

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)

Department: **HRMAS** PR No. **020-11-165** Date: **November 26, 2020**
 Section: **Administrative Division** SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Qty	ESTIMATED AMOUNT	
				Unit Cost	Total Amount
		<p>Supply and labor for the repair and renovation of the rented offices of six (6) legal divisions located at APMC Montepino building extension offices of the Office of the Solicitor General.</p> <p>Scope of Work:</p> <p>LOT 1 - FELIX ANGELO BAUTISTA DIVISION - Third floor, APMC Building</p>			
lot		1. Mobilization	1		
lot		2. Dismantling of the wall partitions at center of the divisions.	1		
lot		3. Dismantling of door at pantry	1		
		4. Reception Area			
lot		a. Supply and install glass on top of the table. (see attached plan/lay-out).	1		
		5. Conference Room Area			
lot		a. Upholstery the foam of the chairs with the same color as the chairs same color in the Conference room.	1		
		6. Pantry Area			
lot		a. Supply and install of wooden sliding door.	1		
lot		b. Supply and install wooden cabinets for utensils, refrigerator, cabinets, microwave and other kitchen appliances. (see attached plan/lay-out).	1		
pcs		c. Table is attached to the wall, with four (4) high chairs below the table.	4		
pcs		d. Supply and install three (3) hanging lights at the table area.	3		
		7. Center of the division			
sets		a. Supply and installation of modular glass/whole glass cubicles for three (3) lawyers and (3) three secretaries. (see attached plan/lay-out).	6		
lot		b. Construct L-shape type built-in tables with overhead cabinet on top and built-in cabinet on the right side. (see attached plan/lay-out).	1		
lot		8. A higher wall will be constructed in lawyer cubicle # 2 located beside the pantry.	1		
		9. Records Room			
lot		a. Supply and install sliding wooden door.	1		
lot		b. Re-painting wall of the record room.	1		
lot		c. Provide additional height of the front wall at lawyer # 2 beside pantry.	1		
lot		10. Supply, installation and relocation of existing electrical outlets and wirings in all new lawyers and legal secretaries' cubicles, including the Conference room and the pantry.	1		

OFFICE OF THE SOLICITOR GENERAL
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	<p>Note: A representative from Administrative division will check the installation.</p>			
lot	11. Hauling of debris and other scrap materials during and after the renovation/construction.	1		
lot	12. Demobilization.	1		
lot	13. Supply and installation of cabling and other additional wirings related to internet connection.	1		
	<p>Note: An IT representative will check the installation of structured cablings and other wirings related to internet connection.</p>			
	Total:			Php 1,200,000.00
<p>LOT 2 - SERAFIN HILADO DIVISION - Fifth Floor, APMC Building</p>				
lot	1. Mobilization	1		
	2. Re-painting of the following:			
lot	a. Wall of the division	1		
	3. Re-painting of the following:			
lot	a. Conference Room	1		
lot	b. ASG room	1		
lot	c. Stock room	1		
lot	d. Room # 1	1		
lot	e. Room # 2	1		
lot	f. Room # 3	1		
lot	g. Room # 4	1		
lot	4. Re-painting of Hallway	1		
lot	5. Re-painting of Ceiling	1		
lot	6. Re-painting of baseboard/cornices/doors	1		
lot	7. Re-painting of all cabinets in the divisions.	1		
	Note: Color as per approved by end-user.			
lot	8. Hauling of debris and other scrap materials during and after renovation/construction.	1		
lot	9. Demobilization.	1		
	Total:			Php 300,000.00
<p>LOT 3 - JUAN LIWAG DIVISION - Sixth floor, APMC Building</p>				
lot	1. Mobilization	1		
	2. Dismantling of the following:	26		
	a. Existing cubicle/work station of ASG Secretary.			
	b. Existing wall along Gamboa wing.			
	c. Existing nine (9) lawyer's area along Adelantado wing and Amorsolo wing.			
	d. Existing nine (9) secretaries cubicles/work stations, both wings.			

lot	e. Re-alignment of the records and re-arrangement and widening of the records area (records room) at the same location	1																					
lot	f. Re-arrangement existing pantry.	1																					
lot	3. Supply and installation of modular partition for lawyers and legal secretary with built-in table;	1																					
	<table border="1"> <thead> <tr> <th>No. of panel</th> <th>Size</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>see actual size and quantity</td> <td></td> <td rowspan="3">11 Lawyers</td> </tr> <tr> <td>see sketch plan</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td rowspan="4">11 secretaries and 1 ASG secretary</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	No. of panel	Size	Description	see actual size and quantity		11 Lawyers	see sketch plan						11 secretaries and 1 ASG secretary									
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		11 secretaries and 1 ASG secretary																					
	<p>Note: All modular partition is full fabric, color code option 1. L2520 and option 2. CM-06 in case the first option is not available</p>																						
	4. Re-arrangement and widening of records room (see attached size of record room).																						
sets	a. Supply, installation and fabrication of two (2) sets of door for the records room including accessories.	2																					
lot	b. Re-painting of all existing open shelves at records room.	1																					
	5. Re-varnish of ASG room																						
lot	a. Double-walled, varnish (color as per approved by end-user)	1																					
lot	b. Panel door.	1																					
	6. Re-varnish of conference room adjacent to ASG room.																						
sets	a. Double-walled, re-varnish with two (2) panel doors complete with accessories.	2																					
lot	7. Painting of entire cemented walls of the division. Note: include baseboards and cornices, color as per approved by end user.	1																					
lot	8. Construction, refurbishing and painting of existing pantry with cabinets, including, hinges and handles.	1																					
lot	9. Replacement of defective acoustic ceiling.	1																					
lot	10. Supply, installation, and relocation of existing electrical outlets and wirings in all lawyers' and legal secretaries' cubicles/work stations, including the conference room and the pantry. Note: OSG Administrative Division representative will only supervise and check the installation.	1																					
lot	11. Hauling of debris and other scrap materials during and after renovation/construction.	1																					
lot	12. Demobilization	1																					
lot	13. Supply and installation of structure cabling. Note: OSG IT representative will check the installation structure cabling and other wirings related to internet connection.	1																					
	Total:			Php 1,500,000.00																			

**LOT 4 - FRANCISCO CHAVEZ DIVISION - Third floor,
APMC Building**

lot	1. Mobilization	1
units	2. Dismantling of the following:	6
	a. Conference room wall (all sides of conference room and door). (3)	
	b. ASG room (1) and ASG door (2)	
	c. Existing wooden stockroom area (1)	
units	3. Re-arrangement of existing modular partition for lawyers and secretaries modular. (see attached new lay-out) 11 lawyers and 11 secretaries. Note: size of cubicles for lawyers (2m x 2m), secretaries size (1.5m x 1.2m).	22
lot	4. Re-location of ASG Room and installation of new ASG room with installation of sliding glass wall partition with both fixed glass on both sides adjacent to Conference room. Include glass strips and two-way mirror.	1
lot	5. Installation of new frosted glass wall conference room with one side strips.	1
lot	6. Supply, fabrication and installation of newly wooden partition one (1) L-type ASG secretary.	1
lot	7. Supply and installation of L-typed ASG secretary with OSG logo in the background.	1
lot	8. Construction of ASG room.	1
lot	9. Repair and painting of existing pantry.	1
lot	10. Re-painting of all wall cemented.	1
lot	11. Replacement of lights luminaire.	1
lot	12. Relocation of airconditioning from existing location to the new location.	1
lot	13. Supply, installation and relocation of existing electrical outlets and wirings in all lawyers and legal secretaries' cubicles, including the conference room and the pantry. Note: OSG Administrative Division representative will only check the installation.	1
lot	14. Hauling of debris and other scrap materials during and after renovation/construction.	1
lot	15. Demobilization	1
lot	16. Supply and installation of cabling and other additional wirings related to internet connection. Note: OSG IT representative will check the installation structure cabling and other wirings related to internet connection.	1

Total:

Php 800,000.00

**LOT 5 - QUERUBE MAKALINTAL DIVISION - Third floor,
APMC Building**

lot	1. Mobilization	1
	2. Supply, installation and fabrication of wooden cabinets with doors. (see attached drawing of the cabinet).	
lot	a. Painting of wooden cabinets. Color will be approved by the end user.	1
lot	b. Inclusive of doors and door accessories (handles, hinges and etc).	1
lot	c. Installation and assembly of the wooden cabinets shall be within the premises of the division.	1
	Note: all wooden cabinets should be 3/4 marine plywood.	
	Note: color will be the same as the existing color of the cabinets at the division.	
lot	3. Hauling of debris and other scrap materials during and after construction.	1
lot	4. Demobilization	1

Total:

Php 300,000.00

**LOT 6 - IGNACIO VILLAMOR DIVISION - Fifth floor,
APMC Building**

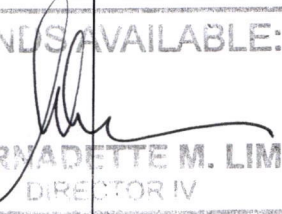
lot	1. Mobilization	1
sets	2. Dismantling of the following:	15
	a. Existing cubicle of ASG Secretary (1)	
	b. Existing two (2) lawyers room beside ASG Secretary	
	c. Existing nine (9) lawyer's and secretaries area along Adelantado wing and Gamboa wing.	
	d. Dismantling of existing conference room (1).	
	e. Dismantling of front wall of the records (1).	
	f. Dismantling of wall beside ASG secretary (1).	
lot	3. Supply and installation of modular partition for lawyers and legal secretary and ASG secretary with built-in table.	1

No. of panel	Size	Description
see actual size and quantity		11 Lawyers
see attached sketch plan		11 Legal Secretary/ 1 ASG Secretary

Note: All modular partition is full fabric, color code option 1. is DA-32 and option 2 is XF-07 in case the first option is not available

	4. Supply and installation of new conference room size (4.2m x 4.0m). See attached plan.	
lot	a. Revarnish of the new conference room.	1
lot	b. Supply and installation of door with accessories.	1

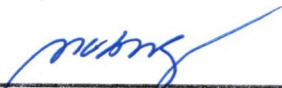

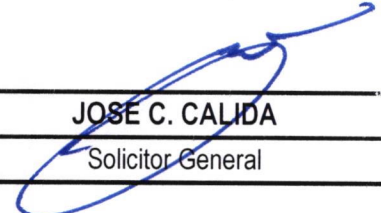
	5. Re-installation of storage room/record room size (7.0m x 4.2m). See attached plan.			
sets	a. Supply, installation and fabrication of two (2) sets of door for the records room including accessories.	2		
lot	b. Re-painting of all existing open shelves at records room.	1		
lot	c. Revarnish of storage room.	1		
	6. Re-varnish of ASG room			
lot	a. Double walled, varnish (color as per approved by end user) include existing cabinets.	1		
lot	b. Panel door.	1		
lot	7. Re-painting of entire cemented walls of the division. Note: include baseboards and cornices.	1		
lot	8. Construction and painting of existing pantry with cabinets, including, hinges and handles.	1		
lot	9. Relocation of the existing internet data as per request by the end user assisted by IT department to another location to be assisted by the IT representative.	1		
lot	10. Supply, installation and relocation of existing electrical outlets and wirings in all lawyers' and legal secretaries' cubicles, Including the conference room and the pantry.	1		
lot	11. Hauling of debris and other scrap materials during and after renovation/construction.	1		
lot	12. Demobilization	1		
lot	13. Supply and installation of structural cabling and other additional wirings related to internet connection. Note: An IT representative will check the installation of structured cablings and other wirings related to internet connection.	1		
	Total:			Php 1,500,000.00
	Grand Total:		Php	Php 5,600,000.00


FUNDS AVAILABLE:
BERNADETTE M. LIM
 DIRECTOR IV



Amount: **Five Million Six Hundred Thousand Pesos Only** Php 5,600,000.00

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