



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 SERVICE FOR CY 2024 OF THE PAO-CENTRAL OFFICE OTIS ELEVATORS UNDER PURCHASE REQUEST NO. 682-08-2023, REFERRED TO PBAC ON 29 AUGUST 2023, HELD AT THE PAO CENTRAL OFFICE

**RESOLUTION**

**RECOMMENDING THE PROCUREMENT THROUGH DIRECT CONTRACTING OF PREVENTIVE MAINTENANCE SERVICE (PMS) OF THE TWO (2) OTIS ELEVATORS OF THE PAO-CENTRAL OFFICE, FOR C.Y. 2024, AS SPECIFIED UNDER PURCHASE REQUEST NO. 682-08-2023, IN ACCORDANCE TO SECTION 50(b) IN RELATION TO ANNEX "H," NO. V, SUBSECTION (A)1-b 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 its mandate to represent, free of charge, indigents, and other persons qualified for legal assistance in all civil, criminal, labor, administrative and other quasi-judicial cases where, after due evaluation, it is determined that the interest of justice will be served thereby<sup>1</sup>;

**WHEREAS,** the PAO-Central Office located at the 4<sup>th</sup> and 5<sup>th</sup> Floor of the DOJ Agencies Building installed two (2) units of OTIS elevator thru Alstra Concepcion-Otis Philippines, Inc. (Alstra COPI) for the use PAO employees and its clientele: the elderly, conceiving, the physically challenged; the delivery persons; and the general public who utilize the same;

**WHEREAS,** there is a need for the regular preventive maintenance service of the aforementioned OTIS elevator unit;

**WHEREAS,** in view of the importance of providing a safe and fully functional elevators for the mobility the PAO employees and its clientele, and as time is likewise of the essence in responding to the legal needs and other transactional needs of the enumerated persons, the service and maintenance of the OTIS elevator unit is necessary in order not to hamper and endanger the continuous service delivery of the Office;

**WHEREAS,** since the maintenance services of the PAO OTIS elevators are exclusively provided<sup>2</sup> by Alstra COPI, the corresponding maintenance is best vested in the said entity,

**WHEREAS,** there is an approved budget for the contract of the service and maintenance of the OTIS elevator units with a total amount of Two Hundred Ten Thousand Eight Hundred Thirty Pesos and Forty Centavos (P210,830.40)<sup>3</sup>

<sup>1</sup> Article 1, Chapter II, the 2016 Revised PAO Operations Manual

<sup>2</sup> Certificate For Distribution and Service of Otis Elevator Company

<sup>3</sup> Approved Budget for the Contract from the Financial Planning and Management Service



**WHEREAS**, ultimately considering that the needed service and maintenance of the OTIS elevator unit is exclusively distributed by Alstra Concepcion-Otis Philippines, Inc. (COPI), BAC Member Atty. Alem Abeya moved that the practicality and necessity in procuring the same in accordance with Section 50(b) in relation to ANNEX "H," NO. V, SUBSECTION (A)1-b, is thus in order, 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), and all members here present, **hereby resolve to recommend to the Head of Procuring Entity the pursuance of a DIRECT CONTRACTING THROUGH ALSTRA CONCEPCION-OTIS PHILIPPINES, INC. (COPI) FOR THE PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE (PMS) OF THE TWO (2) OTIS ELEVATORS OF THE PAO-CENTRAL OFFICE, FOR CY 2024, AS SPECIFIED UNDER PURCHASE REQUEST NO. 682-08-2023, IN ACCORDANCE TO SECTION 50(b) IN RELATION TO ANNEX "H," NO. V, SUBSECTION (A)1-b OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184, SUBJECT TO POSTING OF WARRANTY SECURITY.**

**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)**

**MS. ALMA E. PUMAGO-LATOSA**  
Head, Technical Working Group (TWG)  
Director II  
Financial Planning and Management Service

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

**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. FILDINA 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



NC0M95030D

## NOTARIAL CERTIFICATE

TO ALL TO WHOM these presents shall come

I, Chen Wen Woan Angela, NOTARY PUBLIC duly admitted, authorised to practise in the Republic of Singapore, DO HEREBY CERTIFY

that on the 25th day of November 2022 before me personally came and appeared Nicolas Eduardo Lopez who in my presence duly signed the document titled "CERTIFICATE FOR DISTRIBUTION AND SERVICE" hereunto annexed, and that the signature of Nicolas Eduardo Lopez thereto subscribed is of the own, true and proper handwriting of the said Nicolas Eduardo Lopez.

IN FAITH AND TESTIMONY whereof I the said notary have subscribed my name and set and affixed my seal of office at Singapore, this 25th day of November 2022.

NOTARY PUBLIC  
SINGAPORE



By virtue of Rule 8(3)(c) of the Notaries Public Rules, a Notarial Certificate must be authenticated by the Singapore Academy of Law in order to be valid.

With effect from 16 September 2021, a Notarial Certificate shall be deemed to be validly authenticated by the affixing of an Apostille to the back of the Notarial Certificate.



APOSTILLE

(Convention de La Haye du 5 Octobre 1961)

This **Apostille** only certifies the authenticity of the signature, seal or stamp and the capacity of the person who has signed the attached Singapore public document, and, where appropriate, the identity of the seal or stamp. It does not certify the authenticity of the underlying document.

If this document is to be used in a country not party to the Hague Convention of the 5th of October 1961, it should be presented to the consular section of the mission representing that country.

To verify this **Apostille**, go to <https://legalisation.sal.sg> or scan QR code:



Verification code: 47875149

1. Country:	Singapore
This public document	
2. Has been signed by:	Chen Wen Woan Angela
3. Acting in the capacity of:	Notary Public
4. Bears the seal/stamp of:	Notary Public
Certified	
5. At:	Singapore Academy of Law
6. The:	25th November 2022
7. By:	Melissa Goh, Head of Statutory Services, SAL
8. No.:	AC0M950GYH
9. Seal/Stamp:	10. Signature: 



**CERTIFICATE FOR DISTRIBUTION AND SERVICE**

The undersigned, Nicolas Lopez, Vice President of Legal and Compliance for Asia Pacific, and being the person duly authorized to execute this certificate for and on behalf of **OTIS ELEVATOR COMPANY**, a corporation duly organized and existing under the laws of the State of New Jersey, United States of America ("OTIS"), does hereby certify that:

- 1) **CONCEPCION-OTIS PHILIPPINES, INC.**, a corporation duly organized and existing under the laws of the Republic of the Philippines, is the exclusive distributor for the marketing, furnishing, installation, and servicing of OTIS equipment (the "Activities") in the Republic of the Philippines; and
- 2) Any Activities carried out by **CONCEPCION-OTIS PHILIPPINES, INC.** during the period from 13 November 2022 to the date hereof are hereby ratified and affirmed as being Activities carried out as the exclusive distributor of OTIS in the Republic of the Philippines for the Activities.

This certificate shall remain in full force and effect for a period of three (3) years from the date hereof, unless revoked before that date by written instrument.

**IN WITNESS WHEREOF**, the undersigned has executed this document on this 25<sup>th</sup> day of November 2022.

OTIS ELEVATOR COMPANY

  
Nicolas Lopez  
Vice President, Legal and Compliance, Asia Pacific

Subscribed before me

25 NOV 2022







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. 2023-08-109**

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	682-08-2023	Cost of Preventive maintenance (PMS) for the 2 Elevator of PAO Central Office for year 2024	1	lot		

**TOTAL 210,830.40**

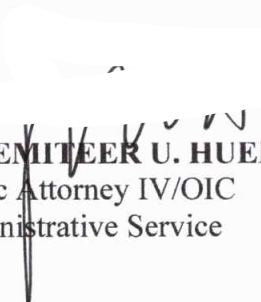
Prepared by:

  
**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

  
8/29/23  
2:40





August 23, 2023

**ENGR. COSME DIAZ**  
**PUBLIC ATTORNEY'S OFFICE (DOJ)**  
 OIC Gen. Services Division  
 East Ave. Cor. NIA Rd.  
 Quezon City

**Subject: OUR CONTRACT SERVICE NO.I8LE1442 & I8LE1443**

Dear Madam:

Please be informed that based on the provision of our Maintenance Contract and to enable us to maintain our continued commitment to provide quality service, a contract price adjustment shall take effect as follows:

- Current Billing **P 15,972.00** Monthly fee (12% VAT Inclusive)
  - **New Billing P 17,569.20** Monthly fee (12% VAT Inclusive)
- Effective Date: **January 1, 2024**

Several factors prompted us to effect said adjustment, namely:

**1. Inflation:**

Philippines inflation (CPI) for 2021 is at 4.5% 2022 is at 5.8%

Month	Year				
	2017	2018	2019	2020	2021
January	2.5	3.4	4.4	2.9	4.2
February	3.1	3.8	3.8	2.6	4.7
March	3.1	4.3	3.3	2.5	4.5
April	3.2	4.5	3.0	2.2	4.5
May	2.9	4.6	3.2	2.1	4.5
June	2.5	5.2	2.7	2.5	4.1
July	2.4	5.7	2.4	2.7	4.0
August	2.6	6.4	1.7	2.4	4.9
September	3.0	6.7	0.9	2.3	4.8
October	3.1	6.7	0.8	2.5	4.6
November	3.0	6.0	1.3	3.3	4.2
December	2.9	5.1	2.5	3.5	3.6
<b>Average</b>	<b>2.9</b>	<b>5.2</b>	<b>2.5</b>	<b>2.6</b>	<b>4.5</b>

**2. Labor Cost increase:**

Labor shortage driving labor cost increases in excess of CPI. Average salary increases for workers in Otis Philippines in 2019 was 6.4% and projected to 6.7% for 2020. The fast development of new buildings for the past 5 years and several new buildings in the pipeline has increased the demand for skilled labor in The Philippines lift industry. In order to maintain a pool of experienced and dedicated maintenance team in serving our customers we need to appropriately adjust our cost related to wages, training, health and safety practices to suit to the competitive labor market.

**3. Spare part price increase:**

Due to increase in construction materials and labor costs, our factory spare part prices for both local and overseas sources have increased by 5%.

**4. OTIS Safety and Quality Standard:**

Part of OTIS QUALITY STANDARD is to have a frequent elevator check-up and maintenance and to have the 24-hour callback service for your elevator. The frequency and quality of the elevator service callback together with the twenty-four (24) hour callback service we provide for your elevator is carried out strictly in accordance with our company's Safety and Quality Standards and as you would agree this should not be compromised.

**5. Age of the equipment:**

It is proven fact that as the elevator equipment and spare parts age, expenses relative to servicing like labor and callbacks increase. This reality directly increases our responsibility and operating cost to maintain the quality standard of elevator performance.

**6. OTIS Value Added Services:**

Annual survey of lifts/escalators by our experienced technical team.


Compliance with Otis World Wide Job Site Safety Standards (WWJSSS).

Random unannounced on-site Safety Audits by Senior Management to ensure strict adherence to OTIS's safety procedures applicable to maintenance of equipment.

We trust that you understand our position. If there is anything we can do to be of greater service to you, please feel free to contact the undersigned. +63 999 886 7883 / [jinky.jabonillo@alstra.com](mailto:jinky.jabonillo@alstra.com)

Very truly yours,

**CONCEPCION – OTIS PHILIPPINES, INC.**



**JINKY G. JABONILLO**  
*Service Sales Associate*



**JASON R. GALURA**  
*Senior Service Sales and MOD Manager*

Receive by: \_\_\_\_\_

Date: \_\_\_\_\_

**CONFIRMED AND  
APPROVED:**

\_\_\_\_\_  
Signature and Printed Name

Date: \_\_\_\_\_



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6. The:	25th November 2022
7. By:	Melissa Goh, Head of Statutory Services, SAL
8. No.:	AC0M950GYH
9. Seal/Stamp:	10. Signature: 



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OTIS ELEVATOR COMPANY

  
Nicolas Lopez

Vice President, Legal and Compliance, Asia Pacific

Subscribed before me

25 NOV 2022

