

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 01 AUGUST 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF RENOVATION MATERIALS FOR PAO-MANILA DISTRICT OFFICE, AS SPECIFIED UNDER PURCHASE REQUEST NO. 587-07-2023, REFERRED TO PBAC ON 31 JULY 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 RENOVATION MATERIALS AS SPECIFIED UNDER PURCHASE REQUEST NO. 587-07-2023, FOR PAO-MANILA DISTRICT OFFICE, 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 Six Hundred Fifty Four Thousand and One Hundred Fifty Pesos (Php 654,150.00)<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;

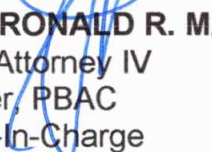
**WHEREAS**, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the IRR of RA 9184, BAC Member Atty. Alem Abeya 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 RENOVATION MATERIALS AS SPECIFIED UNDER PURCHASE REQUEST NO. 587-07-2023, FOR PAO-MANILA IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

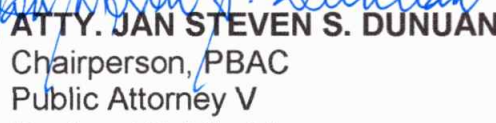
**APPROVED** this 1st day of August 2023 at the Public Attorney's Office (PAO) Central Office, 5<sup>th</sup> Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.



**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

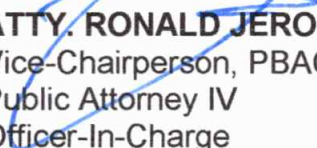


**ATTY. JAN STEVEN S. DUNUAN**  
Chairperson, PBAC  
Public Attorney V  
Regional Public Attorney  
PAO-NCR

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

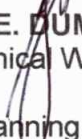


**DIR. MARILYN S. BOONGALING**  
Director II  
PAO-Administrative Service




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

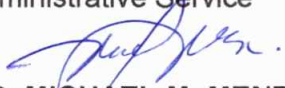
**Acceded By: (The TWG)**



**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



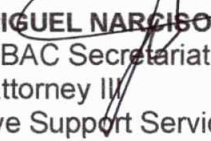
**MR. MICHAEL M. MENDOZA**  
Member, Technical Working Group (TWG)  
Administrative Assistant III  
Cash Section  
Administrative Service


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




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

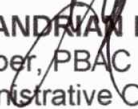
***Prepared By: (The Secretariat)***

  
**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

**(On Official Business)**  
**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. 2023-07-099**

July 31, 2023

**ATTY. MARLON E. BUAN**  
Chairperson – PAO-Bids and Awards Committee  
Regional Public Attorney  
PAO-NCR

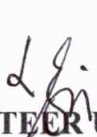
Sir:  
Attached herewith is the approved Purchase Request of **PAO-NCR (Manila D.O.)**, to  
wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	587-07-2023	<ul style="list-style-type: none"><li>Tiles, 30cm x 30 cm</li><li>Tiles, 60cm x 60cm</li><li>Adhesive Cement</li><li>Flat Wall Latex, White</li><li>Semi-gloss Latex, White</li><li>Sandpaper, size: 100 (3M)</li><li>Paint Brush, size: 3"</li><li>Paint Brush, size: 6"</li><li>Skim Coat</li></ul>	500 915 300 3 3 3 4 3 2	Pcs. Pcs. Bags Tins Tins Meters Pcs. Pcs. bags		

**TOTAL 654,150.00**

Prepared by:  
  
**ANDRIAN H. 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





REPUBLIKA NG PILIPINAS  
**PUBLIC ATTORNEY'S OFFICE**  
TANGGAPAN NG MANANANGGOL NG BAYAN  
KAGAWARAN NG KATARUNGAN  
DOJ-Agencies Bldg., NIA Rd., cor. East Ave. 1104 Diliman, Quezon City  
Telephone Nos. 8929-90-10/8929-94-36 Fax No. 8927-68-10/8926-28-78

**Bids and Awards Committee**

**TERMS OF REFERENCE (TOR)**

**FOR THE USE OF THE PAO - MANILA FOR FY 2023  
(PURCHASE REQUEST NO. 587-07-2023)**

(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 **SIX HUNDRED FIFTY-FOUR THOUSAND ONE HUNDRED FIFTY PESOS (Php 654,150.00)**, inclusive of all taxes applicable and bank and government charges payable.

**2.Specifications:**

	Quantity	Unit	Item	Mode of Delivery	Delivery Date/s (After issuance of notice to proceed)
1	500	pieces	Tiles, 30cm x 30cm	One Time	7 days
2	915	pieces	Tiles, 60cm x 60cm	One Time	7 days
3	300	bags	Adhesive Cement	One Time	7 days
4	3	tins	Flat Wall Latex, White	One Time	7 days
5	3	tins	Semi-gloss Latex, White	One Time	7 days
6	3	meters	Sandpaper, size: 100 (3M)	One Time	7 days
7	4	pieces	Paint Brush, size: 3"	One Time	7 days
8	3	pieces	Paint Brush, size: 6"	One Time	7 days
9	2	bags	Skim Coat	One Time	7 days

July 25, 2023

**TECHNICAL WORKING GROUP:**

Head:

(Original Signed)  
**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



Kagawaran ng Katarungan  
Tanggapan ng Manananggol Pambayan  
(PUBLIC ATTORNEY'S OFFICE)

Manila District Office  
4th Flr. Godino Bldg., 350 Villegas St., Ermita, Manila  
Tel No. 400-9755 /523-2030

July 13, 2023

**ATTY. MARLON E. BUAN**  
Regional Public Attorney – NCR  
Chairperson, PBAC

RE: Request for Small Value Procurement for Repair  
Of PAO Manila Office

Atty. Buan,


In compliance with the Implementing Rules and Regulations of RA No. 9184, the Public Attorney's Office through the undersigned respectfully requests for small value procurement of the following item detailed as follows:

Item No.	Description	Qty.	Unit Price	Total Price
1	Tiles, 30cm x 30 cm	500	55.00	27,500.00
2	Tiles, 60cm x 30 cm	915	550.00	503,250.00
3	Adhesive Cement	300	350.00	105,000.00
4	Flat Wall Latex, White	3	2,400.00	7,200.00
5	Semi-glass Latex, White	3	2,700.00	8,100.00
6	Sandpaper, size : 100(3M)	3	300.00	900.00
7	Paint Brush, size 3"	4	100.00	400.00
8	Roller Brush, size: 6"	3	200.00	600.00
9	Skim coat	2	600.00	1,200.00

<b>Grand Total</b>	654,150.00 <i>md</i>
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Thank you.

Very truly yours,

  
**ATTY. MARIO T. DIONISIO, JR.**  
OIC/ Public Attorney III