



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 PREVENTIVE MAINTENANCE FOR PAO-CENTRAL OFFICE GENERATOR SET FOR C.Y. 2024 AS SPECIFIED UNDER PURCHASE REQUEST NO. 665-08-2023, REFERRED TO PBAC ON 29 AUGUST 2023, MEETING HELD AT THE PAO CENTRAL OFFICE

RESOLUTION

RECOMMENDING THE DELEGATION OF CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE FOR PAO-CENTRAL OFFICE GENERATOR SET FOR C.Y. 2024 AS SPECIFIED UNDER PURCHASE REQUEST NO. 665-08-2023, IN ACCORDANCE 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 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 Sixty Thousand Pesos (Php 60,000.00)¹

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 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 CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE FOR PAO-CENTRAL OFFICE GENERATOR SET FOR C.Y. 2024 AS SPECIFIED UNDER PURCHASE REQUEST NO. 665-08-2023, IN ACCORDANCE 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**

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

APPROVED this 31st 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. ILAGAN
Head, PBAC Secretariat
Public Attorney II
Executive Support Service

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

MS. FILIPINAY. 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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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)

**ONE (1) YEAR PREVENTIVE MAINTENANCE SERVICE OF ONE (1) GENERATOR SET
FOR THE PUBLIC ATTORNEY'S OFFICE CENTRAL OFFICE BUILDING FOR FY 2024**

(PURCHASE REQUEST NO. 665-08-2023)

(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 **SIXTY THOUSAND PESOS (Php 60,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications/Scope of Work:

ONE (1) YEAR PREVENTIVE MAINTENANCE SERVICE (PMS) OF ONE (1) GENERATOR SET FOR THE PUBLIC ATTORNEY'S OFFICE CENTRAL OFFICE BUILDING FOR FY 2024		
APPROVED BUDGET FOR THE CONTRACT (Php P60,000.00) Work schedule: 30 calendar days from issuance of Notice to Proceed and every quarter thereafter Payment terms: Immediately after the issuance of certificate of accomplishment and billing from the bidder together with Inspection and Acceptance Report from (Public Attorney's Office) PAO for the supply of consumables		
QUANTITY	PRODUCT	WORK SCHEDULE (After issuance of Notice to Proceed)

1 Lot	<p>Scope of Work:</p> <ul style="list-style-type: none"> • Labor Charge for Quarterly Check up • Labor Charge for Semi annual PMS Change Oil • Supply of consumables (good for 1 year) during the semi-annual visits which includes: <ul style="list-style-type: none"> ○ - oil filter ○ - air filter (upon recommendation) ○ - fuel filter ○ - fuel separator ○ - lube oil, 15W40 ○ - coolant (21L and above) • Warranty <ul style="list-style-type: none"> ○ 3 - 6 months for labor ○ 6 months - 1 year for materials from the time of installation • Summary Reports/Service Reports: <ul style="list-style-type: none"> ○ Shall be submitted quarterly containing all the completed activities • Schedule of Preventive Maintenance Service (PMS): <ul style="list-style-type: none"> ○ Supplier shall notify the PAO regarding the schedule of the PMS at least 1 week prior to the 	<p>30 days</p> <p>And every quarter thereafter</p> <p>*For strict compliance.</p> <p>Subject to the rules on Liquidated Damages</p>
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	appointment date via email of written notice and shall have the latter's approval prior to the commencement of work.	
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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. 2023-08-110

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	665-08-2023	Cost of Preventive Maintenance (PMS) for Generator Set for the year 2024	1	lot		

TOTAL 60,000.00

Prepared by:

HEIDEE MAE A. PERILLA
Legal Assistant II

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

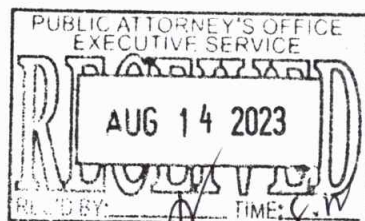
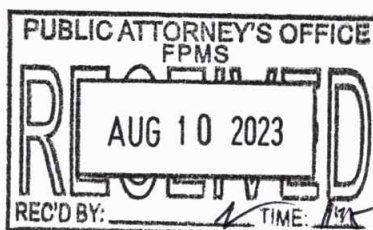
ATTY. DEMITEER U. HUERTA
Public Attorney IV/OIC
Administrative Service

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8/29/23
2:40

PURCHASE REQUEST

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

Office/Section : General Services Division		PR No.: <u>665-08-2023</u> Responsibility Center Code : _____		August 8, 2023	
Stock/ Property No.	Unit	Item	Quantity	Price	Total Cost
	LOT	COST OF PREVENTIVE MAINTENANCE (PMS) FOR GENERATOR SET FOR YEAR 2024	1	60,000.00	60,000.00
				Total:	60,000.00
Purpose : For the use of PAO Central Office GENSET					
Requested by: <u> </u>					
Signature : _____					
Printed Name : <u>Atty. DEMETER U. HUERTA</u>					
Designation : <u>PA IV/ OIC-Administrative Service</u>					
<u>ANA LISA M. SORIANO</u> DEPUTY CHIEF PUBLIC ATTORNEY					



PUBLIC AFFAIRS SECTION
STATE DEPT. BUREAU
RECEIVED
JAN 10 1964
U.S. DEPT. OF STATE