



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) DATE 21 SEPTEMBER 2023 RE: **CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE SAA-9875 AS SPECIFIED UNDER PURCHASE REQUEST NO. 752-09-2023**, HELD AT THE PAO CENTRAL OFFICE LIBRARY AND VIA ZOOM VIDEO CALL MEETING

### **RESOLUTION**

**RECOMMENDING THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE SAA-9875 AS SPECIFIED UNDER PURCHASE REQUEST NO. 752-09-2023, FOR PAO-CENTRAL OFFICE-GSD, 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 Twenty Five Thousand Three Hundred Fifty Six Pesos and Twenty Three Centavos (Php 25,356.23)<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) in relation to Section 53.9 Rule XVI 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. Rigel Salvador;

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<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 LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE SAA-9875 AS SPECIFIED UNDER PURCHASE REQUEST NO. 752-09-2023, FOR PAO-CENTRAL OFFICE-GSD 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 21st day of September 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 thru Zoom Video Conference.

**(On Leave)**

**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

**(Original Signed)**

**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

**ATTY. RONALD JEROME P. NIEVES**  
Vice-Chairperson, PBAC  
Public Attorney IV  
Officer-In-Charge  
Legal Research Service

**(On Official Business)**  
**DIR. MARILYN S. BOONGALING**  
Director II  
PAO-Administrative Service

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

**Acceded By: (The TWG)**

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

**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 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. BARASANA**  
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. 2023-09-119**

September 14, 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	752-09-2023	Cost of Labor and Materials for the Change Oil, Tune-up, PMS, and replacement of other various parts of SAA-9875	1	lot		25,356.23

**TOTAL 25,356.23**

Prepared by:

**ANDRIAN H. MARASIGAN**  
Administrative Officer II

Certified Correct by:

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

Noted by:

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





APPROVED	
DATE	9/11/2023
TIME	9:19
RECEIVED BY	<i>JW</i>



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September 15, 2023

**ATTY. JAN STEVEN S. DUNUAN**

Chairperson – PAO – Bids and Awards Committee  
Regional Public Attorney  
PAO-NCR

**RE: Request for Small Value Procurement for the Labor and  
Materials for the PMS of SAA-9875**

ATTY. DUNUAN:

In compliance with the Implementing Rules and Regulations of Republic Act No. 9184, the Public Attorney's Office through the undersigned respectfully requests for the small value procurement of the following item detailed as follows:

Item No.	DESCRIPTION	QTY.	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Cost of the Labor and Materials for the Change Oil, Tune-up, PMS and replacement of other various parts of SAA-9875	1			P25,356.23
<b>Grand Total</b>			<b>P25,356.23</b>		

For your consideration.

Respectfully yours,

**COSME Y. DIAZ JR.**  
Administrative Officer V  
OIC – General Services Division