



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 PHOTOCOPIER PARTS, AS SPECIFIED UNDER PURCHASE REQUEST NO. 608-07-2023, 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 PHOTOCOPIER PARTS AS SPECIFIED UNDER PURCHASE REQUEST NO. 608-07-2023, FOR PAO-SACS, 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 Forty Five Thousand Pesos (Php 45,000.00)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;

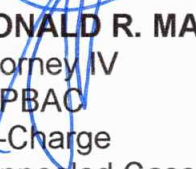
WHEREAS, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the IRR of RA 9184, BAC Member 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.

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**

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

THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF PHOTOCOPIER PARTS AS SPECIFIED UNDER PURCHASE REQUEST NO. 608-07-2023, FOR PAO-SACS IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184

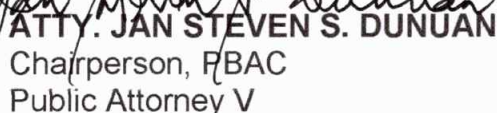
APPROVED this 15th day of August 2023 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.



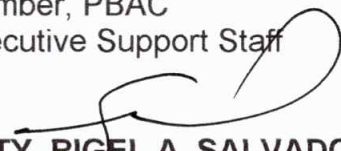
ATTY. RONALD R. MACOROL
Public Attorney IV
Member, PBAC
Officer-In-Charge
Special Appealed Cases Unit



ATTY. ALEM-EMAN CHISUM L. ABEYA
Public Attorney III
Member, PBAC
Executive Support Staff



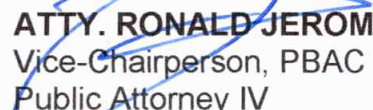
ATTY. JAN STEVEN S. DUNUAN
Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-NCR



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



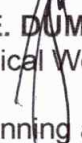
DIR. MARILYN S. BOONGALING
Director II
PAO-Administrative Service




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

Acceded By: (The TWG)

**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



MR. THOR ARTHUR B. AVILLA
Member, Technical Working Group (TWG)
Administrative Officer V
Human Resource Management Service
Administrative Service




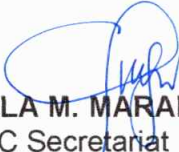
ANA LISA M. SORIANO
Deputy Chief Public Attorney

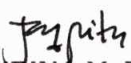


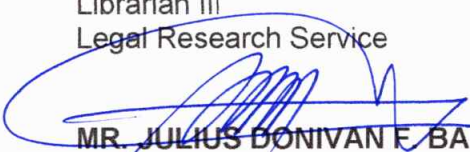
MR. MICHAEL M. MENDOZA
Member, Technical Working Group (TWG)
Administrative Assistant III
Cash Section
Administrative Service

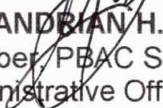
Prepared By: (The Secretariat)


ATTY. MIGUEL NARCISO A. LAGAN
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 DONIVANE 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. 2023-08-102

August 9, 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-SACS**, to wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	608-07-2023	FM4-7293-010000 (DELIVERY LOWER GUIDE UNIT)	1			
		FM4-7295-000000 (DELIVERY UPPER GUIDE ASSEMBLY)	1			
		FM4-7315-000000 (FIRST PAPER DELIVERY ASSEMBLY)	1			
		FM4-9175-030000 (PAPER PICK-UP ASSEMBLY)	1			
		FM4-9177-020000 (PAPER PICK-UP ASSEMBLY)	1			
		FM4-9734-020000 (FIXING ASSEMBLY MAIN)	1			

TOTAL **45,000.00**


Prepared by:

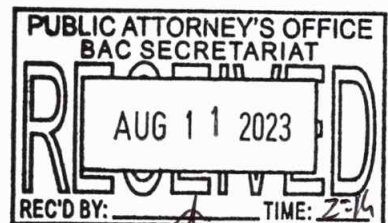

RAMON CHRISTOPHER O. SERRANO
Supply Staff

Certified Correct by:


CARMELA L. FLORENDO
OIC-Supply Section

Noted by:


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



PURCHASE REQUEST

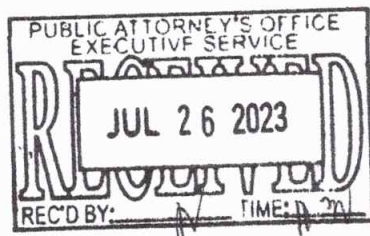
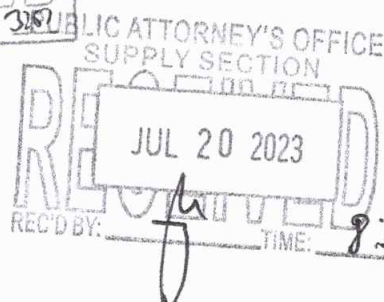
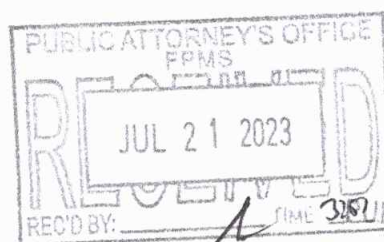
Entity Name: **PUBLIC ATTORNEY'S OFFICE**Fund Cluster: **01**

Office/Section : SACS		PR No.: 602-07-2023		Wednesday, 19 July 2023	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pcs	FM4-7293-010000 (DELIVERY LOWER GUIDE UNIT)	1		
	pcs	FM4-7295-000000 (DELIVERY UPPER GUIDE ASSEMBLY)	1		
	pcs	FM4-7315-000000 (FIRST PAPER DELIVERY ASSEMBLY)	1		
	pcs	FM4-9175-030000 (PAPER PICK-UP ASSEMBLY)	1		
	pcs	FM4-9177-020000 (PAPER PICK-UP ASSEMBLY)	1		
	pcs	FM4-9734-020000 (FIXING ASSEMBLY MAIN)	1		
Total:				P	45,000.00

Purpose: for the use of SACS photocopier

Requested by: _____
 Signature : _____
 Printed Name : **Atty. Ronald R. Macorol**
 Designation : **OIC-SACS**

Approved by: _____
ANALISA M. SORIANO
 Deputy Chief Public Attorney





PUBLIC ATTORNEY'S OFFICE
(Tanggapan ng Manananggol Pambayan)
Department of Justice
Special and Appealed Cases Service
DOJ Agencies Bldg., NIA Road Cor. East Ave.
1104 Diliman, Quezon City, Metro Manila
Tel Nos: 928-9137; 927-6806

July 31, 2023

Atty. Marlon Buan
Regional Public Attorney
Chairperson, PBAC
PAO-NCR and concurrent
District Public Attorney
Manila District Office

**RE: Request for Small Value Procurement of
HP Photocopier Parts for the use of SACS**

Atty. Buan,

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.	Item Description	Quantity	Unit Cost	Total Cost
	FM4-7293-010000 (DELIVERY LOWER GUIDE UNIT)	1		
	FM4-7295-000000 (DELIVERY UPPER GUIDE ASSEMBLY)	1		
	FM4-7315-000000 (FIRST PAPER DELIVERY ASSEMBLY)	1		
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	FM4-9177-020000 (PAPER PICK-UP ASSEMBLY)	1		
	FM4-9734-020000 (FIXING ASSEMBLY MAIN)	1		
Grand Total:			₱ 45,000.00	

For your kind consideration.

Respectfully Yours,



ATTY. RONALD R. MACOROL
PUBLIC ATTORNEY IV – OIC
SPECIAL AND APPEALED CASES
SERVICE (SACS)

PURCHASE REQUEST

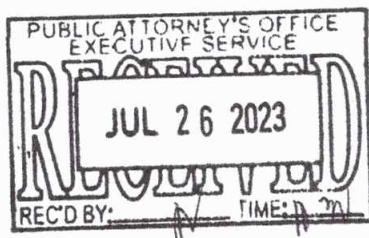
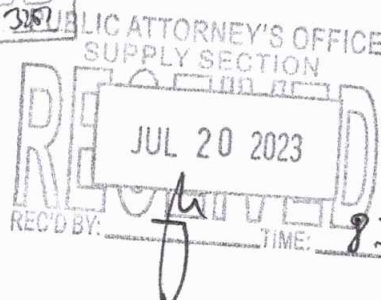
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Approved by: _____
ANALISA M. SORIANO
 Deputy Chief Public Attorney





REPUBLIKA NG PILIPINAS
TANGGAPAN NG MANANANGGOL PAMBAYAN
(PUBLIC ATTORNEY'S OFFICE)

DOJ Agencies Bldg., NIA Road corner East Avenue 1104 Diliman, Quezon City
Tel No. 929-9010; 929-9346 Telefax. 9276810

ESS ACTION SLIP

Reference Number: ESS:COMM:07:04224
Control number: _____

Date: 7/26/23

RE: _____

Purchase Request- 10-SACS

608 -07-2023

TIME AND
DATE OF
RECEIPT:

Assignment	Instructions	
<input checked="" type="checkbox"/> DCPA <u>SONIANO</u>	<input type="checkbox"/> File	<input checked="" type="checkbox"/> For appropriate action
<input type="checkbox"/> Field Operations & Statistics Office / Training	<input type="checkbox"/> APPROVED as requested / recommendation	<input type="checkbox"/> Please circulate
<input type="checkbox"/> Legal Research Service	<input type="checkbox"/> For your COMMENT	<input type="checkbox"/> Please attend for or represent me
<input type="checkbox"/> Administrative Service – Personnel / Supply / Records / General Services	<input type="checkbox"/> For your RECOMMENDATION	<input type="checkbox"/> Please prepare appropriate answer for CPA signature
<input type="checkbox"/> Financial Planning & Management Service	<input type="checkbox"/> For your INFORMATION / GUIDANCE	<input type="checkbox"/> Please prepare for appropriate action to _____, copy to be furnished the letter writer
<input type="checkbox"/> Cash Section	<input type="checkbox"/> For immediate action / implementation	<input type="checkbox"/> Please inform / advise the writer of action taken
<input type="checkbox"/> National Capital Region	<input type="checkbox"/> For correction	<input type="checkbox"/> Please take up with me
<input type="checkbox"/> Special Appealed Cases Service	<input type="checkbox"/> For editing	<input type="checkbox"/> Please follow-up
<input type="checkbox"/> RPA _____	<input type="checkbox"/> For evaluation / investigation & report _____ days from today	<input type="checkbox"/> Please mail with service copy returned to CPA

INITIAL
RECEIVING

10:30
ESS STAFF

11:30
HEA / AHEA

1:45
OFFICE OF
CPA

8:30 7/2
ESS STAFF

Unless otherwise indicated, action should be done soonest.

RECIPIENT

DR. PERSIDA V. RUEDA-ACOSTA
Chief Public Attorney *qv*



PUBLIC ATTORNEY'S OFFICE
(Tanggapan ng Manananggol Pambayan)
Department of Justice
Special and Appealed Cases Service
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July 31, 2023

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Grand Total:			₱ 45,000.00	

For your kind consideration.

Respectfully Yours,



ATTY. RONALD R. MACOROL
PUBLIC ATTORNEY IV – OIC
SPECIAL AND APPEALED CASES
SERVICE (SACS)



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PUBLIC ATTORNEY IV – OIC
SPECIAL AND APPEALED CASES
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