



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 18 JULY 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF PRINTING AND DELIVERY OF TWENTY FIVE (25) BOXES OF PERSONALIZED PAYSLIP UNDER PURCHASE REQUEST NO. 444-05-2023, HELD AT THE PAO CENTRAL OFFICE VIA ZOOM CALL MEETING

RESOLUTION

RECOMMENDING THE PROCUREMENT FROM NATIONAL PRINTING OFFICE (NPO) THE PRINTING AND DELIVERY OF TWENTY FIVE (25) BOXES OF PERSONALIZED PAYSLIP, AS SPECIFIED UNDER PURCHASE REQUEST NO. 444-05-2023, 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, CASH SECTION

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 Cash Section is in need of printing of payslip as specified in purchase request no. 444-05-2023 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 One Hundred Thirty Five Thousand and Four Hundred Fifty Pesos (Php 135,450.00)¹;


WHEREAS, the PAO-Supply section justified that procurement of the printing of much needed payslip 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 payslip, BAC Member Atty. Alem Abeya 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;


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 PROCUREMENT FROM THE NATIONAL PRINTING OFFICE (NPO) THE PRINTING AND DELIVERY OF TWENTY FIVE (25) BOXES OF PERSONALIZED PAYSIP, AS SPECIFIED UNDER PURCHASE REQUEST NO. 444-05-2023, 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 AND ITS DISTRICT OFFICES.**


APPROVED this 18th day of July 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 thru Zoom Video Conference.



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



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

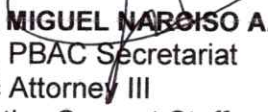
(On Official Business)
ATTY. RIGEL A. SALVADOR
Public Attorney IV
Member, PBAC
Officer-In-Charge
Field Operations and Statistics Service


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

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



ANA LISA M. SORIANO
Deputy Chief Public Attorney

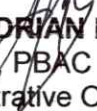
Prepared By: (The Secretariat)


ATTY. MIGUEL NARDO 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

(On Leave)
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. No. 2023-06-086

June 30, 2023

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

Sir:

Attached herewith is the approved Purchase Request of **PAO-Central Office (Cash Section)**, to wit:


No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	444-06-2023	- Payslip (Personalized, continuous form)	25	boxes		

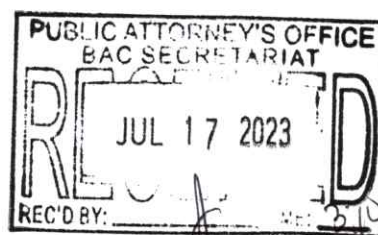
TOTAL 135,450.00

Prepared by:



DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:


CARMELA L. FLORENDO
OIC-Supply Section



Noted by:


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



REPUBLIC OF THE PHILIPPINES

NATIONAL PRINTING OFFICE

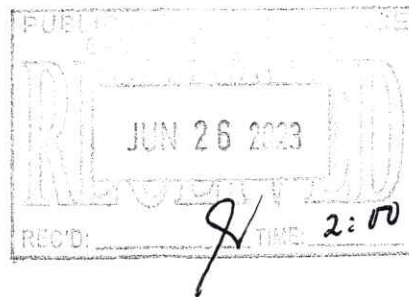


EDSA corner NIA North Road, Diliman, Quezon City records@npo.gov.ph facebook.com/OfficialNPO

NPO-PPCD-IH-QUOT-125-23

21 June 2023

MR. SILVESTRE A. MOSING
Deputy Chief Public Attorney
PUBLIC ATTORNEY'S OFFICE
4th Floor, DOJ Agencies Bldg. NIA Road
Corner East Avenue, Quezon City 1104



Sir:

Greetings!

The National Printing Office (NPO) is pleased to submit the production cost estimate for the printing requirements under Purchase Request dated 15 May 2023, which this office received last 19 June 2023. Please see below:

Item No.	Quantity	Description	Unit Price	Total Amount
1	25 boxes	Form: PERSONALIZED PAY SLIP (continuous form) Size: 11" x 14-3/4" Material: White Book Paper Others: One side printing; all in black print; with Horizontal and vertical perforation; with NPO Security marks Packaging: In boxes of 1,000 sheets x 1 ply	P 5,418.00	P 135,450.00

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 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. Completion of printing is thirty (30) working days upon approval ang signing of the lay-out or upon submission of the Authority to Print (ATP) to NPO, whichever come last.
4. 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 number (02) 89252186 and mobile number 09178055616 or via email at ppcd.division@npo.gov.ph. You may look for Ms. Ma. Theresa R. Dela Cruz.

Very truly yours,

CARLOS A. BATHAN
Director IV



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



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-127-23

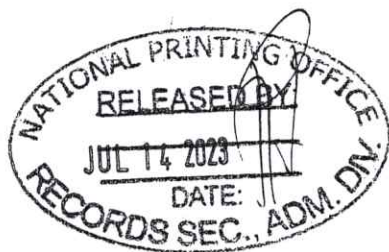
CERTIFICATION


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:

- **Twenty - Five (25) boxes of Payslip (personalized, continuous form)**

Issued this 13th day of July 2023, upon the request of the **Public Attorney's Office**, for whatever legal purpose it may serve.




CARLOS A. BATHIAN
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
OFFICE OF THE PRESS SECRETARY
NATIONAL PRINTING OFFICE



EDSA corner NIA North Road, Diliman, Quezon City

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NOTICE TO : MR. SILVESTRE A. MOSING
Deputy Chief Public Attorney
PUBLIC ATTORNEY'S OFFICE
4th Floor, DOJ Agencies Bldg. NIA Road
Corner East Avenue, Quezon City 1104

FROM : THE DIRECTOR IV

SUBJECT : NPO PAYMENT SCHEME

DATE : June 21, 2023

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.

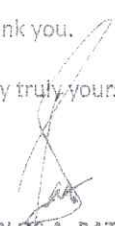
In addition, please provide us photocopy of Purchase Order Quotation Letter not only for Request but in all printing requirements for Specialized Accountable and Non-Accountable Forms or other relevant documents to be able to process your and accomplished Notice of Payment

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 cashier@npo.gov.ph.

Thank you.

Very truly yours,


CARLOS A. BATHAN
Director IV

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Office of the Director (02) 8925-2167 / 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

PUBLIC ATTORNEY'S OFFICE
P.P.M.S.

RECEIVED
27 JUN 2023

REC'D BY:  TIME: 10:38