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PURCHASE ORDER

Supplier: **HACKETT SECURITY AGENCY** P.O. # **023-01-010**
 Address: Unit 201 ESE Building, 3671-73 Bautista Street., Palanan, Makati City Date: January 12, 2023
 TIN: 123-021-577-000 Bank: LBP - Export Plaza Building Mode of Procurement: Public Bidding
 Account No.: 1781 1283 21 Fax: 220 Sen Gil J Puyas Ave. Makati City
 Telephone: (02) 871-24865 Email address: marketing@hackettsecurityagency.com

By: **BUDGET DIVISION**

Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **OFFICE OF THE SOLICITOR GENERAL** Delivery Term: w/n Fifteen (15) days upon receipt of NTP with one (1) year contract

Date of Delivery: Payment Term: Every 1st and 15th of the Month w/in Fifteen (15) days from receipt of the Statement of Account (SOA) (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount																				
	year	<p>PROCUREMENT OF SECURITY SERVICES FOR FY 2023 FOR OSG OFFICES</p> <p><i>Inclusion:</i> Twenty one (21) Security Personnel (consisting of nineteen [19] ordinary guards and two [2] officers-in-charge), with three [3] relievers during the rest day of the ordinary guards</p> <p><i>Period:</i> January 29, 2023 - January 28, 2024</p> <p><i>Scope of Work:</i> Provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishment</p> <p>Guards shall render twelve (12) hours of security service per shift daily, including Sundays and holidays, to adequately guard and protect the OSG's properties, premises, personnel, and clients around and within the OSG's premises, extension offices, and the parking areas</p> <p>Posting of Security Personnel</p> <table border="1"> <thead> <tr> <th>Shift</th> <th>Time</th> <th>Number of Security Guards</th> <th>Number of OIC's</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Morning Shift</td> <td>7:00 AM to 7:00PM</td> <td>12</td> <td>1</td> <td>13</td> </tr> <tr> <td>Evening Shift</td> <td>7:00PM to 7:00AM</td> <td>7</td> <td>1</td> <td>8</td> </tr> <tr> <td colspan="4">Total Number of Security Personnel</td> <td>21</td> </tr> </tbody> </table> <p>The following documents shall be deemed to form & be read & construed as part of this agreement: Contract Agreement Philippine Bidding Documents - Schedule of Requirements - Technical Specifications / Terms of Reference - General and Special Conditions of Contract - Supplemental or Bid Bulletins Eligibility Requirements, Technical and Financial Proposal Performance Security Notice of Award Notice to Proceed Other documents as may be required by laws</p>	Shift	Time	Number of Security Guards	Number of OIC's	Total	Morning Shift	7:00 AM to 7:00PM	12	1	13	Evening Shift	7:00PM to 7:00AM	7	1	8	Total Number of Security Personnel				21	1	Php 11,166,646.44	Php 11,166,646.44
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Total Number of Security Personnel				21																					

Total Amount in Words: **Eleven Million One Hundred Sixty Six Thousand Six Hundred Forty Six Pesos and 44/100 Only** Php 11,166,646.44

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme: **FRANCIA C. DESQUITADO**
 (Signature over printed name)
FEB 27 2023
 (Date)

Very truly yours,
JESSICA L. CASTRO
 CAO, Administrative Division
EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: ALOBS: **02-101101-2023-02-065**
 Amount: **₱10,236,092.57**
Changed to 2024 Appro.
₱930,553.87

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184
ANNA LORAIN C. ALVIAR
 Admin Aide VI, Administrative Division

ARIEL J. UBINA
 Chief Accountant