

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 SUPPLY AND INSTALLATION OF WINDOW BLINDS, AS SPECIFIED UNDER PURCHASE REQUEST NO. 589-07-2023**, 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 SUPPLY AND INSTALLATION OF WINDOW BLINDS AS SPECIFIED UNDER PURCHASE REQUEST NO. 589-07-2023, 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

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 Thirty Five Thousand Pesos (Php 35,000.00)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;

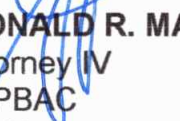
WHEREAS, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the IRR of RA 9184, BAC Member 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 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 SUPPLY AND INSTALLATION OF WINDOW BLOBS AS SPECIFIED UNDER PURCHASE REQUEST NO. 589-07-2023, 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

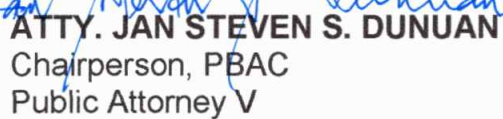
APPROVED this 1st day of August 2023 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.



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

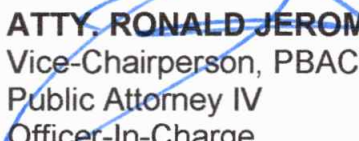


ATTY. JAN STEVEN S. DUNUAN
Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-NCR

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

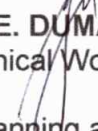


DIR. MARILYN S. BOONGALING
Director II
PAO-Administrative Service

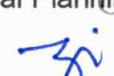


ATTY. RONALD JEROME P. NIEVES
Vice-Chairperson, PBAC
Public Attorney IV
Officer-In-Charge
Legal Research Service

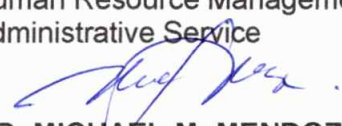
Acceded By: (The TWG)



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



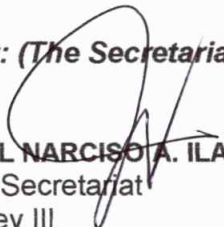
MR. MICHAEL M. MENDOZA
Member, Technical Working Group (TWG)
Administrative Assistant III
Cash Section
Administrative Service

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

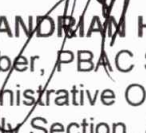


ENGR. ANGELA M. MARAMAG-PRADO
Member, PBAC Secretariat
Computer Programmer I
General Services Division
Administrative Service



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



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. 2023-07-100


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 | 589-07-2023 | BLINDS <ul style="list-style-type: none">120 cm x 210 cm120 cm x 210 cm120 cm x 210 cm (Please see attached TOR for the specifications) | 8 1 1 | Sets Set Set | | |

TOTAL 35,000.00

Prepared by:

ANDRIAN H. MARASIGAN
Administrative Officer II

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

ATTY. DEMITLER U. HUERTA
Public Attorney IV/OIC
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 | Blinds, 210cm x 120cm | 8 | 4,450.00 | 35,600.00 |
| 2 | Blinds, 135cm x 120cm | 1 | 3,000.00 | 3,000.00 |
| 3 | Blinds, 140cm x 120cm | 1 | 3,000.00 | 3,000.00 |
| Grand Total | | | | 41,600.00 |

Thank you.

Very truly yours,


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



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)

**SUPPLY AND INSTALLATION OF BLINDS
FOR THE USE OF THE PAO - MANILA FOR FY 2023
(PURCHASE REQUEST NO. 589-07-2023)**

(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 **THIRTY-FIVE THOUSAND PESOS (Php35,000.00)**, 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 | Blinds <ul style="list-style-type: none">- 120 cm x 210 cm- roller shades- Design: Cooltex fabric- mechanism: Choice Korean- Mechanism-Metal Chain- color: cream- installation | sets | 8 | One Time | 7 calendar days |
| 2 | Blinds <ul style="list-style-type: none">- 120 cm x 210 cm- roller shades- Design: Cooltex fabric- mechanism: Choice Korean- Mechanism-Metal Chain- color: cream- installation | set | 1 | One Time | 7 calendar days |
| 3 | Blinds <ul style="list-style-type: none">- 120 cm x 210 cm- roller shades- Design: Cooltex fabric- mechanism: Choice Korean- Mechanism-Metal Chain- color: cream- installation | set | 1 | One Time | 7 calendar 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