



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 05 OCTOBER 2023 **RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF PRINTING AND DELIVERY OF TWENTY FIVE (25) BOOKLETS OF ACCOUNTABLE FORM NO. 51-C UNDER PURCHASE REQUEST NO. 508-06-2023**, REFERRED TO PBAC ON 27 SEPTEMBER 2023, HELD AT THE PAO CENTRAL OFFICE LIBRARY AND VIA ZOOM CALL MEETING

R E S O L U T I O N

RECOMMENDING THE PROCUREMENT FROM NATIONAL PRINTING OFFICE (NPO) FOR THE PRINTING AND DELIVERY OF TWENTY FIVE (25) BOOKLETS OF ACCOUNTABLE FORM NO 51-C, AS SPECIFIED UNDER PURCHASE REQUEST NO. 508-06-2023, THROUGH NEGOTIATED PROCUREMENT BY AGENCY-TO-AGENCY UNDER SECTION 53.5 IN RELATION TO ANNEX "H," NO. V, SUBSECTION D(5) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184, FOR THE USE OF PUBLIC ATTORNEY'S OFFICE-CENTRAL OFFICE, SUPPLY SECTION

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 PAO-Central Office Supply Section is in need of printing of account table forms as specified in purchase request no. 508-06-2023 to ensure unhampered performance of its duties and to prevent delays in its daily transactions;

WHEREAS, there is an approved budget for the contract of the subject procurement with a the total amount of Two Thousand Five Hundred Pesos (Php 2,500.00)¹;

WHEREAS, the PAO-Supply section justified that procurement of the printing of much needed accountable forms through agency-to-agency negotiated procurement from the National Printing Office (NPO) is economical and efficient to the government as NPO submitted a Certification stating that: a) it is a servicing agency with mandate to undertake the needed printing of government forms; b) it owns and has access to necessary tools and equipment to exercise and fulfill its mandate; c) it has the absorptive capacity to undertake the aforementioned printing requirements and that d) it shall not engage in the services of sub-contractors;

WHEREAS, after deliberations by the members of this committee and after considering the compliance with the requirements for agency-to-agency procurement for the subject payslip, BAC Member Atty. Ronald Macorol moved to procure from NPO the subject printing through negotiated procurement by agency-to-agency in accordance with Section 53.5 in relation to Annex "H", No. V, Subsection D(5) of the IRR of RA 9184; duly seconded by BAC Member Dir. Marilyn Boongaling;

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

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 PROCUREMENT FROM THE NATIONAL PRINTING OFFICE (NPO) THE PRINTING AND DELIVERY OF TWENTY FIVE (25) BOOKLETS OF ACCOUNTABLE FORM NO 51-C, AS SPECIFIED UNDER PURCHASE REQUEST NO. 508-06-2023, THROUGH NEGOTIATED PROCUREMENT BY AGENCY-TO-AGENCY UNDER SECTION 53.5 IN RELATION TO ANNEX "H," NO. V, SUBSECTION D(5) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184, FOR THE USE OF PUBLIC ATTORNEY'S OFFICE-CENTRAL OFFICE SUPPLY SECTION.**

APPROVED this 5th day of October 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 thru Zoom Video Conference.

ATTY. JAN STEVEN S. DUNUAN

Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-Region III

ATTY. ALEM-EMAN CHISUM L. ABEYA

Public Attorney III
Member, PBAC
Executive Support Staff

ATTY. RONALD JEROME P. NIEVES

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

(On Official Business)

ATTY. RIGEL A. SALVADOR

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

ATTY. RONALD R. MACOROL

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

DIR. MARILYN S. BOONGALING

Director II
PAO-Administrative 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

ANA LISA M. SORIANO

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 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

(On Leave)
MR. ANDRIAN H. MARASIGAN
Member, PBAC Secretariat
Administrative Officer II
Supply Section, Administrative Service



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Kagawaran ng Katarungan
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Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

Trans. No. 2023-09-134

September 25, 2023

ATTY. JAN STEVEN S. DUNUAN
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	508-06-2023	Accountable Form No. 51-C (Official Receipt)	25	booklets		

TOTAL 2,500.00

Prepared by:

ANDRIAN M. MARASIGAN
Administrative Officer II

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

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





REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OFFICE
NATIONAL PRINTING OFFICE



📍 EDSA corner NIA North Road, Diliman, Quezon City ✉ records@npo.gov.ph 📘 facebook.com/OfficialNPO

NPO-SMD-OTC-CER-025-23



C E R T I F I C A T I O N

This is to CERTIFY that the National Printing Office (NPO), a recognized government printer of the Republic of the Philippines, is mandated to provide printing services to government agencies and instrumentalities. These services include the printing, binding, and distribution of government Standard and Accountable Forms, Official Ballots, public documents such as the Official Gazette, General Appropriations Act, Philippine Reports, and development information materials of the Philippine Information Agency.

It is further CERTIFIED that NPO owns and has access to the necessary tools and equipment required and has the absorptive capacity to undertake the printing job and will not enter into any sub-contracting activities pertaining to the printing project below:

Accountable Form No. 51-C (Official Receipt with RP Seal, Carbonless)

Issued this 21st day of September 2023, upon the request of **ATTY. DEMITEER U. HUERTA**, Public Attorney IV/Officer-in-Charge, Administrative Service, Public Attorney's Office, DOJ Agencies Building, NIA Road corner East Avenue, Quezon City, for whatever legal purpose and/or intent it may serve.


DR. ROSANNE C. IGLESIA
DIRECTOR III
OFFICE ORDER NO. 117-22
RENATO P. ACOSTA
Director IV 

One NPO, Our NPO, Yes we can PO!!!

Office of the Director (02) 8925-2187 / 8925-2189 Administrative Division (02) 8925-2182 Production Planning and Control Division (02) 8925-2186 / 09178055616
Sales and Marketing Division CP No. 09178050356 / (02) 8925-2197 / (02) 8925-2190 Official Gazette Publication CP No. 09178284842

ARTICLE	DESCRIPTION	UNIT OF MEASURE	PRICE
ACCOUNTABLE FORMS			
A.F. 51-C	Official Receipt with RP Seal (Carbonless)	pad	₱ 100.00
A.F. 52	Certificate of Record of Transfer of Large Cattle	pad	₱ 205.00
A.F. 53	Certificate of Owner Ship of Large Cattle	pad	₱ 110.00
A.F. 54	Marriage License	pad	₱ 123.00
A.F. 55-C	Cash Tickets - P 1.00 (denomination)	pad	₱ 85.00
A.F. 55-D	Cash Tickets - P 2.00 (denomination)	pad	₱ 85.00
A.F. 55-E	Cash Tickets - P 5.00 (denominatipon)	pad	₱ 85.00
A.F. 55-F	Cash Tickets - P 10.00 (denomination)	pad	₱ 85.00
A.F. 56	Real Property Tax Receipts	pad	₱ 160.00
A.F. 57	Slaughter Permit & Fee Receipts	pad	₱ 90.00
A.F. 58	City/Mun. Burial Permit & Fee Receipt	pad	₱ 65.00
NON-ACCOUNTABLE FORMS			
GENERAL FORMS			
General Form No. 6	Summary of Payroll	sht	₱ 0.65
General Form No. 9	Memorandum Receipt for Equipment	pad	₱ 71.00