



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

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(02)8426-26-83 or (02)8929-94-36 local 106 or 107 during office hours
and local 159 after office hours (even during weekends and holidays)
e-mail: pao_executive@yahoo.com
website: www.pao.gov.ph



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 THREE (3) UNITS OF 2.5HP, SPLIT-TYPE AIR-CONDITIONING UNIT WITH INSTALLATION CHARGE AS SPECIFIED UNDER PURCHASE REQUEST NO. 884-10-2023**, REFERRED TO PBAC ON 09 NOVEMBER 2023, HELD AT THE PAO CENTRAL OFFICE VIA ZOOM VIDEO CALL MEETING

RESOLUTION

RECOMMENDING THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF THREE (3) UNITS OF 2.5HP, SPLIT-TYPE AIR-CONDITIONING UNIT WITH INSTALLATION CHARGE AS SPECIFIED UNDER PURCHASE REQUEST NO. 884-10-2023, FOR PAO-CALABARZON, TAYTAY, RIZAL 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 One Hundred Forty-Nine Thousand and Eight Hundred Thirty Five Pesos (Php. 149,835.00)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 Atty. Ronald Macorol;

¹ 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 THREE (3) UNITS OF 2.5HP, SPLIT-TYPE AIR-CONDITIONING UNIT WITH INSTALLATION CHARGE AS SPECIFIED UNDER PURCHASE REQUEST NO. 884-10-2023, FOR PAO-CALABARZON, TAYTAY, RIZAL 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, 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

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



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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. 2023-11-156

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 (Taytay, Rizal D.O.)**, to wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	884-10-2023	Airconditioning Unit (2.5HP, Split type) <i>with installation</i> (please refer to the attached TOR)	3	units		

TOTAL 149,835.00

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



PUBLIC ATTORNEY'S OFFICE
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Tanggapan ng Manananggol Pambayan
(PUBLIC ATTORNEY'S OFFICE)
REGION IV-A

TAYTAY, RIZAL DISTRICT OFFICE
Unit 202 ARC Place, J. Sumulong St., Dolores,, Taytay, Rizal

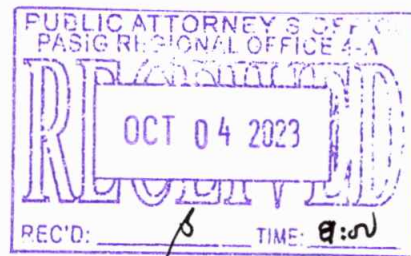


BAGONG PILIPINAS

October 2, 2023

DIR. REVELYN V. RAMOS-DACPANO

Regional Public Attorney
Public Attorney's Office
Regional Offices IV-A (CALABARZON)
3rd Floor, DSWD-Rescue Center Building
Pasig City Hall Compound
Caruncho Ave. corner Market Ave.
San Nicolas, Pasig City



Thru: MS. MARILOU D. CARTALLA
OIC - Administrative Officer

LETTER OF JUSTIFICATION

Dear Atty. Ramos-Dacpano:

Good day!

I am writing this letter of justification to obtain approval for the acquisition of two (2) sets of new air conditioning units for our new office extension, as well as for the replacement of one (1) set of air conditioning unit in our current office, for a total of three (3) new air conditioning units.

Listed hereunder are the reasons for the immediate acquisition of three (3) air conditioning units:

1. One of the air conditioning units that the district is using is already old and unserviceable and proves to be insufficient and incapable of distributing the ideal ventilation vis-à-vis the total working space.
2. The high cost of maintenance and frequent repair hamper the efficiency of the district office and hinder the comfortable working environment of the employees of the district office.
3. The district's new office extension lacks air conditioning units, which are needed to provide a comfortable working environment.

In view of the foregoing, the immediate purchase of three (3) air conditioning units for the district office is exceptionally urgent and absolutely indispensable to avoid hampering the efficiency of the district office.

Thank you.

Respectfully yours,

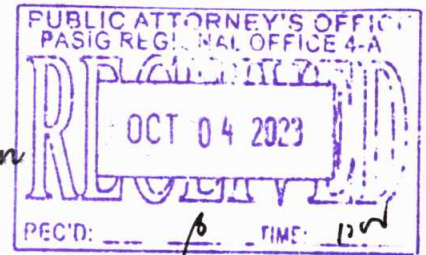
Atty. Anah T. Gregorio
OIC – Public Attorney III
Taytay, Rizal District Office



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Tanggapan ng Manananggol Pambayan

REGION IV-A (CALABARZON)
TAYTAY, RIZAL DISTRICT OFFICE

Unit 203, 2nd Floor, ARC Place, J. Sumulong Street, Barangay Dolores
Taytay, Rizal 1920



October 2, 2023

MARLON E. BUAN
Chairperson, PBAC &
Regional Public Attorney
PAO-NCR

**RE: Request for Small Value Procurement of AIRCONDITIONING UNIT &
INSTALLATION for PAO-TAYTAY, RIZAL DISTRICT OFFICE**

ATTY. BUAN:

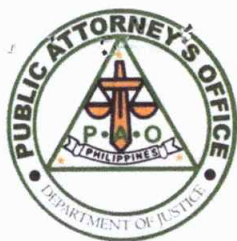
In compliance with the Implementing Rules and Regulations of Republic Act No. 9184, the Public Attorney's Office through the undersigned respectfully requests for the small value procurement of the following item detailed as follows:

Item No.	DESCRIPTION	QTY.	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	AIRCONDITIONING UNIT & INSTALLATION CHARGE	3 units	149,835.00		149,835.00
TOTAL			149,835.00		149,835.00

For your consideration.

Respectfully yours,

ATTY. ANAH T. GREGORIO
OIC-Public Attorney III



Bids and Awards Committee

TERMS OF REFERENCE (TOR)

PROCUREMENT OF THREE (3) UNITS of 2.5 AIR CONDITIONER (with installation) FOR THE USE OF PAO-TAYTAY, RIZAL DISTRICT OFFICE

PURCHASE REQUEST NO. 884-10-2023

(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 **ONE HUNDRED FORTY-NINE THOUSAND EIGHT HUNDRED THIRTY-FIVE PESOS (Php 149,835.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:

THREE (3) AIR CONDITIONING UNITS (with installation)		
APPROVED BUDGET FOR THE CONTRACT (Php 149,835.00)		
Delivery: Within Fifteen (15) calendar days from the issuance of Notice to Proceed		
Payment terms: Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.		
No. Of pcs.	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
3 units	HARDWARE SPECIFICATIONS: <ul style="list-style-type: none">Cooling capacity - 25,000 Kj/Hr	15 calendar days

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

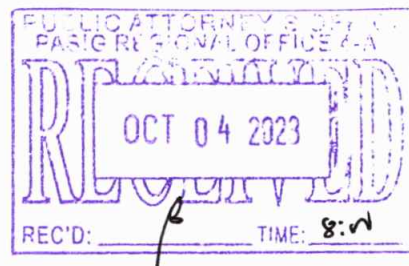


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October 2, 2023

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