

# PURCHASE REQUEST

## OFFICE OF THE SOLICITOR GENERAL

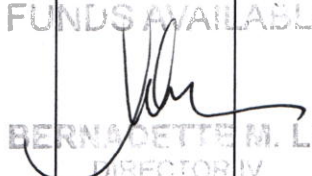
(Agency)

Department: **HRMAS** PR No. **020-08-098** Date: **August 28, 2020**  
 Section: **Administrative Division** SAI No. \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Qty	ESTIMATED AMOUNT																			
				Unit Cost	Total Amount																		
		<p>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.</p> <p><b>Rate:</b></p> <table style="margin-left: 20px;"> <tr> <td>Morning Shift:</td> <td>7:00 am to 7:00 pm</td> </tr> <tr> <td>Number of Security:</td> <td>12</td> </tr> <tr> <td>Number of OIC:</td> <td>1</td> </tr> <tr> <td><b>Total:</b></td> <td><b>13</b></td> </tr> <tr> <td>Evening Shift:</td> <td>7:00 pm to 7:00 am</td> </tr> <tr> <td>Number of Security:</td> <td>6</td> </tr> <tr> <td>Number of OIC:</td> <td>1</td> </tr> <tr> <td><b>Total:</b></td> <td><b>7</b></td> </tr> <tr> <td><b>Total of Security Personnel:</b></td> <td><b>20</b></td> </tr> </table> <p><i>Attached: Terms of Reference Procurement of Security Services.</i></p>	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 9,500,000.00
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<b>Total of Security Personnel:</b>	<b>20</b>																						

OFFICE OF THE SOLICITOR GENERAL  
**RECEIVED**  
 SEP 01 2020

Time: 11:38 AM By: [Signature]  
 Control No.: \_\_\_\_\_

FUNDS AVAILABLE:  
  
 BERNADETTE M. LIM  
 DIRECTOR IV



056290901Y0003217

Amount: **Nine Million Five Hundred Thousand Pesos Only** Php 9,500,000.00

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