



PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 07 MARCH 2024 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF PRINTING AND DELIVERY OF LEAVE CARDS UNDER PURCHASE REQUEST NO. 036-01-2024, REFERRED TO PBAC ON 06 MARCH 2024, HELD AT THE PAO CENTRAL OFFICE LIBRARY AND VIA ZOOM CALL MEETING

RESOLUTION

RECOMMENDING THE PROCUREMENT FROM NATIONAL PRINTING OFFICE (NPO) FOR THE PRINTING AND DELIVERY OF FIVE THOUSAND (5,000) PIECES OF LEAVE CARDS, AS SPECIFIED UNDER PURCHASE REQUEST NO. 035-01-2024, THROUGH NEGOTIATED PROCUREMENT BY AGENCY-TO-AGENCY UNDER SECTION 53.5 IN RELATION TO ANNEX "H," NO. V, SUBSECTION D(5) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184, FOR THE USE OF PUBLIC ATTORNEY'S OFFICE-CENTRAL OFFICE

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 PAO-Central Office Supply Section is in need of printing of leave cards as specified in purchase request no. 036-01-2024 to ensure unhampered performance of its duties and to prevent delays in its daily transactions;

WHEREAS, there is an approved budget for the contract of the subject procurement with a the total amount of Seventy Five Thousand Pesos (Php 75,000.00)¹;

WHEREAS, the PAO-Supply section justified that procurement of the printing of much needed accountable forms through agency-to-agency negotiated procurement from the National Printing Office (NPO) is economical and efficient to the government as NPO submitted a Certification stating that: a) it is a servicing agency with mandate to undertake the needed printing of government forms; b) it owns and has access to necessary tools and equipment to exercise and fulfill its mandate; c) it has the absorptive capacity to undertake the aforementioned printing requirements and that d) it shall not engage in the services of sub-contractors;


WHEREAS, after deliberations by the members of this committee and after considering the compliance with the requirements for agency-to-agency procurement for the subject items, BAC Member **Atty. Ronald Macorol** moved to procure from NPO the subject printing through negotiated procurement by agency-to-agency in accordance with Section 53.5 in relation to Annex "H", No. V, Subsection D(5) of the IRR of RA 9184; 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

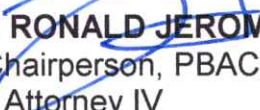
¹ Approved Budget for the Contract from the Financial Planning and Management Service


recommendations of the Technical Working Group (TWG), HEREBY RESOLVE TO RECOMMEND TO THE HEAD OF THE PROCURING ENTITY THE PROCUREMENT FROM THE NATIONAL PRINTING OFFICE (NPO) THE PRINTING AND DELIVERY OF FIVE THOUSAND (5,000) PIECES OF LEAVE CARDS, AS SPECIFIED UNDER PURCHASE REQUEST NO. 036-01-2024, THROUGH NEGOTIATED PROCUREMENT BY AGENCY-TO-AGENCY UNDER SECTION 53.5 IN RELATION TO ANNEX "H," NO. V, SUBSECTION D(5) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184, FOR THE USE OF PUBLIC ATTORNEY'S OFFICE-CENTRAL OFFICE

APPROVED this 7th day of March 2024 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. RONALD R. MACOROL
Public Attorney IV
Member, PBAC
Officer-In-Charge
Special Appealed Cases Unit


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


DIR. MARILYN S. BOONGALING
Director II
PAO-Administrative Service

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


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

(On Official Business)
ATTY. RIGEL A. SALVADOR
Public Attorney IV
Member, PBAC
Officer-In-Charge
Field Operations and Statistics Service

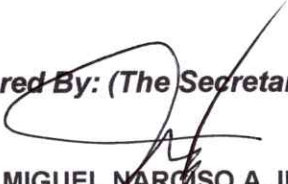
**Approved:
For and by the authority
Of the Chief Public Attorney**


ANA LISA M. SORIANO
Deputy Chief Public Attorney



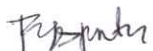
MR. MICHAEL M. MENDOZA
Member, Technical Working Group (TWG)
Administrative Assistant III
Cash Section
Administrative Service

Prepared By: (The Secretariat)




ATTY. MIGUEL MARCISO A. ILAGAN
Head, PBAC Secretariat
Public Attorney III
Executive Support Service


(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



BAC

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. 2024-02-028

February 27, 2024

ATTY. JAN STEVEN S. DUNUAN
Chairperson – PAO-Bids and Awards Committee
Regional Public Attorney
PAO-III

Sir:

Attached herewith are the approved Purchase Requests needed by **PAO-Central Office (HRMD)**:


No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	036-01-2024	Leave Cards ***Please refer to the attached TOR	5,000	pcs.		75,000.00

TOTAL: 75,000.00


Prepared by:

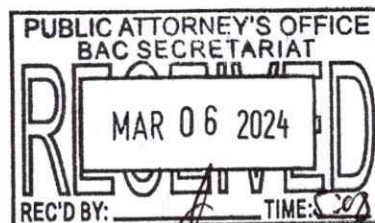

DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:


CARMELA L. FLORENDO
OIC-Supply Section

Noted by:


ATTY. DEMITEER U. HUERTA
Public Attorney IV/OIC
Administrative Service



PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICEFund Cluster: 01[illegible]

PUBLIC AFFAIRS OFFICE
EXECUTIVE SERVICE
JAN 11 2024
151
JAN 11 2024
JAN 11 2024

PUBLIC ATTORNEY'S OFFICE
SUPPLY SECTION
RECEIVED
JAN 10 2024
RECEIVED
REC'D BY: [Signature] TIME: 1:44



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OFFICE
NATIONAL PRINTING OFFICE



EDSA corner NIA North Road, Diliman, Quezon City records@npo.gov.ph facebook.com/OfficialNPO

NPO-PPCD-IH-QUOT-048-24

21 February 2024

ATTY. DEMITEER U. HUERTA
PA IV / OIC – Administrative Service
PUBLIC ATTORNEY’S OFFICE
4th Floor, DOJ Agencies Bldg.
NIA Road Corner East Avenue
1104 Diliman, Quezon City

Sir;

Greetings!

The National Printing Office (NPO) is pleased to submit the production cost estimate for the printing requirements under Request for Quotation dated 19 February 2024, which this office received last 19 February 2024. Please see below:

Item No.	Quantity	Description	Unit Price	Total Amount
1	5,000 pieces	Form: PERSONALIZED LEAVE CARD Size: 13” x 9” Material: White Bristol Board Others: Two-sides printing; all in black print Packaging: 500 sheets/ pack	P 15.00	P 75,000.00

TERMS AND CONDITIONS:

1. The above cost estimate is based on the current labor cost and price of materials excluding freight charges. The delivery of the goods may be made in any of the following modes: a) for pick-up at the National Printing Office (NPO), and b) by freight or courier of the client’s preference. Furthermore, this quotation is limited to the description and specification of the item you have requested. Any changes therein may affect the cost, thus subject for a new quotation.
2. Price is valid for thirty (30) calendar days from receipt hereof. To facilitate the immediate printing of your requirements, kindly send either/all of the following: (a) **Notice of Payment**, (b) **Funded Purchase Order**, and/or (c) a **Certificate of Funds Availability**. A copy of this quotation shall also be attached for reference. Likewise, it is imperative that the following pertinent details be submitted as well for easy reference: **full name of contact person or person-in-charge, complete delivery address and contact details such as: office landline, fax number, mobile number and/or e-mail address.** Kindly find attached copy of NPO Payment Scheme for your perusal.
3. The NPO a Recognized Government Printer is an agency under the National Government and is exempted from withholding tax under Section 4 of the BIR Regulation No. 14-2002 dated September 09, 2002.

Thank you for this opportunity to submit a quotation for your printing requirements. For any concerns, please do not hesitate to contact this office through telephone numbers (02) 8925-2186 and mobile #09178055616 or via email at ppcd.division@npo.gov.ph. You may look for Ms. Ma. Theresa R. Dela Cruz.

Very truly yours,

RENATO P. ACOSTA
Director IV



One NPO, Our NPO, Yes we can PO!!!



NPO-PPCD-OTC-CERT-044-24

CERTIFICATION

This is to CERTIFY that the National Printing Office (NPO), a recognized government printer of the Republic of the Philippines, is mandated to provide printing services to government agencies and instrumentalities. These services include the printing, binding, and distribution of government Standard and Accountable Forms, Official Ballots, public documents such as the Official Gazette, General Appropriations Act, Philippine Reports, and development information materials of the Philippine Information Agency, Presidential Communications Office, and the Office of the President.

It is further CERTIFIED that NPO owns and has access to the necessary tools and equipment required and has the absorptive capacity to undertake the printing job and will not enter into any sub-contracting activities pertaining to the printing project below:

Supply and Delivery of Personalized Leave Card Form

Issued this 4th day of March 2024, upon the request of the **Public Attorney's Office**, for whatever legal purpose it may serve.




RENATO P. ACOSTA
Director IV

One NPO, Our NPO, Yes we can PO!!!

Office of the Director (02) 8925-2187 / 8925-2189 Administrative Division (02) 8925-2182 Production Planning and Control Division (02) 8925-2186 / 09178055616
Sales and Marketing Division CP No. 09178050356 / (02) 8925-2197 / (02) 8925-2190 Official Gazette Publication CP No. 09178284842



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OFFICE
NATIONAL PRINTING OFFICE



📍 EDSA corner NIA North Road, Diliman, Quezon City

✉ records@npo.gov.ph

📘 facebook.com/OfficialNPO

NOTICE : ATTY. DEMITEER U. HUERTA
: PA IV / OIC – Administrative Service
PUBLIC ATTORNEY'S OFFICE
4th Floor, DOJ Agencies Bldg.
~~NIA Road Corner East Avenue~~
1104 Diliman, Quezon City

FROM : THE DIRECTOR IV

SUBJECT : NPO PAYMENT SCHEME

DATE : 21 February 2024

Good day!

We wish to inform you that we will only accept remitted payments either in cash/check deposit, Postal Money Order or Bank Transfer in the bank account mentioned below;

1. Bank Name : Land Bank of the Philippines
Address : NIA Branch, Diliman Quezon City
Account Name : National Printing Office – Rev. Fund
Account Number : 1872-1004-46

Kindly provide us a copy of your deposit slip or Advice to Debit Account (ADA)/ List of Due and Demandable Accounts Payable (LDDAP) validated by the bank for us to validate and issue an Official Receipt of your payment.

In addition, please provide us a copy of Purchase Order or other relevant documents to be able to process your requested forms for publication.

Also, we will not accept checks without validated Agency Advice of Commercial Checks Released.

You may send it through mail at EDSA corner NIA North Road Diliman, Quezon City or via fax number (02) 9280902/ (02) 9252197/ (02) 9252186 or through email at cashiernpo@gmail.com.

Thank you.

Very Truly yours,


RENATO R. ACOSTA
Director IV

One NPO, Our NPO, Yes we can PO!!!

Office of the Director (02) 8925-2187 / 8925-2189 Administrative Division (02) 8925-2182 Production Planning and Control Division (02) 8925-2186 / 09178055616
Sales and Marketing Division CP No. 09178050356 / (02) 8925-2197 / (02) 8925-2190 Official Gazette Publication CP No. 09178284842

LEAVE CARD

NAME:

OFFICE:-----

[illegible]



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OFFICE
NATIONAL PRINTING OFFICE



📍 EDSA corner NIA North Road, Diliman, Quezon City 📧 records@npo.gov.ph 📘 facebook.com/OfficialNPO

NPO-PPCD-OTC-CERT-044-24

CERTIFICATION

This is to CERTIFY that the National Printing Office (NPO), a recognized government printer of the Republic of the Philippines, is mandated to provide printing services to government agencies and instrumentalities. These services include the printing, binding, and distribution of government Standard and Accountable Forms, Official Ballots, public documents such as the Official Gazette, General Appropriations Act, Philippine Reports, and development information materials of the Philippine Information Agency, Presidential Communications Office, and the Office of the President.

It is further CERTIFIED that NPO owns and has access to the necessary tools and equipment required and has the absorptive capacity to undertake the printing job and will not enter into any sub-contracting activities pertaining to the printing project below:

Supply and Delivery of Personalized Leave Card Form

Issued this 4th day of March 2024, upon the request of the **Public Attorney's Office**, for whatever legal purpose it may serve.




RENATO P. ACOSTA
Director IV

One NPO, Our NPO, Yes we can PO!!!

Office of the Director (02) 8925-2187 / 8925-2189 Administrative Division (02) 8925-2182 Production Planning and Control Division (02) 8925-2186 / 09178055616
Sales and Marketing Division CP No. 09178050356 / (02) 8925-2197 / (02) 8925-2190 Official Gazette Publication CP No. 09178284842