



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 05 SEPTEMBER 2023 **RE: CONSIDERATION OF PURCHASE REQUEST FOR THE NEGOTIATED PROCUREMENT UNDER EMERGENCY CASES OF THE REPAIR OF PAO VEHICLE SJA-811 AS SPECIFIED UNDER PURCHASE REQUEST NO. 734-08-2023**, TRANSMITTED TO PBAC ON 05 SEPTEMBER 2023, HELD AT THE PAO CENTRAL OFFICE VIA ZOOM VIDEO CALL MEETING

RESOLUTION

RECOMMENDING THE PROCUREMENT OF LABOR AND MATERIALS FOR REPAIR OF PAO VEHICLE SJA-811 FOR THE PAO-CENTRAL OFFICE-GENERAL SERVICE DIVISION (GSD), AS SPECIFIED UNDER PURCHASE REQUEST NO. 734-08-2023, THRU NEGOTIATED PROCUREMENT UNDER EMERGENCY CASES IN ACCORDANCE WITH SECTION 53.2 IN RELATION TO ANNEX "H", NO. V, SUBSECTION (D)2-1(iii) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184 AND THE DELEGATION OF THE CONDUCTION OF NEGOTIATION AND PROCUREMENT TO THE PAO-SUPPLY SECTION IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184 WITH RECOMMENDATION TO REVISE THE ANNUAL PROCUREMENT PLAN TO COVER AND INCLUDE THE SUBJECT EMERGENCY PROCUREMENT

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, PAO-General Service Division (GSD) sent a letter certification¹ with supporting documents to the Head of the Procuring Entity (HoPE) and to the PBAC, informing and requesting the need for immediate emergency procurement of repair for PAO vehicle SJA-811 as it is urgently needed by PAO-Central Office in transporting its personnel;

WHEREAS, in view of the confirmation of the exigency and immediacy of the need for the repair of aforementioned PAO vehicle, it has become apparent that the immediate procurement of said repair is deemed imperative to prevent damage to property and potential loss of life and to restore the continuous the vital public service and functions in fulfillment of the legal mandate of the PAO;

WHEREAS, there is an approved budget for the contract of the subject procurement with a the total amount of One Hundred Eighty Four Thousand One Hundred Sixty Pesos and Thirty One Centavos (P184,160.31)²;

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 the aforementioned facts and documents evaluated by this committee, BAC Member Atty. Ronald Macorol, moved to immediately undertake procurement of the urgently needed repair as specified in detail in PR No. 734-07-2023 through Negotiated Procurement under Emergency Cases in accordance with Section 53.2 in relation to annex "H" No. V Subsection (D)2-a(iii-a) of the IRR of RA 9184, and to delegate its procurement and award of contract to the PAO-Supply Section in accordance with Annex "H" No. IV, Subsection (J) of the IRR of RA 9184, with further recommendation to the Head of Procurement Entity to revise

¹ PAO-General Services Division letter dated 24 August 2023

² Approved Budget for the Contract from the Financial Planning and Management Service

the Annual Procurement Plan to cover and include the subject emergency procurement, duly seconded by BAC Member Dir. Marilyn Boongaling;

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 (HoPE) THE PROCUREMENT OF LABOR AND MATERIALS FOR REPAIR OF PAO VEHICLE SJA-811 FOR THE PAO-CENTRAL OFFICE-GENERAL SERVICE DIVISION (GSD), AS SPECIFIED UNDER PURCHASE REQUEST NO. 734-08-2023, THRU NEGOTIATED PROCUREMENT UNDER EMERGENCY CASES IN ACCORDANCE WITH SECTION 53.2 IN RELATION TO ANNEX "H", NO. V, SUBSECTION (D)2-1(iii) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184 AND THE DELEGATION OF ITS NEGOTIATION AND PROCUREMENT TO THE PAO-SUPPLY SECTION IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184 WITH RECOMMENDATION TO THE HoPE TO REVISE THE ANNUAL PROCUREMENT PLAN TO COVER AND INCLUDE THE SUBJECT EMERGENCY PROCUREMENT**

APPROVED this 5th day of September 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 thru Zoom Video Conference.

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

(Original Signed)

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

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

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

(On Leave)

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

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

ANA LISA M. SORIANO
Deputy Chief Public Attorney

MR. THOR ARTHUR B. AVILLA

Member, Technical Working Group (TWG)
Administrative Officer V
Human Resource Management Service
Administrative Service

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 Staff

MS. FILIPINA Y. ESPIRITU

Member, PBAC Secretariat
Librarian III
Legal Research Service

ENGR. ANGELA M. MARAMAG-PRADO

Member, PBAC Secretariat
Computer Programmer I
General Services Division
Administrative Service

MR. JULIUS DONIVAN F. 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



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Trans. No. 2023-09-117

September 5, 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 (GSD)**, to
wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	734-08-2023	Cost of Labor and Materials for the General Repair of SJA-811	1	lot		184,160.31

TOTAL 184,160.31

Prepared by:

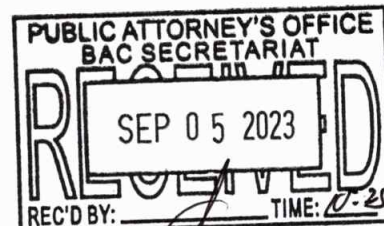
DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

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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August 24, 2023

DR. PERSIDA V. RUEDA-ACOSTA, DSD

Chief Public Attorney
Public Attorney's Office
East Ave., Cor. NIA Road
Diliman, Quezon City

THRU: PAO- BIDS AND AWARD COMMITTEE

**Re: REQUEST FOR IMMEDIATE CONDUCT OF NEGOTIATED PROCUREMENT UNDER
EMERGENCY CASES FOR REPAIR OF PAO VEHICLE SJA-811 FOR PAO-CENTRAL
OFFICE GENERAL SERVICE DIVISION (GSD)**

Dear Chief,

The PAO-Central Office General Service Division (GSD) is in urgent need for the repair of PAO Service Vehicle Toyota Corolla Model with License Plate SJA-811 after several incidents involving repeated car breakdowns, stalling, engine problems, weak breaks and failure to start that has affected the schedule of its operation and its delivery of services and caused delay in transporting PAO personnel attending important scheduled functions. Considering the danger these incidents pose to the life and property of PAO personnel and to other motorists, it is crucial to immediately conduct necessary repairs to restore and ensure continuous function of its vital services in safely transporting PAO clients and personnel as part of its mandate as the principal law office of the Government in extending free legal assistance to indigent persons in criminal, civil, labor, administrative and other quasi-judicial cases.

Repairs that are urgently needed include the replacement of the car battery and spark plugs which are vital parts of the ignition system to address the repetitive stalling of the said vehicle; the replacement of the brake pads and brake fluids to ensure the safety of both the passenger and driver; the replacement of ball joints, front and rear shock absorbers, wheel bearings and engine support which are integral parts of the suspension system of the said vehicle; replacement of stabilizer links and steering rack of the vehicle's steering system in order to provide directional stability and also absorb road shocks; and other vehicle parts which requires periodical replacement in order to restore the vehicle's optimum working condition and overall performance of a vehicle to provide a safe and roadworthy operation.

It is highly advised to conduct immediate repairs to replace old vehicle parts to ensure and maintain a safe and roadworthy vehicle for PAO and to restore and ensure continuous function of its vital services as part of the fulfillment of its official mandate.

Thank you very much. Hoping for your kind consideration of the matter.

COSME Y. DIAZ JR.
OIC-General Services Division
Administrative Service

Noted by:

ATTY. DEMITEER U. HUERTA
PA IV/ OIC-Administrative Service



VEHICLE INSPECTION REPORT

Description:	Month of: AUGUST 2023	Vehicle Plate No. SJA 811																														
To be accomplished	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Check Oil level																																
Check tire air level																																
E Check clutch and brake fluid level																																
V Check radiator water level																																
E Check AFT level(Auto.Trans Fluid)																																
R Check if alternator is working																																
Y Check if headlights are working																																
D Check if signal lights are working																																
A Check if rear/brake lights are working																																
Y Check if Plate lights are working																																
Check if wiper are working properly																																
Check tires (nail, hole,air)																																
Check if hub/stud bolts are tight																																
Check leakage (oil, water,etc.)																																
Wash the motor vehicle																																
Check water level of battery																																
Check if hydrovac has no leak																																
Check external condition of vehicle																																
ACCOMPLISHED BY:																																
VERIFIED BY:																																
Put check (/) if above list is accomplished and no problem encountered. Put (x) if there is pro blem to be solved or to be attended.																																
ACCOMPLISHED THE FOLLOWING ONCE EVERY MONTH																DATE ACCOMPLISHED								WRITE BELOW THE DETAILED WORK DONE								
Check brake and clutch lining if repair or replacement is necessary																																
Check fan belt if repair or replacement is necessary																																
Check if transmission gea roil is empty																																
Change the water of the radiator																																
ACCOMPLISHED THE FOLLOWING ONCE EVERY QUARTER																DATE ACCOMPLISHED								WRITE BELOW THE DETAILED WORK DONE								
Change oil																																
Change oil filter and air cleaner element																																
Check tire if replacement is necessary																																
Name and Signature of Driver: ROMMEL CAING																Date: AUGUST 31, 2023								Verified by: COSME Y. DIAZ JR. Date: AUGUST 31, 2023								



VEHICLE INSPECTION REPORT

Description:		Month of: JULY 2023													Vehicle Plate No. SJA 811																					
To be accomplished		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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Check if transmission gear oil is empty																																				
Change the water of the radiator																																				
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VEHICLE INSPECTION REPORT

Description:			Month of: JUNE 2023												Vehicle Plate No. SJA 811																		
To be accomplished			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		Check Oil level																															
		Check tire air level																															
E		Check clutch and brake fluid level	VEHICLE												VEHICLE																		
V		Check radiator water level	VEHICLE												VEHICLE																		
E		Check AFT level(Auto.Trans Fluid)	VEHICLE												VEHICLE																		
R		Check if alternator is working	UNDER												UNDER																		
Y		Check if headlights are working	UNDER												UNDER																		
D		Check if signal lights are working	REPAIR												REPAIR																		
A		Check if rear/brake lights are working	REPAIR												REPAIR																		
Y		Check if Plate lights are working	REPAIR												REPAIR																		
		Check if wiper are working properly	REPAIR												REPAIR																		
		Check tires (nail, hole,air)	REPAIR												REPAIR																		
		Check if hub/stud bolts are tight	DEFECTIVE												DEFECTIVE																		
		Check leakage (oil, water,etc.)	DEFECTIVE												DEFECTIVE																		
		Wash the motor vehicle	DEFECTIVE												DEFECTIVE																		
		Check water level of battery	DEFECTIVE												DEFECTIVE																		
		Check if hydrovac has no leak	DEFECTIVE												DEFECTIVE																		
		Check external condition of vehicle	DEFECTIVE												DEFECTIVE																		
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Check tire if replacement is necessary																																	
Name and Signature of Driver: ROMMEL CAING																	Date: JUNE 30, 2023					Verified by: COSME Y. DIAZ JR. Date: JUNE 30, 2023											



VEHICLE INSPECTION REPORT

Description:		Month of: MAY 2023													Vehicle Plate No. SJA 811																						
To be accomplished		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
	Check Oil level	VEHICLE UNDER REPAIR																																			
	Check tire air level																																				
E	Check clutch and brake fluid level																																				
V	Check radiator water level																																				
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