



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 31 AUGUST 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF INSPECTION, TESTING AND MAINTENANCE OF PAO FIRE PROTECTION SYSTEM FOR CY 2024 FOR PAO-CENTRAL OFFICE AS SPECIFIED UNDER PURCHASE REQUEST NO. 664-08-2023, REFERRED TO PBAC ON 29 AUGUST 2023, MEETING HELD AT THE PAO CENTRAL OFFICE,

**RESOLUTION**

**RECOMMENDING THE DELEGATION OF THE SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF INSPECTION, TESTING AND MAINTENANCE OF PAO AUTOMATIC SPRINKLER SYSTEM, FIRE PUMP SYSTEM AND FIRE DETECTION AND ALARM SYSTEM FOR CY 2024, AS SPECIFIED UNDER PURCHASE REQUEST NO. 664-08-2023, FOR THE USE OF PAO-CENTRAL OFFICE, IN ACCORDANCE WITH SECTION 53.9 RULE XVI IN CONNECTION 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 need of the supply for the subject items as described in detail in the above mentioned purchase request 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 total amount of One Hundred Seventy Thousand Pesos (Php 170,000.00)<sup>1</sup>;

**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 small value 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 THE SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF INSPECTION, TESTING AND MAINTENANCE OF PAO AUTOMATIC SPRINKLER SYSTEM, FIRE PUMP SYSTEM AND FIRE DETECTION**

<sup>1</sup> Approved Budget for the Contract from the Financial Planning and Management Service

**AND ALARM SYSTEM FOR CY 2024, AS SPECIFIED UNDER PURCHASE REQUEST NO. 664-08-2023, FOR THE USE OF PAO-CENTRAL OFFICE, IN ACCORDANCE WITH SECTION 53.9 RULE XVI IN CONNECTION WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

**APPROVED** this 31<sup>st</sup> 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)**

**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. 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

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



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**Bids and Awards Committee**

**TERMS OF REFERENCE (TOR)**

**INSPECTION, TESTING AND MAINTENANCE OF FIRE SPRINKLER, PUMP AND DETECTION SYSTEM FOR THE PUBLIC ATTORNEY'S OFFICE CENTRAL OFFICE BUILDING FOR FY 2024**

**(PURCHASE REQUEST NO. 664-08-2023)**

(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 items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **ONE HUNDRED SEVENTY THOUSAND PESOS (Php 170,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

**2. Specifications/Scope of Work:**

INSPECTION, TESTING AND MAINTENANCE OF FIRE SPRINKLER, PUMP AND DETECTION SYSTEM FOR THE PUBLIC ATTORNEY'S OFFICE CENTRAL OFFICE BUILDING FOR FY 2024		
APPROVED BUDGET FOR THE CONTRACT (Php 170,000.00) Work schedule: 30 calendar days from issuance of Notice to Proceed Payment terms: Immediately after the issuance of certificate of accomplishment and billing from the bidder		
QUANTITY	PRODUCT	WORK SCHEDULE (After issuance of Notice to Proceed)
1 Lot	Scope of Work: <ul style="list-style-type: none"><li>Yearly Inspection, testing and Maintenance of Automatic Sprinkler System, Fire Pump System and Fire Detection and Alarm System of the entire DOJ Agencies Building from ground Floor up to rooftop</li><li>Warranty<ul style="list-style-type: none"><li>3 - 6 months for labor</li></ul></li></ul>	30 days  *For strict compliance.  Subject to the rules on Liquidated Damages

	<ul style="list-style-type: none"><li>○ 6 months - 1 year for materials from the time of installation</li><li>● Summary Reports/Service Reports:<ul style="list-style-type: none"><li>○ A consolidated report shall be submitted within a week after completing the onsite inspection and testing containing all the completed activities and as well as the recommendation on repair and replacement of critical items</li></ul></li><li>● Schedule of Preventive Maintenance Service (PMS):<ul style="list-style-type: none"><li>○ Supplier shall notify the PAO regarding the schedule of the PMS at least 1 week prior to the appointment date via email of written notice and shall have the latter's approval prior to the commencement of work..</li></ul></li></ul>	
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August 30, 2023

TECHNICAL WORKING GROUP:

Head:

**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



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**Trans. No. 2023-08-111**

August 29, 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**, to wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	664-08-2023	Cost of Inspection, Testing & Maintenance (ITM) of PAO Automatic Sprinkler System (AFSS), Fire Pump System (FPS), & Fire Detection and Alarm system (FDAS) for the year 2024	1	lot		

**TOTAL 170,000.00**

Prepared by:

**HEIDEE MAE A. PERILLA**  
Legal Assistant II

Certified Correct by:

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

Noted by:

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

*[Handwritten signature]*  
8/29/23  
8:40



## PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE

**Fund Cluster:** 01

Office/Section : General Services Division		PR No.: <u>604-08-2023</u> Responsibility Center Code : _____		August 8, 2023	
Stock/ Property No.	Unit	Item	Quantity	Price	Total Cost
	LOT	COST OF INSPECTION, TESTING & MAINTENANCE (ITM) OF PAO AUTOMATIC SPRINKLER SYSTEM (AFSS), FIRE PUMP SYSTEM (FPS), & FIRE DETECTION AND ALARM SYSTEM (FDAS) FOR YEAR 2024	1	170,000.00	170,000.00
				Total:	170,000.00
Purpose :		For the use of PAO Central Office			
<div style="text-align: center;">         PUBLIC ATTORNEY'S OFFICE        FPMS  <b>AUG 10 2023</b>        REC'D BY: _____ TIME: 11:30     </div>					
Requested by: _____					
Signature :		_____			
Printed Name :		<u>Atty. DEMITEER U. HUERTA</u>			
Designation :		<u>PA IV/ OIC-Administrative Service</u>			
		<u>ANA LISA M. SORIANO</u> DEPUTY CHIEF PUBLIC ATTORNEY			

PUBLIC ATTORNEY'S OFFICE  
EXECUTIVE SERVICE

**RECEIVED**

AUG 14 2023

REC'D BY: TIME: 8:27

PUBLIC ATTORNEY'S OFFICE  
SUPPLY SECTION  
RECEIVED  
AUG 09 2023  
REC'D BY: [Signature] TIME: 5:27

100

100

100

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