

**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**  
(Agency)

Department: **HRMAS** PR No. **018-11-254 - H** Date: **November 14, 2018**  
Section: **Administrative Division** (Revised) Date:

Stock No.	Unit	Item Description	Qty	ESTIMATED AMOUNT																													
				Unit Cost	Total Amount																												
		<p><b>Supply of labor and materials for the repair and renovation of Human Resource Management &amp; Administrative Service (HRMAS) 2nd flr., Amorsolo Wing, OSG Building.</b></p> <p><b>LOT 8 - HUMAN RESOURCE MANAGEMENT &amp; ADMINISTRATIVE SERVICES (HRMAS) - (2nd flr., Amorsolo Wing) - Director Rosalinda C. Ibarra</b></p> <p><b>Scope of Works:</b></p> <ol style="list-style-type: none"> <li>1. Mobilization</li> <li>2. Dismantling and Removal Works <ol style="list-style-type: none"> <li>2.1 Existing wooden office of Chief Administrative Officer at HRD</li> <li>2.2 Existing wooden office of Supervising Admin Officer at HRD</li> <li>2.3 Existing wooden cubicle of Human Resource Division Section Head</li> <li>2.4 Existing wooden cubicle of Administrative Division Section Head</li> <li>2.5 Existing wooden cabinet</li> <li>2.6 Existing wooden partition of Admin Staff of Human Resource Management Administrative Services.</li> </ol> </li> <li>3. Repair Works <ol style="list-style-type: none"> <li>3.1 Repair of affected tiles</li> </ol> </li> <li>4. Installation <ol style="list-style-type: none"> <li>4.1 Install T-Runner and Acoustic Board (OSG Supply)</li> </ol> </li> <li>5. Removal and Replacment of Tiles (CAO,SAO,Section Head, and Main Work Section) <ol style="list-style-type: none"> <li>5.1 Removal of Affected tiles at CAO, SAO, Section Head and Main workstation</li> <li>5.2 Installation of Floor tiles (600 x 600) glaze tile</li> </ol> </li> <li>6. Repair and Replacement of damage Lightings at CAO, SAO, Section Head and Main workstation</li> <li>7. Supply and Installation of Modular partition for Chief Admin Officer (CAO) Supervising Admin Officer (SAO), Section Head and Admin Staff at Main Work Station</li> </ol> <p><b>HUMAN RESOURCE DIVISION</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">No. of Set</th> <th style="width: 35%;">Size</th> <th style="width: 50%;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">(200W x 160H)</td> <td rowspan="2" style="text-align: center;">CAO</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">(150W x 160H)</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">(200W x 140H)</td> <td rowspan="2" style="text-align: center;">SAO</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">(120W x 140H)</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">(180W x 130H)</td> <td style="text-align: center;">Section Head</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">(100W x 130H)</td> <td></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">(200W x 130H)</td> <td></td> </tr> <tr> <td style="text-align: center;">12</td> <td style="text-align: center;">(120W x 120H)</td> <td rowspan="3" style="text-align: center;">Admin Staff</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">(100W x 120H)</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">(200W x 130H)</td> </tr> </tbody> </table>	No. of Set	Size	Description	1	(200W x 160H)	CAO	1	(150W x 160H)	1	(200W x 140H)	SAO	1	(120W x 140H)	3	(180W x 130H)	Section Head	2	(100W x 130H)		1	(200W x 130H)		12	(120W x 120H)	Admin Staff	10	(100W x 120H)	5	(200W x 130H)		
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**ADMINISTRATIVE DIVISION**

No. of Set	Size	Description
3	(90W x 130H)	Section Head
	(180W x 130H)	
2	(180W x 140H)	
10	(80W x 120H)	Administrative Staff
5	(160W x 120H)	
4	(80W x 120H)	
6	(70W x 120H)	
8	(60W x 120H)	
19	Pedestal	Pedestal

**NOTE:** All Modular Partition is Color Blue with two (2) gang outlet + one (1) RJ45 and Network Outlet.

Counter Top for Section Head and Admin Staff of Administrative Division are the following:

HRMD	ADMIN DIVISION
16 sets (60D x 120L)	16 sets (60D x 80L)
1 set (60D x 100L)	6 sets (45D x 70L)
2 sets (60D x 180L)	3 sets (60D x 120L)
2 sets (40D x 150L)	19 sets pedestal

8. Supply and Installation of outlet and internet network cabling

- 8.1 CAO Cubicle of HRD
- 8.2 SAO Cubicle of HRD
- 8.3 Section Head Cubicle of HRD and Admin Division
- 8.4 Main Work Station for staff of HRD and Admin Division

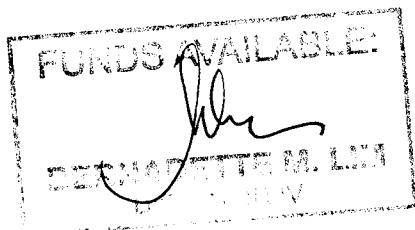
9. Painting Works:

- 9.1 Walls
- 9.2 Ceiling
- 9.3 Affected Areas

10. Cleaning and Disposal of Debris (All non-valuable waste)

11. Demobilization

**Total:** **Php 1,200,000.00**



Amount: **One Million Two Hundred Thousand Pesos Only** **Php 1,200,000.00**

Purpose: **Public Bidding**

Prepared by:

Recommending Approval:

Approved by:

*MA. ALMA S. SY*

*ROSALINDA C. IBARRA*

*JOSE C. CALIDA*

Administrative Officer V

Director IV, HRMAS

Solicitor General