

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 07 NOVEMBER 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF COMPREHENSIVE PEST AND TERMITE CONTROL SERVICES FOR PAO-CENTRAL OFFICE AS SPECIFIED UNDER PURCHASE REQUEST NO. 815-09-2023, REFERRED TO PBAC ON 03 NOVEMBER 2023, HELD AT THE PAO CENTRAL OFFICE 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 COMPREHENSIVE PEST AND TERMITE CONTROL SERVICE FOR CY 2024, AS SPECIFIED UNDER PURCHASE REQUEST NO. 815-09-2023, FOR PAO-CENTRAL OFFICE, GENERAL SERVICES DIVISION (GSD), IN ACCORDANCE 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 Sixty Thousand Pesos (Php 60,000.00)¹;

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 procurement of the subject item, duly seconded by BAC Member Dir. Marilyn S. 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

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

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 COMPREHENSIVE PEST AND TERMITE CONTROL SERVICE FOR CY 2024, AS SPECIFIED UNDER PURCHASE REQUEST NO. 815-09-2023, FOR PAO-CENTRAL OFFICE, GENERAL SERVICES DIVISION (GSD), IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

APPROVED this 7th day of November 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. JAN STEVEN S. DUNUAN

Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-Region III

ATTY. ALEM-EMAN CHISUM L. ABEYA

Public Attorney III
Member, PBAC
Executive Support Staff

(On Official Business)

ATTY. RONALD R. MACOROL

Public Attorney IV
Member, PBAC
Officer-In-Charge
Special Appealed Cases Unit

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

Approved:

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

DIR. MARILYN S. BOONGALING

Director II
PAO-Administrative Service

ANA LISA M. SORIANO

Deputy Chief Public Attorney

Acceded By: (The TWG)

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

MR. MICHAEL M. MENDOZA
Member, Technical Working Group (TWG)
Administrative Assistant III
Cash Section
Administrative Service

Prepared By: (The Secretariat)

(On Leave)
ATTY. MIGUEL NARCISO A. ILAGAN
Head, PBAC Secretariat
Public Attorney III
Executive Support Staff

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

MR. ANDRIAN H. MARASIGAN
Member, PBAC Secretariat
Administrative Officer II
Supply Section, Administrative Service



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PAC's copy

Trans. No. 2023-10-147

October 31, 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	815-09-2023	One (1) year Comprehensive Pest and Termite Control and Management for the PAO's Office Central Office Building (please refer to the attached TOR)	1	lot		

TOTAL 60,000.00

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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Bids and Awards Committee

TERMS OF REFERENCE (TOR)

ONE (1) YEAR COMPREHENSIVE PEST AND TERMITE CONTROL AND MANAGEMENT FOR THE PUBLIC ATTORNEY'S OFFICE CENTRAL OFFICE BUILDING FOR FY 2024

(PURCHASE REQUEST NO. 815-09-2023)

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 COMPREHENSIVE PEST AND TERMITE CONTROL AND MANAGEMENT FOR THE PUBLIC ATTORNEY'S OFFICE CENTRAL OFFICE BUILDING FOR FY 2024		
APPROVED BUDGET FOR THE CONTRACT (Php 60,000.00)		
Work schedule: 15 calendar days from issuance of Notice to Proceed and every month thereafter		
Payment terms: Immediately after the issuance of certificate of accomplishment and billing from the bidder.		
QUANTITY	PRODUCT	WORK SCHEDULE (After issuance of Notice to Proceed)
1 Lot	I. INTRODUCTION Pest and Termite Control and Management for the Public Attorney's	15 calendar days And every month thereafter

	<p>Office Central Office Building which consists the following:</p> <p>4th Floor 5th Floor Penthouse</p> <p>DOJ Agencies Building NIA Road Corner, East Avenue, Quezon City.</p> <p>A. Service Requirements</p> <ul style="list-style-type: none"> ● A.1 General Pests <ul style="list-style-type: none"> Control of Crawling Insects (CCI) Control of Flying Insects (CFI) Control of Rodents (CR) ● A.2 Termites <ul style="list-style-type: none"> Control of Termites (CT) <p>B. Objective As a whole, the objective is to control if not eradicate the pests and termites infesting the Public Attorney's Office Central Office Building which consists the following:</p> <p>4th Floor 5th Floor Penthouse</p> <p>DOJ Agencies Building NIA Road Corner, East Avenue, Quezon City.</p> <p>II. SCOPE OF WORKS The Contractor's Scope of Works shall comprise but not limited to the following:</p> <p>A. General Pests Extermination and Control Program with Fogging Treatment</p> <p>1. Crawling Insects (CCI) Residual Spraying supplemented by insecticidal baiting/dusting for the control of cockroaches, ants and other crawling insect pests.</p>	<p>*For strict compliance.</p> <p>Subject to the rules on Liquidated Damages</p>
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	<p>Service comes in the form of spraying of specially formulated pesticides against all disease transmitting and destructive flying and crawling insects found in the buildings. The treatment should guarantee the control of the general infestation right on the spot with long residual effect.</p> <p>2. Flying Insects (CFI) (including larvae</p> <p>Fogging and misting operations supplemented by residual spraying for the control of mosquitoes, flies and other flying insect pests.</p> <p>2.1 Fogging Method</p> <p>The pesticides shall be applied to entire areas including garden areas, garbage disposal areas, canal, etc, via the method of fogging to eliminate existing infestation of flying insects particularly mosquitoes, flies, etc, including crawling insects such as cockroaches, etc. and the preemption of their reemergence due to the residual effect of the chemical used.</p> <p>2.2 Misting Method</p> <p>Misting method shall be performed with the use of misting equipment which transforms spray into microns for effective control of all disease transmitting and destructive crawling and flying insects.</p> <p>3.Rodents(CR)</p> <p>Rodents control is implemented alongside the above-mentioned program by the installation of effectively proven mechanical devices and/or non-mechanical method including the use of anti-coagulant baits.</p> <p>B. Termites Extermination and Control Program</p>	
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	<p>1. Control of Termites (CT). Soil poisoning, Wood drenching, Termite Abatement.</p> <p>1.1 Soil Poisoning- Soil poisoning shall be done around the buildings as close as possible to the base of the outside walls using liquid termiticides. It makes the soil uninhabitable from subterranean termites, controls any present infestation and discourages future subterranean infestation.</p> <p>1.2 Wood Drenching-The infested and other wooden parts of the buildings especially the floorings, ceiling and walling shall be treated by direct spraying of liquid termiticidal solution, This type of treatment shall guarantee the control of general infestation and helps minimize future further infestation. Wood protectant shall be applied with preservative quality to baseboards, door jambs and wooden ceiling, walls, partitions, etc., whenever applicable.</p> <p>1.3 Termite Abatement and Maintenance Program (TAMP) - Powder termiticides shall be applied by wood injection or trophallaxis method to all places where the possible signs of infestation. The powder termiticides should gradually contaminate and kill the termites in the entire colony. Regular TAMP inspection and service should minimize the possibility of infestation by dry wood termites as well as by subterranean termites</p> <p>III. SPECIFICATIONS</p> <p>Chemical to be used: Only odorless with low mammalian toxicity registered with and approved by the Food and Drugs Administration (FDA) shall be used/applied for the adequate and effective control of each target activity by a Certified</p>	
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	<p>Pesticide Applicator (Fumigator and Exterminator).</p> <p>IV. EQUIPMENT, CHEMICALS AND APPLICATION</p> <p>1. Furnishing all materials, equipment, transportation and supply of chemical duly registered under the Food and Drugs Administration (FDA) necessary for Pest and Termite Control Treatment and Services.</p>	
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October 23, 2023

TECHNICAL WORKING GROUP:

Head:

ALMA E. DUMAGO – LATOSA
Director II
Financial Planning and Management Service

Members:

THOR ARTHUR B. AVILLA
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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November 3, 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 Comprehensive
Termite Control Services for F.Y 2024**


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	Comprehensive Termite Control Services for F.Y. 2024	1			P60,000.00
Grand Total			P60,000.00		

For your consideration.

Respectfully yours,


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

October 06, 2023

PAO-TWG,

For TOR preparation.

**PR# 815 -09-2023 (Comprehensive Termite Control Services 2024)
Central Office**

Thank you.

Supply Section

OK/10/23/23

OK 10/23/23 ✓