



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 AIR-CONDITIONING UNIT AS SPECIFIED UNDER PURCHASE REQUEST NO. 568-07-2023**, 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 AIR-CONDITIONING UNIT AS SPECIFIED UNDER PURCHASE REQUEST NO. 568-07-2023, FOR PAO CENTRAL OFFICE - SACS, 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 Forty Nine Thousand and Nine Hundred Pesos (Php 49,900.00)<sup>1</sup>;

**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. Alem Abeya.

**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 DELEGATION OF**

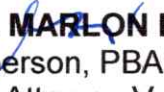
<sup>1</sup> Approved Budget for the Contract from the Financial Planning and Management Service

**THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION  
FOR THE PROCUREMENT OF AIR-CONDITIONING UNIT AS SPECIFIED UNDER  
PURCHASE REQUEST NO. 568-07-2023, FOR PAO CENTRAL OFFICE – SACS 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 18<sup>th</sup> day of July 2023 at the Public Attorney's Office (PAO)  
Central Office, 5<sup>th</sup> 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



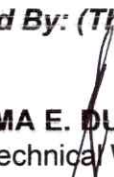
**ATTY. ALEM-EMAN CHISUM L. ABEYA**  
Public Attorney III  
Member, PBAC  
Executive Support Staff

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




**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

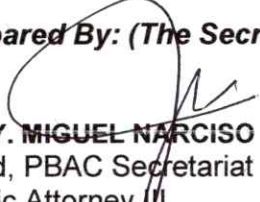
**Approved:**  
**For and by the authority**  
**Of the Chief Public Attorney**



**ANA LISA M. SORIANO**  
Deputy Chief Public Attorney



**Prepared By: (The Secretariat)**

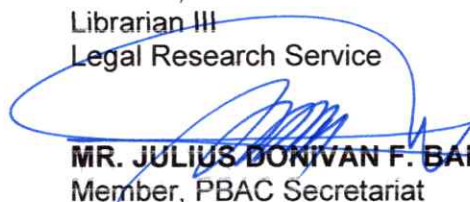


**ATTY. MIGUEL NARCISO A. ILAGAN**  
Head, PBAC Secretariat  
Public Attorney III  
Executive Support Staff

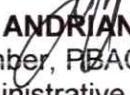


**ENGR. ANGELA M. MARAMAG-PRADO**  
Member, PBAC Secretariat  
Computer Programmer I  
General Services Division  
Administrative Service

**(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. 2023-07-091**

July 13, 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 (SACS)**, to  
wit:


No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	568-07-2023	Airconditioning unit <ul style="list-style-type: none"><li>• 2.5HP</li><li>• Split-type</li><li>• Wall-mounted</li><li>• Non-inverter</li><li>• Fast-cooling</li><li>• Quiet operation</li><li>• With installation</li></ul>	1	unit		

**TOTAL 49,900.00**


Prepared by:

  
**ANDRIAN L. MARASIGAN**  
Administrative Officer II

Certified Correct by:

  
**CARMELA L. FLORENDO**  
OIC-Supply Section

Noted by:

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



REPUBLIKA NG PILIPINAS  
**PUBLIC ATTORNEY'S OFFICE**  
TANGGAPAN NG MANANANGGOL NG BAYAN  
KAGAWARAN NG KATARUNGAN  
DOJ-Agencies Bldg., NIA Rd., cor. East Ave. 1104 Diliman, Quezon City  
Telephone Nos. 929-90-10/929-94-36 Fax No. 927-68-10/926-28-78

**Bids and Awards Committee**

**TERMS OF REFERENCE (TOR)**

**AIR CONDITIONING UNIT  
FOR THE USE OF THE PAO - SACS FOR FY 2023  
(PURCHASE REQUEST NO. 568-07-2023)**

(Through Small Value Procurement Pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)

**1. Approved Budget for the Contract**

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **FORTY-NINE THOUSAND NINE HUNDRED PESOS (Php 49,900.00)**, inclusive of all taxes applicable and bank and government charges payable.

**2. Specifications:**

	ITEM	Unit	QTY	Mode of Delivery	Delivery Date/s (After issuance of notice to proceed)
1	<b>Air-conditioning Unit</b> <ul style="list-style-type: none"><li>- 2.5HP</li><li>- Split- Type</li><li>- Wall Mounted</li><li>- Non-Inverter</li><li>- Fast-cooling</li><li>- Quiet operation</li><li>- with installation</li></ul>	unit	1	One Time	7 calendar days

July 11, 2023

**TECHNICAL WORKING GROUP:**

Head:

**ALMA E. DUMAGO – LATOSA**  
Director II  
Financial Planning and Management Service

Members:

**THOR ARTHUR B. AVILA**  
Administrative Officer V  
Human Resource Management and Development Division  
Administrative Service

**MICHAEL M. MENDOZA**  
Administrative Assistant III  
Cash Section  
Administrative Service







**PUBLIC ATTORNEY'S OFFICE**  
**(Tanggapan ng Manananggol Pambayan)**  
**Department of Justice**  
**Special and Appealed Cases Service**  
DOJ Agencies Bldg., NIA Road Cor. East Ave.  
1104 Diliman, Quezon City, Metro Manila  
Tel Nos: 928-9137; 927-6806

July 3, 2023

**Atty. Marlon Buan**  
Regional Public Attorney  
Chairperson, PBAC  
PAO-NCR and concurrent  
District Public Attorney  
Manila District Office

**RE: Request for Small Value Procurement of 2.5HP SPLIT TYPE NON-INVERTER AIR CONDITIONING UNIT W/ INSTALLATION for the use of SACS Lawyers that will be transferred at the PAO-SACS room extension**

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.	Item Description	Quantity	Unit Cost	Total Cost
	2.5HP SPLIT TYPE NON-INVERTER AIR CONDITIONING UNIT W/ INSTALLATION	1		
<b>Grand Total:</b>			<b>₱</b>	<b>50,000.00</b>

For your kind consideration.

Respectfully Yours,

  
**ATTY. RONALD R. MACOROL**  
PUBLIC ATTORNEY IV – OIC  
SPECIAL AND APPEALED CASES  
SERVICE (SACS)