



PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 14 MARCH 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF 100 BOXES OF 11x14 CONTINUOUS FORM AS SPECIFIED UNDER PURCHASE REQUEST NO. 243-03-2023, 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 ONE HUNDRED (100) BOXES OF 11x14 CONTINUOUS FORM, AS SPECIFIED UNDER PURCHASE REQUEST NO. 243-03-2023, FOR PAO-CENTRAL OFFICE ADMINISTRATIVE SERVICE, CASH SECTION, 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 Sixty Thousand Pesos (Php 160,000.00)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 Dir. Marilyn Boongaling moved to delegate to PAO-Supply Section the conduct of procurement of the subject item, duly seconded by BAC Member Atty. Ronald Macorol;


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 ONE HUNDRED (100) BOXES OF 11x14 CONTINUOUS FORM, AS SPECIFIED UNDER PURCHASE REQUEST NO. 243-03-2023, FOR PAO-CENTRAL OFFICE, ADMINISTRATIVE SERVICE, CASH SECTION IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

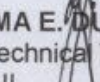
APPROVED this 14th day of March 2023 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.

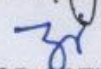

ATTY. RONALD R. MACOROL
Public Attorney IV
Member, PBAC
Officer-In-Charge
Special Appealed Cases Unit

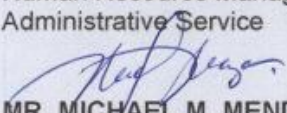

ATTY. MARLON BUAN
Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-NCR

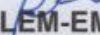

DIR. MARILYN S. BOONGALING
Director II
PAO-Administrative Service

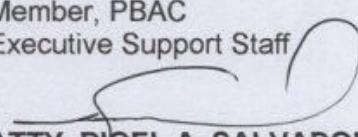
Acceded By: (The TWG)

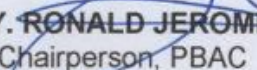

MS. ALMA E. DUMAGO-LATOSA
Head, Technical Working Group (TWG)
Director II
Financial Planning and Management Service


MR. THOR ARTHUR B. AVILLA
Member, Technical Working Group (TWG)
Administrative Officer V
Human Resource Management Service
Administrative Service

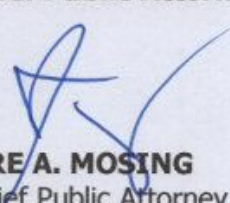

MR. MICHAEL M. MENDOZA
Member, Technical Working Group (TWG)
Administrative Assistant III
Cash Section
Administrative Service


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

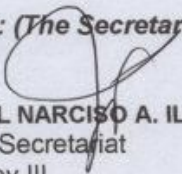

ATTY. RIGEL A. SALVADOR
Public Attorney IV
Member, PBAC
Officer-In-Charge
Field Operations and Statistics Service

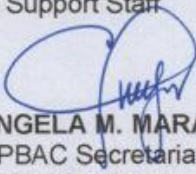

ATTY. RONALD JEROME P. NIEVES
Vice-Chairperson, PBAC
Public Attorney IV
Officer-In-Charge
Legal Research Service

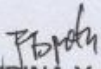
Approved:
For and by the authority
Of the Chief Public Attorney



SILVESTRE A. MOSING
Deputy Chief Public Attorney

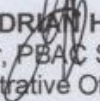
Prepared By: (The Secretariat)


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



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-2023-03-036

March 13, 2023

ATTY. MARLON E. BUAN
Chairperson – PAO-Bids and Awards Committee
Regional Public Attorney
PAO-National Capital Region

Sir:

Attached herewith is the approved Purchase Request needed by PAO
Administrative Service, Cash Section. to wit (Not Available in Procurement Service)

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1.	243-03-2023	Continuous Form 11x14 7/8 3 ply (PLAIN – carbonless)	100	boxes	1,600.00	160,000.00

TOTAL: 160,000.00

Prepared by:

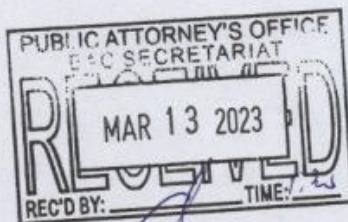
DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

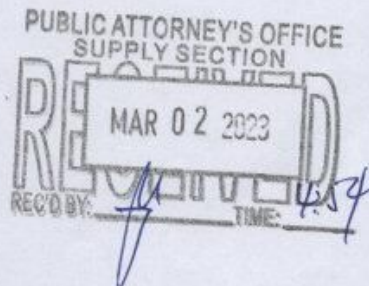
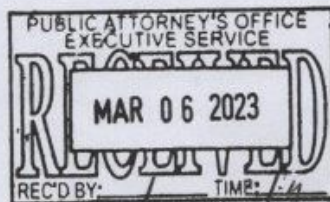
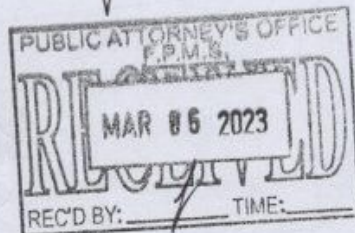
ATTY. DEMITEER U. HUERTA
PA-IV/OIC-Administrative Service



PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE

Fund Cluster: 01

[illegible]



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 / 926-28-76

24 February 2023

ATTY. MARLON BUAN

Chairperson, PBAC
Regional Public Attorney
PAO-NCR

RE: Request for Small Value Procurement of
(ONE HUNDRED (100) BOXES CONTINUOUS FORM 11X14 7/8
3ply) for PAO-(Cash Section)

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	Continuous Form 11x14 7/8 3 ply (PLAIN-Carbonless)	100 boxes			
Grand Total			160,000.000		

For your consideration.

Respectfully yours,


CARMELA L. FLORENDO
OIC, Supply Section

Noted by:


ATTY. DEMITEER U. HUERTA
PA IV, OIC – Administrative Service