



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**

Tanggapan ng Manananggol Pambayan

DOJ Agencies Building, NIA Road corner East Avenue, Diliman, 1100 Quezon City  
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**PAO BIDS AND AWARDS COMMITTEE (PBAC)**

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 10 NOVEMBER 2023 **RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF TWO (2) UNITS OF 2.5HP, SPLIT-TYPE AIR-CONDITIONING UNIT WITH INSTALLATION CHARGE AS SPECIFIED UNDER PURCHASE REQUEST NO. 883-10-2023**, REFERRED TO PBAC ON 09 NOVEMBER 2023, HELD AT THE PAO CENTRAL OFFICE VIA ZOOM VIDEO CALL MEETING

**R E S O L U T I O N**

**RECOMMENDING THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF TWO (2) UNITS OF 2.5HP, SPLIT-TYPE AIR-CONDITIONING UNIT WITH INSTALLATION CHARGE AS SPECIFIED UNDER PURCHASE REQUEST NO. 883-10-2023, FOR PAO-CALABARZON, STA. CRUZ, LAGUNA DISTRICT OFFICE, 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 Ninety Nine Thousand and Nine Hundred Ten Pesos (Php. 99,910.00)<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 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 TWO (2) UNITS OF 2.5HP, SPLIT-TYPE AIR-CONDITIONING UNIT WITH INSTALLATION CHARGE AS SPECIFIED UNDER PURCHASE REQUEST NO. 883-10-2023, FOR PAO-CALABARZON, STA. CRUZ, LAGUNA DISTRICT OFFICE, 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 10th day of November 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. 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

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

(On Official Business)  
**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

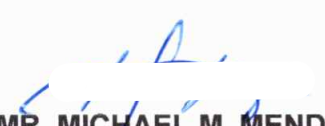
**Acceded By: (The TWG)**

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

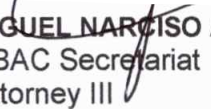
**MR. THOR ARTHUR B. AVILLA**  
Member, Technical Working Group (TWG)  
Administrative Officer V




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)*

  
**ATTY. MIGUEL NARCISO A. ILAGAN**  
Head, PBAC Secretariat  
Public Attorney III  
Executive Support Staff

(On Leave)  
**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



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. 2023-11-157**

November 9, 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-CALABARZON (Sta. Cruz, Laguna D.O.)**, to wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	883-10-2023	Airconditioning Unit (2.5HP, Split type) <i>with installation</i> (please refer to the attached TOR)	2	units		

**TOTAL 99,910.00**

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



**Fund Cluster: 01**

**Fund Cluster: 01**

PUBLIC ATTORNEY'S OFFICE  
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Republika ng Pilipinas  
*Tanggapan ng Manananggol Lamayan*  
**Kagawaran ng Katarungan**  
**(PUBLIC ATTORNEY'S OFFICE)**  
SANTA CRUZ, LAGUNA District Office

A. KAMATOY ST. BRGY. POBLACION II, SANTA CRUZ LAGUNA



**BAGONG PILIPINAS**

16 October 2023

**TO: ATTY. REVELYN V. RAMOS-DACPANO**

Regional Public Attorney  
DOJ, 3rd Flr. PSWD Eusebio Bldg.  
Caruncho Avenue,  
Brgy. San Nicolas Pasig City



**Thru: Mrs. Marilou D. Cartalla**

DOJ, 3rd Flr. PSWD Eusebio Bldg.  
Caruncho Avenue,  
Brgy. San Nicolas Pasig City

**LETTER OF JUSTIFICATION**

**Dear Atty. Ramos-Dacpano:**

Greetings of Peace!

I am writing this letter of justification to obtain approval for the replacement of 2 sets of air conditioning units.

The following are the reasons for the immediate acquisition of 2 Air Conditioning units:

1. The air conditioning units that the district were using are already old and are not functioning well and prove to be insufficient and incapable of distributing the ideal ventilation vis-à-vis the total working space.

2. The frequent malfunction of our air conditioning unit hamper and suffer the district offices efficiency and hinder the comfortable working environment of all the employees of the district office.

In view of the foregoing, the immediate purchase of 2 air conditioning units of the district office is exceptionally urgent and absolutely indispensable to avoid the hampering the efficiency of the district office.

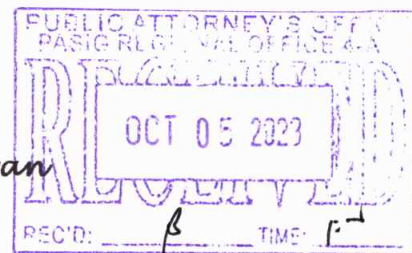
Thank you and God Bless.

Respectfully yours.

**Atty. Magi S. Magana**  
OIC-Public Attorney III  
Santa Cruz, Laguna District Office  
Santa Cruz, Laguna



Republika ng Pilipinas  
Kagawaran ng Katarungan  
*Tanggapan ng Manananggol Pambayan*  
**(PUBLIC ATTORNEY'S OFFICE)**  
**REGION IV-A (CALABARZON)**  
**STA CRUZ, LAGUNA DISTRICT OFFICE**  
A. Kamatoy Street, Poblacion II, Sta. Cruz, Laguna 4009  
Mobile No. 0915-4448718



September 25, 2023

**MARLON E. BUAN**

Chairperson, PBAC &  
Regional Public Attorney  
PAO-NCR

**RE: Request for Small Value Procurement of AIRCONDITIONING UNIT &  
INSTALLATION for PAO-STA. CRUZ, LAGUNA DISTRICT OFFICE**

**ATTY. BUAN:**

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	AIRCONDITIONING UNIT & INSTALLATION CHARGE	2 unit	49,955.00		99,910.00
<b>TOTAL</b>			<b>49,955.00</b>		<b>99,910.00</b>

For your consideration.

Respectfully yours,

**MAGLS. MAGANA**  
OIC-Public Attorney III



**Bids and Awards Committee**

**TERMS OF REFERENCE (TOR)**

**PROCUREMENT OF TWO (2) UNITS OF 2.5 HP AIR CONDITIONER  
(with installation) FOR THE USE OF PAO-STA. CRUZ, LAGUNA  
DISTRICT OFFICE**

**PURCHASE REQUEST NO. 883-10-2023**

(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 **NINETY-NINE THOUSAND NINE HUNDRED TEN PESOS (Php 99,910.00)**, inclusive of all taxes applicable and bank and government charges payable.

**2. Specifications:**

<b>TWO (2) AIR CONDITIONING UNITS</b> (with installation)		
<b>APPROVED BUDGET FOR THE CONTRACT</b> (Php 99,910.00)		
<b>Delivery:</b> <b>Within Fifteen (15) calendar days from the issuance of Notice to Proceed</b>		
<b>Payment terms:</b> <b>Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.</b>		
<b>No. Of pcs.</b>	<b>PRODUCT</b>	<b>DELIVERY SCHEDULE</b> (After issuance of Notice to Proceed)
2 units	<ul style="list-style-type: none"><li>Cooling capacity - 25,000 Kj/Hr</li></ul>	15 calendar days



	<ul style="list-style-type: none"><li>• Power consumption<ul style="list-style-type: none"><li>- 2,250 W</li></ul></li><li>• Running Current<ul style="list-style-type: none"><li>- 10 A</li></ul></li><li>• Sound level<ul style="list-style-type: none"><li>- 40 dbA</li></ul></li><li>• Voltz/Hz/Phase<ul style="list-style-type: none"><li>- 230V/60Hz/1 phase</li></ul></li><li>• Pipe size (liquid/gas)<ul style="list-style-type: none"><li>- 6.35mm/12.70mm</li></ul></li><li>• Maximum pipe length:<ul style="list-style-type: none"><li>- 25m</li></ul></li><li>• Aircon type<ul style="list-style-type: none"><li>- Split type</li></ul></li><li>• Capacity<ul style="list-style-type: none"><li>- 2.5HP</li></ul></li><li>• Warranty<ul style="list-style-type: none"><li>- One (1) year labor and parts</li></ul></li></ul>	<p>*For strict compliance.</p> <p>Subject to the rules on Liquidated damages</p>
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November 07, 2023

TECHNICAL WORKING GROUP:

Head:

**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. MENDOZA**  
Administrative Assistant III  
Cash Section  
Administrative Service