



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 14 MARCH 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE SAA-9877 AS SPECIFIED UNDER PURCHASE REQUEST NO. 255-03-2023, 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 LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE SAA-9877 AS SPECIFIED UNDER PURCHASE REQUEST NO. 255-03-2023, FOR PAO-CENTRAL OFFICE-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 Twenty One Thousand Four Hundred Twenty Seven Pesos and Seventy Five Centavos (Php 21,427.75)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

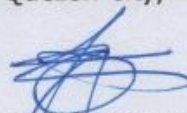
WHEREAS, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the IRR 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;

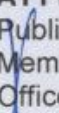
NOW THEREFORE, WE, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the

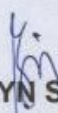
¹ Approved Budget for the Contract from the Financial Planning and Management Service

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 LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE SERVICE OF PAO VEHICLE SAA-9877 AS SPECIFIED UNDER PURCHASE REQUEST NO. 255-03-2023, FOR PAO-CENTRAL OFFICE-GSD IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

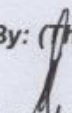
APPROVED this 14th day of March 2023 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.



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

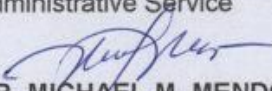

ATTY. MARLON BUAN
Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-NCR


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

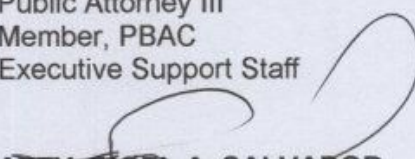
Acceded By: (The TWG)

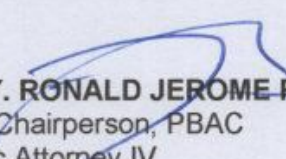

MS. ALMA E. DUMAGO-LATOSA
Head, Technical Working Group (TWG)
Director II
Financial Planning and Management Service


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

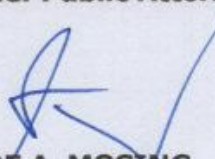

MR. MICHAEL M. MENDOZA
Member, Technical Working Group (TWG)
Administrative Assistant III
Cash Section
Administrative Service


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

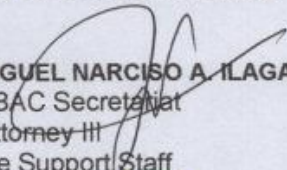

ATTY. RIGEL A. SALVADOR
Public Attorney IV
Member, PBAC
Officer-In-Charge
Field Operations and Statistics Service


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

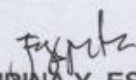
Approved:
For and by the authority
Of the Chief Public Attorney



SILVESTRE A. MOSING
Deputy Chief Public Attorney

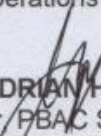
Prepared By: (The Secretariat)


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



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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. 2023-03-034

March 13, 2023

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

Sir:

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

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	255-03-2023	1. Labor and Materials for the Change Oil, Tune Up & PMS (SAA 9877)	1	Unit	21,427.75	21,427.75

TOTAL: 21,427.75

Prepared by:

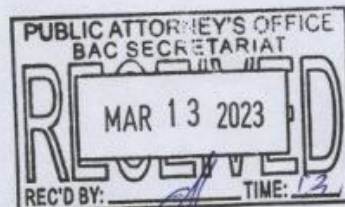
DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

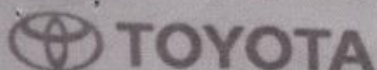
Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

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



**SAA9877****Aris D. Gregorio****TOYOTA NORTH EDSA**

Owned and operated by
Toyota Baotswak Inc.
1010 EDSA, Quezon City
Tel: (02) 8-927-7215/(02) 8-927-7217/(02) 8-927-7230
(02) 8-927-7239
Fax: (02) 8-926-2580/(02) 8-929-2917/(02) 8-927-9626
Website: www.toyotanorthedsa.com
VAT Reg. TIN: 000-300-956-00001
Business Style: Toyota North Edsa

SERVICE QUOTATION**A9DA066003**

Page 1 of 1	Business Style: PUBLIC ATTORNEY'S OFFICE		Appointment		Z700 Service Quotation	
Customer No. 1000875040	Customer Name & Address PUBLIC ATTORNEY'S OFFICE		Home Phone No. +6399999999	Cust. Appt. Time (Rec. Time)	Year/Make/Model 2016/Toyota 4x2 2.7L G Gas A/T - 1Y -	
Date Received 03/06/2023	DOJ AGENCY BLDG NIA RD		Business Phone No.	Date: / / Time: : am/pm	Chassis No./VIN/Serial No. MHFZ669G807081254	
Time Received 08:59:15AM	DILIMAN		Mobile No. +639178629879	Production Time	Colour FREEDOM WHITE	CS No. YS9646
Purchase Order No.	Email Address publicattoroffice@yahoo.com.ph		TIN 000-000-000-30477	Date: / / Time: : am/pm	Kilometers KM 118,008	Selling Dealer TM
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Assignee's Name		Assignee's Contact No.	Appointment Reconfirmation Date Made: / / Time Made: : am/pm	Warr Exp KM 100,000	Delivery Date 09/30/2015
	Driver's Name		Driver's Contact No.	Engine No. 2TR8855050	Warr Exp Date	

JOB INSTRUCTION

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1		115,000 KM CHECK-UP	2.700	553.57	1,494.64
1		RE-TIGHTENING BODY BOLTS	0.5	616.08	308.04
1		REPLACE CABIN FILTER	0.5	616.08	308.04
1		CLEAN ENGINE INTERNAL DEPOSITS	1.0	616.07	616.07
1		GASKET	1	51.12	51.12
2		OIL FILTER IMV	1	500.22	500.22
2		TGFS SN/CF 5W-30 1L	7	709.15	4,964.05
2		ELEMENT, AIR REFINER	1	1,063.84	1,063.84
2		ELEMENT SUB-ASSY.	1	1,500.00	1,500.00
2		BG Brake Stop Squeal	1	758.93	758.93
2		BRAKE CLEANER (CAN)	1	373.44	373.44
2		SILICON SPRAY	1	334.82	334.82
2		OIL TREATMENT 300ML	1	1,205.36	1,205.36
2		BG FUEL SYSTEM DRIER	1	910.71	910.71
2		GAS JET CLEAN	1	2,892.88	2,892.88
2		GAS INJECTOR CLEANER	1	812.72	812.72
2		TOYOTA GENUINE GASOLINE ENGINE	1	635.27	635.27
2		FLUSH	1	133.93	133.93
3		SANITATION MATERIALS	1	267.86	267.86
3		MISCELLANEOUS	1		
				Total Labor	19,131.92
				Total Part	0.00
				Total Sublet	2,295.83
				Total Oil/Lubricant	21,427.75
				Total MISC/Material	
				Subtotal	
				Less Discount	
				VAT	
				GRAND TOTAL	

Software Provider
Address
Tax Identification No.

Toyota Motor Philippines Corporation
Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026
000-415-715-00000

Software Name
Software Version
Permit-to-Use (PTU) No.
Date Issued
Series Range

SAP ECC-Dealer Business Management
Version: SEHP 7.0/SP08
1702_5124_PTU_CBA_000008
08/01/2020
A9DA000001 - A9DA066003

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX."