

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

Department: **HRMAS** PR No. **019-07-236** Date: **July 22, 2019**  
 Section: **Administrative Division** SAI No. \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Qty	ESTIMATED AMOUNT	
				Unit Cost	Total Amount

Annual procurement of eighteen (18) ordinary security guards and two (2) officers-in-charge (OIC), for a total of twenty (20) licensed, trained and uniformed security guards, to perform twelve (12) hours security services per shift daily including Sundays and Holidays to adequately guard and protect OSG's properties, premises, personnel and clients at the Office of the Solicitor General and its extension offices and parking areas.

Rate:

Morning Shift:	7:00 am to 7:00 pm
Number of Security:	12
Number of OIC:	1
<b>Total:</b>	<b>13</b>
Evening Shift:	7:00 pm to 7:00 am
Number of Security:	6
Number of OIC:	1
<b>Total:</b>	<b>7</b>
<b>Total of Security Personnel:</b>	<b>20</b>

Php 9,483,000.00

OFFICE OF THE SOLICITOR GENERAL  
**RECOMMENDED FOR SIGNATURE**

AUG 08 2019

OF SOLGEN CALIDA/DIC  
*COITTA BERNALDEZ*  
 INTERNAL AUDIT DIVISION

FUNDS AVAILABLE:  
*[Signature]*  
 BERNADETTE M. LIM  
 DIRECTOR IV

OFFICE OF THE SOLICITOR GENERAL  
**RECOMMENDED**  
 AUG 08 2019

SECRETARIAT  
 Time: *4:21 pm* By: *[Signature]*  
 Control No.: \_\_\_\_\_



05613072670305793

Amount: **Nine Million Four Hundred Eighty-Three Thousand Pesos Only** Php 9,483,000.00

Purpose: **Public Bidding**

Prepared by:	Recommending Approval:	Approved by:
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
<b>MA. ALMA S. SY</b>	<b>ROSALINDA C. IBARRA</b>	<b>JOSE C. CALIDA</b>
Administrative Officer V	Director IV, HRMAS	Solicitor General