



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 27 JULY 2018 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF WHITE MAILING ENVELOPES, 80 GSM, FOR THE USE OF PUBLIC ATTORNEY'S OFFICE-CENTRAL OFFICE AND DISTRICT OFFICES SPECIFIED UNDER PURCHASE REQUEST NO. 834-07-2018, AT THE SERVICE HEAD'S OFFICE, FIELD OPERATIONS AND STATISTICS SERVICE (FOSS), PAO CENTRAL OFFICE

### RESOLUTION

RECOMMENDING THE PROCUREMENT OF WHITE MAILING ENVELOPES, 80 GSM, AS SPECIFIED IN PURCHASE REQUEST NO. 834-07-18 THROUGH SHOPPING UNDER SECTION 52.1b IN RELATION TO ANNEX "H," NO. V, SUBSECTION (C)1-b OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184 FOR THE IMMEDIATE AND GENERAL USE OF THE PUBLIC ATTORNEY'S OFFICE - CENTRAL OFFICE AND DISTRICT OFFICES

**WHEREAS**, the Public Attorney's Office (PAO) is committed to adhere to its mandate to represent, free of charge, indigents, and other persons qualified for legal assistance in all civil, criminal, labor, administrative and other quasi-judicial cases where, after due evaluation, it is determined that the interest of justice will be served thereby<sup>1</sup>;

**WHEREAS**, in view of the immediacy of the need for the subject mailing envelopes and the inability of the DBM-PS to provide and deliver the much needed volume of the said mailing envelopes due to the unavailability of which in their own supply, the corresponding supplies of the specified mailing envelopes from other departments/services were already consequently borrowed to augment the emergent need;

**WHEREAS**, because of the re-allocation of the supplies, the services of other departments relying on the use of the specified mailing envelopes may be hampered, detrimental to performance of the agency's legal mandate, as stated;

**WHEREAS**, since the pursuit of a competitive bidding will result in the award of the contract relative to the purchase of the mentioned items, only after the lapse of one hundred twenty (120) days from the start of the procurement process, and which period, may not be responsive to the immediate need of the Office;

**WHEREAS**, considering that the procurement through the DBM-PS is already not feasible, in view of the unavailability of their supplies, there is thus an immediate need to purchase the needed number of Mailing Envelopes, based on Purchase Request No. 834-07-2018, certified by the PAO-FPMS;


**WHEREAS**, BAC Member Atty. Demiteer Huerta moved for the procurement of subject mailing envelopes through Shopping under Section 52.1b in relation to annex "H" No. V Subsection (C)1-b of the IRR of RA 9184, and the said motion was seconded by BAC Member Atty. Mariel Baja;

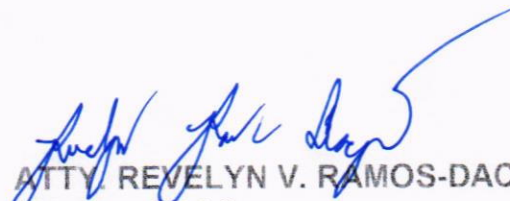
<sup>1</sup> Article 1, Chapter II, the 2016 Revised PAO Operations Manual

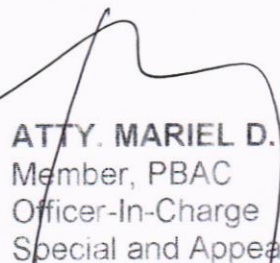



**NOW THEREFORE, WE**, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), and all members here present, including The Secretariat, **hereby resolve to recommend to the Head of Procuring Entity the pursuance of the procurement through Shopping under Section 52.1b in relation to annex "H" No. V Subsection (C)1-b of the IRR of RA 9184 in purchasing the needed Mailing Envelopes as specified in Purchase Request no. 834-07-2018, for the use of the PAO Central Office and District Offices.**

**APPROVED** this 27<sup>th</sup> day of July 2018 at the Field Operations and Statistics Services (FOSS), Public Attorney's Office (PAO) Central Office, 4<sup>th</sup> Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines.

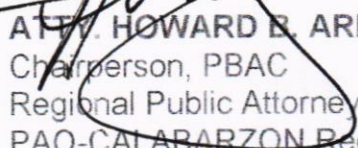
  
**ATTY. DEMITEER U. HUERTA**  
Member, PBAC  
Officer-In-Charge  
Administrative Service

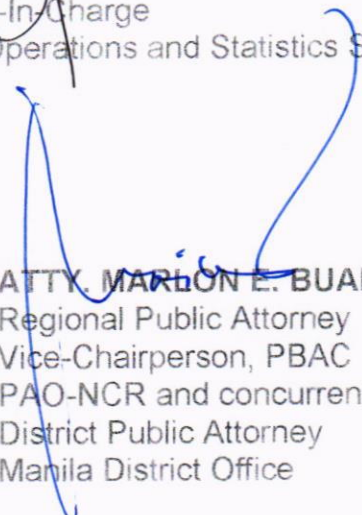
  
**ATTY. REVELYN V. RAMOS-DACPANO**  
Member, PBAC  
Regional Public Attorney  
PAO-MIMAROPA Region, and concurrent  
Head Executive Assistant of Executive  
Support Staff

  
**ATTY. MARIEL D. BAJA**  
Member, PBAC  
Officer-In-Charge  
Special and Appealed Cases Service


  
**ATTY. JEROME CHRISTOPHER V. FERIA**  
Member, PBAC  
Officer-In-Charge  
Field Operations and Statistics Service


**NOTED BY:**


  
**ATTY. HOWARD B. AREZA**  
Chairperson, PBAC  
Regional Public Attorney  
PAO-CALABARZON Region


  
**ATTY. MARLON E. BUAN**  
Regional Public Attorney  
Vice-Chairperson, PBAC  
PAO-NCR and concurrent  
District Public Attorney  
Manila District Office

**Prepared By: (The Secretariat)**

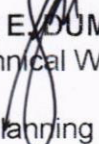
  
**ATTY. MIGUEL NARCISO A. ILAGAN**  
Head, PBAC Secretariat  
Public Attorney III  
Executive Support Staff

  
**MS. SHEILA A. ESPANOLA**  
Member, PBAC Secretariat  
Administrative Assistant V  
Executive Support Staff


  
**MS. CATALINA N. NUÑEZ**  
Member, PBAC Secretariat  
Legal Assistant II  
Field Operations and Statistics Service

  
**MS. CHRISTIAN A. BACAYCAY**  
Member, PBAC Secretariat  
Administrative Assistant III  
Supply Section, 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