

**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**

(Agency)

Department: **HRMAS** PR No. **020-11-145** Date: **November 4, 2020**  
 Section: **Administrative Division** SAI No. \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Qty	ESTIMATED AMOUNT	
				Unit Cost	Total Amount
		<p><b>Supply and labor for the repair and renovation of the rented offices of four (4) legal divisions and two (2) services located at APMC building and Montepino building extension offices of the Office of the Solicitor General (OSG).</b></p> <p><b>Scope of Work:</b></p> <p><b>LOT 1 - FELICISIMO FERIA DIVISION - Ground floor, APMC Building</b></p>			
	lot	1. Mobilization	1		
	unit	2. Dismantling of the following:	1		
		a. Whole room, including the conference room and mini pantry;			
	units	b. Existing seven (7) lawyers' cubicle high partitions;	7		
	lots	c. Major wall at the center of the division.	2		
	units	3. Fabrication and installation of eleven (11) newly painted partitions for lawyers' rooms (Height = 1.85m). Include painting works.	11		
		4. Fabrication and installation of:			
	units	a. Eleven (11) newly painted wooden partitions for secretaries, including L-type wooden tables (Height = 1.3m). Notes: (1) Refer to those in the Villareal Division; (2) Mobile pedestals will be provided by the OSG.	11		
	unit	b. Fabrication and installation of one (1) newly, painted wooden ASG secretary partition with L-type painted table (Height = 1.30m) Notes: Please refer to the layout; Include a provision re: fabrication and installation of pantry	1		
	lot	5. Re-painting of the ASG room.	1		
	unit	6. Repair of lobby (adjustment, painting, and varnishing of front wall). Notes: Dismantling of second glass doors in lobby. (Move to dismantling no. 2)	1		
	unit	7. Dismantling and replacement of existing glass window and construction of a half glass, half wood conference room, except on ASG's side which must be all wood, and relocation of the door. Note: please refer to layout.	1		
	units	8. Construction and painting of a two (2) new filing rooms, with usable open shelves, floor to ceiling.	2		

lot	9. Painting:			
sets	a. Of the division concrete wall and pantry;	1		
	b. Of twelve (12) existing cabinets	12		
	Note: Include fabrication of usable open shelves.			
lot	10. Supply, installation, and relocation of existing electrical and telephone lines for lawyers, legal secretaries, ASG secretary, ASG room, storage room and pantry, on the account of the contractor.	1		
	Note: The OSG representative will check the installation and relocation of the lines installed.			
lot	11. Repair of existing damaged tiles only.	1		
lot	12. Hauling of debris during and after renovation (all valueless materials).	1		
lot	13. Supply and installation of structure cabling and other wirings related to internet connection.	1		
	Note: OSG IT representative will check the installation of structure cabling and other wirings related to internet connection.			
	<b>Total:</b>			<b>Php 1,500,000.00</b>
	<b>LOT 2 - GEORGE HARVEY DIVISION - 5th floor, APMC Building.</b>			
lot	1. Mobilization	1		
sets	2. Dismantling of three (3) lawyer wooden cubicles (beside existing conference room) and transferring them to the other side, facing Gamboa Street	3		
lots	3. Dismantling of one (1) wall partition between Units 5-A and 5-B and (1) one receiving area located in Unit 5-A.	2		
sets	4. Renovation, construction, installation, and painting.			
	a. Renovation of the existing five (5) cubicles (facing Adelantado Street) by extending each cubicle to add more space.	5		
	Note: Height = 1.8m, Width = 2m.			
sets	b. Construction of five (5) new wooden cubicles for lawyers in the Gamboa wing. Three (3) of these cubicles shall use the existing partitions, as stated in item no. 2, with modifications as to its size and height. (see note below). Additional construction of one (1) new cubicle for lawyer beside the new conference room (small area only). All renovated and constructed cubicles will have wooden sliding doors.	6		
	Notes: Height = 1.8m, Width - 2m; use existing wooden tables (8) units and re-arrange positions.			
sets	c. Construction, installation, and painting of the eleven (11)	12		
	a.) newly built L-typed cubicles with tables and built-in cabinets for legal secretaries, and one (1) ASG secretary cubicle using existing lawyers' partitions.			
	Note: 1. Light gray color			

		Note: For the design of the legal secretaries' cubicle, please refer to the Villareal Division. The height of each cubicle is 1,2 meters.			
lot	5.	Construction and painting of one (1) ASG room and one (1) small meeting room (2.5m x 2.5m) adjacent to the ASG room which may be separated by folding doors. Note: accordion door type.	1		
unit	6.	Construction and painting of one (1) conference room (4,5n x 3,5m)	1		
lot	7.	Construction and painting of one (1) filing room with open shelves (6.5m x 3.5m) and (1) one wall of the division including basement.	1		
sets	8.	Construction and painting of nine (9) built-in cabinets below the window in the lawyers cubicles (Depth = see actual), Width = 2.5m.	9		
lot	9.	Supply, installation and relocation of existing electrical outlets for ASG room, meeting room, conference room, legal secretaries' cubicles and lawyers' cubicles.	1		
lot	10.	Cleaning and hauling of debris (all non-valuable waste) during and after construction/renovation			
lot	11.	Demobilization	1		
lot	12.	Supply and installation of structure cabling. Note: OSG IT representative will checkl the installation structure cabling and other wirings related to internet connection.	1		
		<b>Total:</b>			<b>Php 1,500,000.00</b>
		<b>LOT 3 - PEDRO TUAZON DIVISION - 8th floor, APMC Building</b>			
lot	1.	Dismantling/clearing of carpets in Unit 8-A (Mobilization).	1		
	2.	Supply and installation of new vinyl tiles for the flooring. Note: color as per approved by end users			
set	a.	ASG room	1		
set	b.	Conference room	1		
sets	c.	Lawyers' cubicles	9		
sets	d.	Legal secretaries (9) and ASG secretary (1) cubicles	10		
lot	e.	Hallway Note: Flooring will be smooth finished; will be replaced by new vinyl tiles possibly of approved color/shade and size; size of vinyl tiles is 8" x 8"	1		
lot	3.	Installation of wall tiles of ASG's comfort room. (12 inches from the ground)	1		
	4.	Supply and installation of additional cubicles and partitions; include varnishing of the new two (2) lawyers' and two (2) secretaries' cubicles			
set	a.	One (1) lawyers' cubicle 1 piece 1.35m W x 1.07m H 1 piece .95m W x 1.07m H	1		

set	b. One (1) Legal secratry cubicle 1 piece 1.2m W x 1.63m H 1 piece 2m W x 1.63m H	1		
piece	c. One (1) additional partition for lawyer (0,3m W x 1.64m H)	1		
piece	d. One (1) additional partition for legal secretary (1.07m W x 1.23m H)	1		
	Notes: All additional cubicles/partition will have the same specifications from the existing. Please see attached layout of additional cubicle and partition with measurement.			
sets	5. Re-varnishing of the following: a. Eight (8) lawyers' cubicles b. Eight (8) legal secretaries' cubicles c. One (1) ASG secretary cubicle d. One (1) kitchen counter	18		
	6. Removal, clearing and replacement of existing wallpaper. Repainting of the following except the ASG room that will have a wallpaper finishing. Note: Color as per approved by the users for the following areas:			
lot	a. Conference room	1		
lot	b. ASG room (wallpaper)	1		
lot	c. Entire wall of the Division, including cornices and baseboards	1		
lot	d. ASG Comfort room	1		
lot	e. Low ceiling and high ceiling	1		
	7. Re-painting of the following:			
lot	a. High ceiling	1		
sets	b. Cabinets at the kitchen sink are (duco finishing)	4		
lot	8. Replacement and fabrication of counter-top to all legal secretaries' (9) and ASG secretary's (1) cubicles.	1		
sets	9. Supply and installation of counter-top to all legal secretaries' (9) and ASG secretary's (1) cubicles.	10		
lot	10. Supply and installation of new 2-gang outlets with cable mouldings to the exposed wires on the following areas: a. ASG Secretary's cubilce b. Ms. Denah's cubicle c. Atty. Madridijo's cubicle d. Atty. Reyes' cubicle e. New lawyers' and secretaries' cubicles	1		
lot	11. Tinting of three (3) existing glass windows along Amorsolo wing (one-way tint).	1		
lot	12. Cleaning and hauling of debris (all non-valuable waste) Demobilization during and after renovation/construction. Note: Cabling is included in the contract. Note: OSG IT representative will check the installation of structure cabling and other wirings related to interenet connection.	1		
	<b>Total:</b>			<b>Php 1,500,000.00</b>

**LOT 4 - LORENZO TANADA DIVISION - 6th floor,  
Montepino Building**

- lot 1. Mobilization 1
- lot 2. Dismantling and clearing of carpet tiles in the hallway, lawyers' room, secretaries' area, pantry, kitchen, stockroom area, and other areas located in the Tanada Division. 1
- lot 3. Supply, installation and replacement of laminated wood flooring (color: beech) located in the hallway, lawyer's room, secretarie's area, kitchen, stockroom area, and other areas in the Tanada Division. 1  
 Note: electrical repair and caling affected only during installation of laminated wood flooring  
 Note: Adjustments/mobilization and re-installation of existing modular partitions, other equipment, and funiture shall be upon the contractor, Any damage resulting to negligence by the contractor shall be charged to their account.
- lot 4. Hauling of dismantled carpet and other debris/materials. 1
- lot 5. Demobilization. 1

**Total:**

**Php 694,638.00**

**LOT 5 - INTERNAL AUDIT - Ground floor, APMC Building**

- lot 1. Mobilization 1
- lot 2. Supply and installation of modular partitions with glass on top and a countertop of two colors: blue 1

**Internal Audit**

No. of partition	Size	Description
1	1.7m H x 1.2m W	Division Head Modular Countertop
1	1.7m H x 1.2m W	
1	1.2m H x 0.6m W	
4	1.2m H x 1.1m W	Four (4) staff
6	1.2m H x 1.4m W	
1	1.7m H x 2.0m W	Office Divider
4	1.1m H x 0.6m W	Counter top

- lot 3. Supply and installation of electrical outlets and internet connection. 1
- lot 4. Demobilization. 1  
 Note: All glass, fabric-finish modular partitions shall be color blue, with 3-gang outlets.

**Total:**

**Php 402,479.04**

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**LOT 6 - DOCKET MANAGEMENT SERVICE - 2nd floor,  
APMC Building.**

lot	1. Mobilization	1
lot	2. Construction and painting of wooden double-walled partition conference room and one solid door with complete accessories. (same as conference at OSG building)	1
lot	3. Construction of pantry room.	1
lot	4. Paint works and varnishing of wooden wall partitions.	1
lot	5. Replacement of damaged/affected tiles (if any:)	1
lot	6. Cleaning and hauling of debris during and after renovation construction. (All non-valuable waste).	1
lot	7. Demobilization.	1

**Total:** Php 550,116.00

**Grand Total:** Php 6,147,233.00

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



OSG201110Y9004565

Amount: **Six Million One Hundred Forty-Seven Thousand Two Hundred Thirty-Three Pesos**      Php 6,147,233.00  
 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