

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: **HRMAS** PR No. 018-07-254 Date: July 24, 2018
Section: **Administrative Division** SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Qty	ESTIMATED AMOUNT	
				Unit Cost	Total Amount
		Supply labor and materials for the repair and renovation of Six (6) Legal Division and Two (2) Services at the Office of the Solicitor General Building.			
		LOT 1 - ALEXANDER REYES DIVISION - (5th flr., Adelantado Wing) ASG Marissa B. Dela Cruz - Galandines			
		Scope of Works:			
lot	1.	Mobilization	1		
sets	2.	Dismantling, Re-alignment, Re-sizing of: a. Lawyers high partitions (11) b. Legal secretaries lower partitions (11) include built-in cabinets c. ASG Secretary (1) d. Replacement of damaged floor tiles for the division (1)	24		
sets	3.	Re-varnishing of: a. Lawyers cubicle (11) b. Legal secretaries tables (11) c. ASG Room (1) d. ASG Secretary (1)	24		
sets	4.	Installation and construction of two (2) cubicles for TA Room.	2		
lots	5.	Installation or holing for electrical sockets and its connection (Note: Internet connection will be provided by Case Management Service - OSG)	2		
lot	6.	Construction of stockroom beside pantry and provide lighting fixtures and replacement of damaged tiles.	1		
lot	7.	Repainting of concrete wall of the division	1		
lot	8.	Re-sizing of the conference room and installation of wall glass partition, include painting works.	1		
lot	9.	Demobilization	1		
		Total:			Php 686,805.00
		LOT 2 - POMPEYO DIAZ DIVISION - (7th flr., Adelantado Wing) ASG Rex Bernardo L. Pascual			
		Scope of Works:			
lot	1.	Mobilization	1		
sets	2.	Dismantling, Re-alignment, Re-sizing, and Installation of the following: a. Lawyers high partitions wood partition (size 2.4m x 2.4m) floor to ceiling (11 lawyers) with clear glass each room and door. b. Conference Room (size 5.2m x 3.0m) floor to ceiling with partly wood and glass wall (1) c. (11) Low-partition wooden cubicle for secretaries and L-Type table including built-in cabinets per secretaries. d. (1) ASG Secretary L-Type tables with built-in cabinets. e. Existing cabinets at Lawyers Room.	24		
sets	3.	Painting and Varnishing of the following: a. Lawyers Cubicle (11) b. ASG Secretary (1) c. Secretaries (11) d. Conference Room (1)	24		

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lot	4. Installation and construction of mechanical ducts (for aircon) of lawyers due to high partition of wall.	1		
lots	5. Installation or holing for electrical sockets and it's connection (contractor supply) (Note: Internet connection will be provided by Case Management Service - OSG)	2		
lot	6. Provide lighting fixtures and sockets	1		
lot	7. Repainting of concrete wall of the division	1		
lot	8. Removing of existing tiles and replacement of new floor tiles	1		
lot	9. Demobilization	1		
		Total:		Php 910,600.00
LOT 3 - FELIX Q. ANTONIO DIVISION - (3rd flr., Adelantado Wing)				
ASG Maria Hazel V. Acantilado				
Scope of Works:				
lot	10. Mobilization	1		
sets	11. Realignment and resizing of lawyers' cubicles (10 lawyers) with installation of: a. built-in cabinets in the lawyers' cubicles: and b. bookshelves in the ASG's Room.	11		
sets	12. Realignment and re-sizing of the low partitions/divisions of legal secretaries' cubicles (10 legal secretaries), with installation of: a. additional built-in cabinets for the 10 legal secretaries; b. additional built-in cabinets for the ASG Secretary; and c. decorative class with horizontal frosted design (same with conference room) for the cubicles of the legal secretaries and ASG Secretary (front part of the respective cubicles.)	11		
sets	13. Fabrication and construction of cubicle for one (1) lawyer and one (1) legal secretary.	2		
lot	14. For the conference room: a. supply and construction of decorative glass wall for the conference room. Front wall will be entirely glass with horizontal frosted design Side wall will be partly wood and glass, i.e., center portion will be wood and side borders will be glass with full frosting (sample picture attached); and b. installation of built-in cabinets (side wall, wood portion)	1		
lot	15. Supply and construction of small TA Room beside the pantry with a fordable long table which can accommodate two (2) persons. Provide lighting fixtures and painting works.	1		
lot	16. Supply and construction of stockroom with built-in cabinets (floor to ceiling design). Provide lighting fixtures and painting works.	1		
lot	17. Re-varnishing of: a. the high partitions and low partitions of the lawyers and legal secretaries' cubicles respectively, including the cubicle of ASG respectively; b. the ASG Room; and c. Conference Room.	1		
lot	18. Repainting of the division's walls.	1		
lot	19. Installation and relocation of existing electrical works, internet cables, telephone and telephone wires (c/o IT and admin department)	1		
lot	20. Replacement of damaged floor tiles.	1		
lot	21. Demobilization	1		
		Total:		Php 1,000,000.00

LOT 4 - GREGORIO ARANETA DIVISION - (7th flr., Amorsolo Wing)				
ASG Ma. Antonia Edita C. Dizon				
Scope of Works:				
lot	1. Mobilization	1		
sets	2. Re-Varnishing of all lawyers high partition, ASG Secretary, ASG Room and conference room.	12		
set	3. Supply and construction of additional TA Room and provide lighting fixtures for the TA Room and replacement of damaged tiles.	1		
lot	4. Additional electrical outlet per lawyers' cubicles.	1		
lot	5. Construction of kitchen pantry with tiles including painting and built-in cabinets.	1		
lot	6. Supply and installation of additional wooden cabinets for lawyers (3 sets) along hallway (size 1.50m x 2.64m 5 layers and 3 division) and along window (3 sets sizes) with door cabinets.	1		
lot	7. Demobilization	1		
Total:				Php 663,250.00
LOT 5 - ANTONIO VILLAREAL DIVISION - (6th flr., Adelantado Wing)				
ASG Vida G. San Vicente				
Scope of Works:				
lot	1. Mobilization	1		
sets	2. Re-varnishing of all lawyers high partition including ASG Room (12 lawyers and (1) ASG Room)	13		
sets	3. Fabrication, supply and construction of L-Type wooden table for all legal secretaries and ASG secretaries with built-in cabinets and door cabinets with lock. (12 secretaries and 1 ASG Sec.)	13		
sets	4. Re-varnishing of ASG Secretary area and provide door with door accessories (lock handle) existing cabinets.	2		
lot	5. Re-varnishing of ASG Secretary area and Re-painting of concrete wall of the division	1		
lot	6. Demobilization	1		
Total:				Php 687,250.00
LOT 6 - SIXTO DELA COSTA DIVISION - (3rd flr., Amorsolo Wing)				
ASG Maria Cielo G. Se-Rondain				
Scope of Works:				
lot	1. Mobilization	1		
lot	2. Re-painting of: <ul style="list-style-type: none"> a. concrete wall of the division b. ASG Room c. Lawyers cubicle (11 lawyers) d. Conference Room 	1		
sets	3. Supply and construction of built-in cabinet table for legal secretaries with compartment and door cabinet include painting for (11) legal secretaries.	11		
lot	4. Installation and construction of hanging cabinets along pantry including painting.	1		
lot	5. Supply and construction and widening L-Type table for ASG Secretary and provide door cabinets include painting works.	1		
sets	6. Supply and construction of additional cabinets inside lawyers cubicle including paintingworks.	7		
lot	7. Demobilization	1		
Total:				Php 444,400.00

**LOT 7 - FINANCIAL MANAGEMENT SERVICE (FMS) -
(2nd flr., Adelantado Wing) - Dir. Bernadette S. Lim**

Scope of Works:

1. Mobilization
2. Dismantling and Removal Works
 - 2.1 Existing wooden Directors Office
 - 2.2 Existing wooden Chief Admin Officer Office of Cash
 - 2.3 Existing wooden Supervising Admin officer cubicle of Budget
 - 2.4 Existing wooden Supervising Admin officer cubicle of Accounting
 - 2.5 Existing wooden divider of Cash Section
 - 2.6 Existing wooden divider of pantry
 - 2.7 Existing wooden wall of Cash Section
 - 2.8 Existing wooden wall of Pantry
3. Repair works
 - 3.1 Repair and affected tiles
 - 3.2 Repair and Replacement of receiving Window Glass
 - 3.3 Repair of Walls at the FMS area
4. Installation
 - 4.1 Install T-Runner and Acoustic Board (OSG Supply)
 - 4.2 (4") CHB Wall Partition and Plastering
5. Construction of Director Office
 - 5.1 Flush Door (size .80m x 2.1m) with jamb with accessories
 - 5.2 Drywall Partition (Gypsum board 12mm thick and metal frame)
 - 5.3 Install new ceiling (Ceiling Board OSG Supply)
6. Construction of Conference Room
 - 6.1 Flush Door (size .80m x 2.1m) with jamb with accessories
 - 6.2 Drywall Partition (Gypsum board 12mm thick and metal frame)
 - 6.3 Installation of new ceiling (Frame and Hangers only)
Ceiling Board (OSG Supply)
 - 6.4 Repair of affected walls and repair of existing built-in wood cabinets
7. Removal and Replacement of Tiles (Director Office, Conference Room and Main Office)
 - 7.1 Removal of Wall and affected tiles at Director Office and Conference Room
 - 7.2 Installation of New Wall and Floor Tiles (600 x 600) glaze tile
 - 7.3 Replacement of Damage Tiles at Main Work Station
 - 7.4 Installation of new ceiling (Frame and Hangers only ceiling board OSG Supply)
8. Repair and Replacement of damage lightings at main work station
 - 8.1 Removal of Wall and affected tiles at Director Office and Conference room.
 - 8.2 Installation of New Wall and Floor Tiles (600 x 600) glaze tile
 - 8.3 Replacement of Damage Tiles at Main Work Station
 - 8.4 Replacement of Kitchen Sink and Tile
9. Installation of new lightings at Main Work Station
10. Installation of new lightings at Directors Office and Conference Room
11. Supply and Installation of Modular partition for Chie Admin Officer (CAO), Supervising Admin Officer (SAO) and Admin Staff at Main Works Station
 - 11.1 CAO of Budget, Cash and Accounting Modular Partition
 - 5 sets (180W x 160H)
 - 1 set (120W x 160H)
 - 2 sets (100W x 160H)

- 11.2 SAO of Budget, Cash and Accounting Modular Partition
 - 3 sets (180W x 140H)
 - 3 sets (70 W x 140H)
- 11.3 Administrative Staff
 - 16 sets (90W x 120H)
 - 15 sets (120W x 120H)
 - 6 sets (180W x 120H)
- 11.4 All Modular Partition is Color (for approval (approved color) with two (2) gang-outlet + one (1) RJ45 Network Outlet
- 12. Supply and Installation of outlet and internet network cabling
 - 12.1 Director Office
 - 12.2 Conference Room
 - 12.3 Main Work Station for staff
- 13. Painting Works
 - 13.1 Walls
 - 13.2 Ceiling
 - 13.3 Affected Areas
 - 13.4 Existing wooden cabinets at Conference Room
- 14. Cleaning and Disposal of Debris (All non-valuable waste)
- 15. Demobilization

Total:

Php 1,000,000.00

LOT 8 - HUMAN RESOURCE MANAGEMENT & ADMINISTRATIVE SERVICES (HRMAS) - (2nd flr., Amorsolo Wing) - Director Rosalinda C. Ibarra

Scope of Works:

- 1. Mobilization
- 2. Dismantling and Removal Works
 - 2.1 Existing wooden office of Chief Administrative Officer at HRD
 - 2.2 Existing wooden office of Supervising Admin Officer at HRD
 - 2.3 Existing wooden cubicle of Human Resource Division Section Head
 - 2.4 Existing wooden cubicle of Administrative Division Section Head
 - 2.5 Existing wooden cabinet
 - 2.6 Existing wooden partition of Admin Staff of Human Resource Management Administrative Services.
- 3. Repair Works
 - 3.1 Repair of affected tiles
- 4. Installation
 - 4.1 Install T-Runner and Acoustic Board (OSG Supply)
- 5. Removal and Replacment of Tiles (CAO,SAO,Section Head, and Main Work Section)
 - 5.1 Removal of Affected tiles at CAO, SAO, Section Head and Main workstation
 - 5.2 Installation of Floor tiles (600 x 600) glaze tile
- 6. Repair and Replacement of damage Lightings at CAO, SAO, Section Head and Main workstation
- 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

HUMAN RESOURCE DIVISION

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)	

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 1,000,000.00

Grand Total: Php 6,392,305.00

Attached: Letter Request of renovation for Six (6) Legal Division (Alexander Reyes, Pompeyo Diaz, Felix Antonio, Gregorio Araneta, Antonio Villareal and Sixto Dela Costa) and Two (2) Services (Financial Management Service and Human Resource Management and Administrative Service.

FUNDS AVAILABLE:

BERNADETTE M. LIM
 DIRECTOR IV







CSG180726Y0004454

Amount: **Six Million Three Hundred Ninety-Two Thousand Three Hundred Five Pesos Only**

Php **6,392,305.00**

Purpose: **Public Bidding**

Prepared by:	Checked by:	Recommending Approval	Approved by:
			
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