



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 15 AUGUST 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF WIRELESS NANO USB ADAPTER, AS SPECIFIED UNDER PURCHASE REQUEST NO. 525-06-2023, REFERRED TO PBAC ON 11 AUGUST 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 SEVENTY THREE (73) PIECES OF WIRELESS NANO USB ADAPTER, AS SPECIFIED UNDER PURCHASE REQUEST NO. 525-06-2023, FOR PAO-CENTRAL OFFICE ICT UNIT, 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 and One Hundred Pesos (Php 51,100.00)<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;

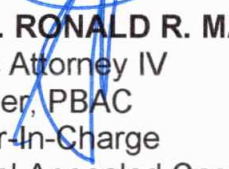
**WHEREAS**, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the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

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<sup>1</sup> 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 DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF SEVENTY THREE (73) PIECES OF WIRELESS NANO USB ADAPTER, AS SPECIFIED UNDER PURCHASE REQUEST NO. 525-06-2023, FOR PAO-CENTRAL OFFICE ICT UNIT, IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

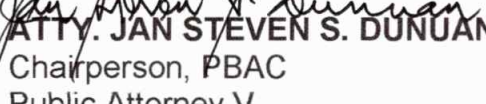
**APPROVED** this 15th day of August 2023 at the Public Attorney's Office (PAO) Central Office, 5<sup>th</sup> Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.




**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



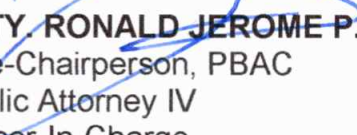
**ATTY. JAN STEVEN S. DUNUAN**  
Chairperson, PBAC  
Public Attorney V  
Regional Public Attorney  
PAO-NCR



**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

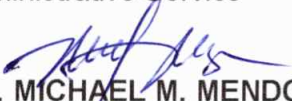
**Acceded By: (The TWG)**



**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

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

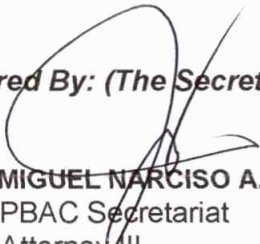


**ANA LISA M. SORIANO**  
Deputy Chief Public Attorney

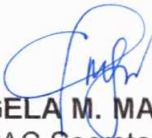


Administrative Service

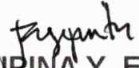
*Prepared By: (The Secretariat)*



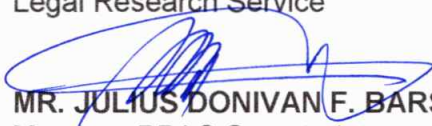
**ATTY. MIGUEL NARCISO A. ILAGAN**  
Head, PBAC Secretariat  
Public Attorney III  
Executive Support Service



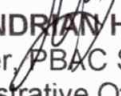
**ENGR. ANGELA M. MARAMAG-PRADO**  
Member, PBAC Secretariat  
Computer Programmer I  
General Services Division  
Administrative Service



**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



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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. 2023-07-101**

July 31, 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-CO (ICT Unit)**, to wit:

| No. | PR No.      | Item Description  | Quantity | Unit | Unit Price | Total Amount |
|-----|-------------|---|----------|------|------------|--------------|
| 1   | 525-06-2023 | Wireless <del>Nano</del> USB Adapter 5G Supported<br><br>(Please see attached TOR for the specifications) | 73       | pcs. |            |              |

**TOTAL 51,100.00**

Prepared by:

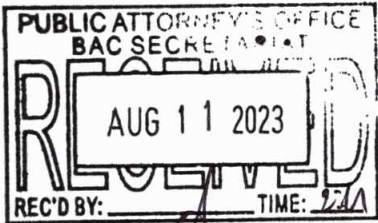
**ANDRIAN E. MARASIGAN**  
Administrative Officer II

Certified Correct by:

**CARMELA L. FLORENDO**  
OIC-Supply Section

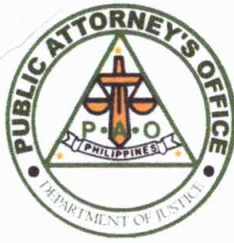
Noted by:

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









Republic of the Philippines  
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**Tanggapan ng Manananggol Pambayan**  
DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City  
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10 August 2023

**ATTY. JAN STEVEN S. DUNUAN**  
Regional Public Attorney  
National Capital Region (NCR)  
Chairperson, PBAC

**RE: Request for Small Value Procurement of  
TP Link Wireless USB Adapter  
for PAO - ICT Unit**

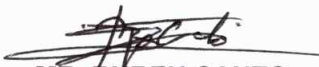
ATTY. DUNUAN:

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 |
|--------------------|----------------------|------|-----------------|------------|-------------|
| 1                  | Wireless USB Adapter | 73   | 51,100.00       | 700.00     | 51,100.00   |
| <b>Grand Total</b> |                      |      |                 |            | 51,100.00   |

For your consideration.

Respectfully yours,

  
**MR. RUBEN CANTO**  
Chief Administrative Officer  
Administrative Service

Noted by:

  
**ATTY. DEMITEER U. HUERTA**  
Public Attorney IV  
OIC, Administrative Service





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 SEVENTY-THREE (73) UNITS OF  
WIRELESS USB ADAPTER 5G SUPPORTED  
FOR PUBLIC ATTORNEY'S OFFICE - ICT UNIT FOR FY 2023  
(PURCHASE REQUEST NO. 525-06-2023)**

**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 **FIFTY-ONE THOUSAND ONE HUNDRED PESOS (Php 51,100.00)**, inclusive of all taxes applicable and bank and government charges payable.

**2. Specifications:**

| SEVENTY-THREE (73) UNITS OF WIRELESS USB ADAPTER 5G SUPPORTED  |  |   |
|--|--|---|
| APPROVED BUDGET FOR THE CONTRACT<br>(Php 51,100.00)  |  |   |
| Delivery:<br>Within 15 calendar days from the issuance of Notice to Proceed  |  |   |
| Payment terms:<br>immediately after the issuance of inspection and acceptance report for the complete delivery of items. |  |   |
| QUANTITY   | PRODUCT  | DELIVERY SCHEDULE<br>(After issuance of Notice to Proceed)  |
| 73 units   | <ul style="list-style-type: none"><li>Wireless USB Adapter 5g Supported</li><li>*Standards: IEEE 802.11b/g/n 2.4 Ghz, IEEE 802.11 a/n/ac 5 GHz</li><li>*Interface: USB 2.0</li><li>*LED: Status</li><li>*Security: WEP, WPA/WPA2, WPA-</li></ul> | 15 calendar days<br><br>*For strict compliance.<br><br>Subject to the rules on Liquidated damages |




|  |  |  |
|--|--|--|
|  | <p>PSK/WPA2-PSK</p> <ul style="list-style-type: none"><li>• *Dimensions: 0.73 x 0.59 x 0.28 in (18.6 x 15 x 7.1 mm)</li><li>• Warranty: One year</li></ul> |  |
|--|--|--|


August 14, 2023

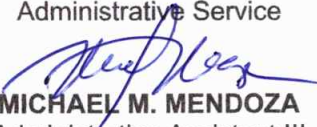
TECHNICAL WORKING GROUP:

Head:

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

Members:

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

  
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