivel Chair <ul style="list-style-type: none">- Standard- Mid back with armrest- Heavy duty	Piece	16	One Time	15 calendar days
3	Clerical/Swivel Chair <ul style="list-style-type: none">- Standard- Mid back with armrest- Heavy duty <i>(capable of carrying a weight of 160 kg)</i>	Piece	1	One Time	15 calendar days
4	Office table small w/ drawers	Piece	5	One Time	15 calendar days

	<ul style="list-style-type: none"> - Length: 60CM - Width: 120CM - Height: 66CM 				
5	Office table with drawers <ul style="list-style-type: none"> - Length: 66CM - Width: 142CM - Height: 76CM 	Piece	3	One Time	15 calendar days
6	Filing Cabinet <ul style="list-style-type: none"> - Standard - Vertical - Steel - 2 drawers 	Piece	15	One Time	15 calendar days
7	Filing cabinet <ul style="list-style-type: none"> - Standard - Vertical - Steel - 4 drawers 	Piece	13	One Time	15 calendar days
8	Monobloc Chair <ul style="list-style-type: none"> - w/o armrest 	Piece	6	One Time	15 calendar days
9	Gorilla rack <ul style="list-style-type: none"> - Standard - Vertical - Steel - 4 layers 	Piece	10	One Time	15 calendar days

May 22, 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
 Administrative Assistant III
 Cash Section
 Administrative Service