



PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 21 MARCH 2024 **RE: CONSIDERATION OF PURCHASE REQUEST FOR THE NEGOTIATED PROCUREMENT UNDER EMERGENCY CASES OF THE REPAIR AND REPLACEMENT OF PARTS OF WATER PUMP MOTOR AS SPECIFIED UNDER PURCHASE REQUEST NO. 266-03-2024**, REFERRED TO PBAC ON 20 MARCH 2024, HELD AT THE PAO CENTRAL OFFICE-LIBRARY VIA PBAC ZOOM MEETING

RESOLUTION

RECOMMENDING THE EMERGENCY PROCUREMENT OF REPAIR AND REPLACEMENT PARTS FOR WATER PUMP MOTOR OF THE PAO-CENTRAL OFFICE AS SPECIFIED UNDER PURCHASE REQUEST NO. 266-03-2024, THRU NEGOTIATED PROCUREMENT UNDER EMERGENCY CASES IN ACCORDANCE WITH SECTION 53.2 IN RELATION TO ANNEX "H", NO. V, SUBSECTION (D)2-1(iii)a) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184 AND THE DELEGATION OF THE CONDUCT OF NEGOTIATION AND PROCUREMENT TO THE PAO-SUPPLY SECTION IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184 WITH RECOMMENDATION TO REVISE THE ANNUAL PROCUREMENT PLAN TO COVER AND INCLUDE THE SUBJECT EMERGENCY PROCUREMENT

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, PAO-Central Office, General Service Division sent a letter request and certification¹ to the Head of the Procuring Entity (HoPE) and the PBAC informing and requesting the need for immediate action for the emergency procurement of repair and replacement of parts for the water pump motor of PAO-Central Office citing the urgent necessity for its repair to restore vital public service and operation of its facilities;

WHEREAS, in view of the reported confirmation of the exigency and urgency for the needed repairs, it has become apparent that the immediate procurement of the said items are deemed imperative to restore the continuous the vital functions and legal mandate of the PAO

WHEREAS, there is an approved budget for the contract of the subject procurement with a total amount of Seventy Five Thousand Pesos (P75,000.00)²;

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 the aforementioned facts and documents evaluated by this committee, BAC Member **Dir. Marilyn Boongaling**, moved to immediately undertake procurement of the much needed replacement and repair as specified in the subject purchase request through Negotiated Procurement under Emergency Cases in accordance with Section 53.2 in relation to annex "H" No. V Subsection (D)2-a(iii)-a) of the IRR of RA 9184, and to delegate its procurement and award of contract to the PAO-Supply Section in accordance with Annex "H" No. IV, Subsection (J) of the IRR of RA 9184, with further recommendation to the Head of Procurement Entity to revise the Annual Procurement Plan to cover and include the subject

¹ PAO-Central Office, General Service Division letter dated 18 March 2024

² Approved Budget for the Contract from the Financial Planning and Management Service

emergency procurement, duly seconded by **BAC Member Atty. Alem Abeya**, along with the other BAC Members present;

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 (HoPE) THE EMERGENCY PROCUREMENT OF REPAIR AND REPLACEMENT PARTS FOR WATER PUMP MOTOR OF THE PAO-CENTRAL OFFICE AS SPECIFIED UNDER PURCHASE REQUEST NO. 266-03-2024, THRU NEGOTIATED PROCUREMENT UNDER EMERGENCY CASES IN ACCORDANCE WITH SECTION 53.2 IN RELATION TO ANNEX "H", NO. V, SUBSECTION (D)2-1(iii) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184 AND THE DELEGATION OF CONDUCT OF NEGOTIATION AND PROCUREMENT TO THE PAO-SUPPLY SECTION IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184 WITH RECOMMENDATION TO THE HoPE TO REVISE THE ANNUAL PROCUREMENT PLAN TO COVER AND INCLUDE THE SUBJECT EMERGENCY PROCUREMENT**

APPROVED this 21st day of March 2024 at the Public Attorney's Office (PAO) Central Office, Library, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines and thru Zoom Video Conference.

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

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

ATTY. JAN STEVEN S. DUNUAN
Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-Region III

(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

DIR. MARILYN S. BOONGALING
Director III/ Officer-in-Charge
PAO-Administrative Service

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

Acceded By: (The TWG)

ANALISA M. SORIANO
Deputy Chief Public Attorney

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

MR. THOR 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

MS. FILIPINA Y. ESPIRITU
Member, PBAC Secretariat
Librarian III
Legal Research Service

(On Leave)
ENGR. ANGELA M. MARAMAG-PRADO
Member, BAC Secretariat
Computer Programmer I
General Services Division
Administrative 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 / 926-28-76

Trans. No. 2024-03-035

March 14, 2024

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

Sir:

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

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	266-03-2024	Cost of Labor & Materials for the Repair & Replacement of Pump Motor	1	lot		

TOTAL: 75,000.00d

Prepared by:

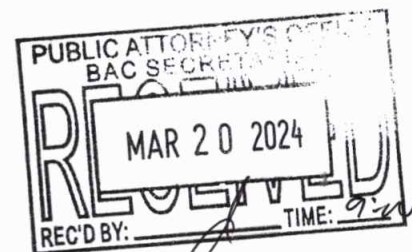
DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

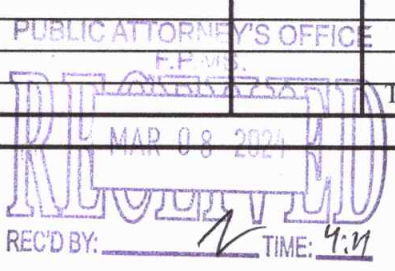
ATTY. DEMITEO U. HUERTA
Public Attorney IV/OIC
Administrative Service



PURCHASE REQUEST

Entity Name: **PUBLIC ATTORNEY'S OFFICE**

Fund Cluster: 01

Office/Section : Gen.Services Div. Administrative Service		PR No.: <u>266-03-2024</u> Responsibility Center Code : _____	March 8, 2024		
Stock/ Property No.	Unit		Quantity	Price	Total Cost
		Cost of Labor & Materials for the Repair & Replacement of Pump Motor	1	75,000.00	75,000.00
				Total:	75,000.00
Purpose : For the use of PAO-CO GSD					
					
Requested by:		Approved by:			
Signature :		Signature :			
Printed Name : <u>ATY DEMITEER U. HUERTA</u>		Printed Name : <u>ANA LISA M. SORBIANO</u>			
Designation : <u>OIC-Administrative Service</u>		Designation : <u>Deputy Chief Public Attorney</u>			

PUBLIC ATTORNEY'S OFFICE
EXECUTIVE SERVICE
RECEIVED
MAR 11 2024
REC'D BY: [Signature] TIME: 10:20

PUBLIC ATTORNEY'S OFFICE
SUPPLY SECTION
RECEIVED
MAR 08 2024
REC'D BY: [Signature] TIME: 3:45



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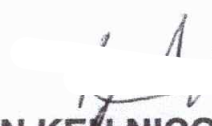
CERTIFICATION

This is to certify that there is an urgent need for the replacement of parts such as rubber coupling and the front and back end bearing, and repair of the water pump motor located at the ground floor of the DOJ Agencies Building. The said parts to be replaced are necessary to connect the rotating pump shaft with the drive shaft of the motor, thus, ensuring that the torque is transferred to the pump with minimal losses. Repair of the motor pump, specifically the motor pump shafting, is also necessary to ensure that the replaced parts will continue to operate as intended. Without the replacement and repair of the said parts and pump motor the water won't be pump and reach the upper levels of the building, where the employees of the PAO – Central Office are situated.

The fact that we only have two (2) water pumps for the entire building shall also be taken into consideration. The remaining functional water pump we are currently using now was also quite aged thus, we cannot assure that it won't malfunction anytime now. Thus, time is of essence.

To guarantee the continuity of water supply for the entire building which is essential in the daily disinfection as well as proper implementation of a hygienic and sanitized work place station, the immediate repair of the water pump motor of PAO Central Office is required.

Quezon City,
March 18, 2024.


JOHN KEN NICOLE F. PRADO
OIC-General Services Division
Administrative Service



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March 18, 2024

DR. PERSIDA V. RUEDA-ACOSTA, DSD

Chief Public Attorney
Public Attorney's Office
East Ave., Cor. NIA Road
Diliman, Quezon City

THRU: PAO- BIDS AND AWARD COMMITTEE

**Re: REQUEST FOR AN EMERGENCY PROCUREMENT FOR THE IMMEDIATE
REPAIR AND REPLACEMENT OF
VITAL PARTS OF THE INSTALLED WATER PUMP MOTOR**

Dear Chief,

The PAO-Central Office is in urgent need for the repair and replacement of vital parts of the water pump motor located at the ground floor of the DOJ Agencies Building, specifically among others the rubber coupling and the front and back end bearing of the motor. The said parts to be replaced are necessary to connect the rotating pump shaft with the drive shaft of the motor, thus, ensuring that the torque is transferred to the pump with minimal loses. Repair of the motor pump, specifically the motor pump shafting, is also necessary to ensure that the replaced parts will continue to operate as intended. Thus we certify that without the immediate replacement and repair of the said parts and pump motor, the water cannot be pumped and will be unable to reach the upper levels of the building, where the employees of the PAO – Central Office are situated.

The fact that we only have two (2) water pumps for the entire building shall also be taken into consideration. The remaining functional water pump we are currently using now was also quite aged thus, we cannot assure that it won't malfunction anytime now. Thus, time is of essence since delay in repairing the said item can both inflict greater damage to the water supply system and affect water accessibility of the employees and clients of the PAO-Central Office. To guarantee the continuity of water supply for the entire building which is essential in the daily disinfection as well as proper implementation of a hygienic and sanitized work place station, the immediate repair and installation of replacement parts of the water pump motor of PAO Central Office is required and urgently needed.

It is highly recommended that the said unit be immediately repaired and replaced with the necessary parts to restore the vital operation of said facilities.

Thank you very much. Hoping for your kind consideration of the matter.


JOHN KEN/NICOLE F. PRADO
OIC-General Services Division
Administrative Service

Noted by:


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