

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 SUPPLY AND INSTALLATION OF OFFICE PARTITION FOR PAO-MANILA DISTRICT OFFICE, AS SPECIFIED UNDER PURCHASE REQUEST NO. 708-08-2023, REFERRED TO PBAC ON 30 AUGUST 2023, HELD AT THE PAO CENTRAL OFFICE

**RESOLUTION**

**RECOMMENDING THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF SUPPLY AND INSTALLATION OF OFFICE PARTITION, AS SPECIFIED UNDER PURCHASE REQUEST NO. 708-08-2023, FOR PAO-MANILA DISTRICT 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 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 Eight Hundred Fifty Thousand Pesos (Php 850,000.00)<sup>1</sup>;

**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 small value procurement of the subject item, duly seconded by BAC Member Atty. Ronald Macorol.

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

**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 CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF SUPPLY AND INSTALLATION OF OFFICE PARTITION, AS SPECIFIED UNDER PURCHASE REQUEST NO. 708-08-2023, FOR PAO-MANILA DISTRICT 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)**

**MS. ALMA E. DUMAGO-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. 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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**Trans. No. 2023-08-112**

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- Manila P.O.** to wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	708-08-2023	Office Partition (Please refer to the attached TOR)	1	lot		

**TOTAL 850,000.00**

Prepared by:

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

Certified Correct by:

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

Noted by:

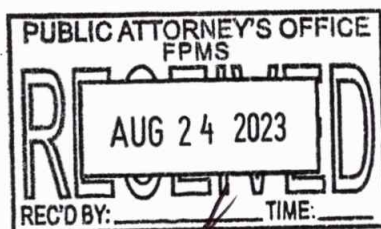
**ATTY. DEMITEER U. HUERTA**  
Public Attorney IV/OIC  
Administrative Service

8/30/23  
*[Signature]*

## PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICEFund Cluster: 01

Office/Section: <u>Manila District Office</u>		PR No.: <u>708-08-2023</u>		Date: August 24, 2023	
Responsibility Center Code: _____					
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Office Partition Series 40			850,000.-
		1pc Half Glass 1350 H x 1114 W			
		1pc Half Glass 1350 H x 1246 W			
		1pc Half Glass 1350 H x 1108 W			
		14pcs Half Glass 1350 H x 1000 W			
		1pc Half Glass 1350 H x 617 W			
		1pc Half Glass 1350 H x 609 W			
		1pc Half Glass 1350 H x 457 W			
		1pc Half Glass 1350 H x 281 W			
		OFFICE PARTITION SERIES 40 SOLID PANEL			
		10pcs Solid Panel 1350 H x 1200 W			
		1pc Solid Panel 1350 H x 1206 W			
		1pc Solid Panel 1350 H x 1166 W			
		1pc Solid Panel 1350 H x 1265 W			
		26pcs Solid Panel 1350 H x 1000 W			
		1pc Solid Panel 1350 H x 970 W			
		2pcs Solid Panel 1350 H x 861 W			
		1pc Solid Panel 1350 H x 801 W			
		2pcs Solid Panel 1350 H x 734 W			
		1pc Solid Panel 1350 H x 950 W			
		1pc Solid Panel 1350 H x 910 W			
		1pc Solid Panel 1350 H x 887 W			
		1pc Solid Panel 1350 H x 847 W			
		1pc Solid Panel 1350 H x 821 W			
		1pc Solid Panel 1350 H x 781 W			
		1pc Solid Panel 1350 H x 778 W			
		1pc Solid Panel 1350 H x 738 W			
		1pc Solid Panel 1350 H x 430 W			
Total					850,000.-
Purpose: For official use of PAO Manila D.O.					
Signature: _____		Appro: _____			
Printed Name: <u>Atty. Mario T. Dionisio, Jr.</u>		Atty. Silvestre A. Moring			
Designation: <u>OIC / PA III</u>		Deputy Chief Public Attorney			







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**Bids and Awards Committee**

**TERMS OF REFERENCE (TOR)**

**SUPPLY AND INSTALLATION OF OFFICE PARTITION  
FOR THE USE OF THE PAO - MANILA FOR FY 2023  
(PURCHASE REQUEST NO. 708-08-2023)**

(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 item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **EIGHT HUNDRED FIFTY THOUSAND PESOS (Php 850,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

**2. Specifications:**

	ITEM	Unit	Mode of Delivery	Delivery Date/s (After issuance of notice to proceed)
	OFFICE PARTITION SERIES 40  OFFICE PARTITION SERIES 40 HALF GLASS  1pc Half Glass 1350 H x 1144 W 1pc Half Glass 1350 H x 1246 W 1pc Half Glass 1350 H x 1108 W 14pcs Half Glass 1350 H x 1000 W 1pc Half Glass 1350 H x 617 W 1pc Half Glass 1350 H x 609 W 1pc Half Glass 1350 H x 457 W 1pc Half Glass 1350 H x 281 W  OFFICE PARTITION SERIES 40 SOLID PANEL  10pcs Solid Panel 1350 H x 1200 W 1pc Solid Panel 1350 H x 1206 W 1pc Solid Panel 1350 H x 1166 W 1pc Solid Panel 1350 H x 1265 W 26pcs Solid Panel 1350 H x 1000 W 1pc Solid Panel 1350 H x 970 W 2pcs Solid Panel 1350 H x 861 W 1pc Solid Panel 1350 H x 801 W 2pcs Solid Panel 1350 H x 734W 1pc Solid Panel 1350 H x 950 W 1pc Solid Panel 1350 H x 910 W 1pc Solid Panel 1350 H x 887 W 1pc Solid Panel 1350 H x 847 W 1pc Solid Panel 1350 H x 821 W 1pc Solid Panel 1350 H x 781 W 1pc Solid Panel 1350 H x 778 W 1pc Solid Panel 1350 H x 738 W 1pc Solid Panel 1350 H x 430 W	lot	One Time	30 calendar days

August 29, 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. MENDUZA**  
Administrative Assistant III  
Cash Section  
Administrative Service