

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: FELIX ANGELO BAUTISTA DIVISION, QUEREBE C. MAKALINTAL DIVISION, ARTURO A. ALAFRIZ DIVISION AND PLANNING DIVISION	PR No. <u>021-09-165</u> SAI No.	Date: <u>September 27, 2021</u> Date:
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Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
		Supply, Labor and Materials for the Repair and Renovation of the Office Spaces of Three (3) Legal Divisions and the Planning Division of the Office of the Solicitor General: LOT 1 (FELIX ANGELO BAUTISTA DIVISION) 3rd Floor, APMC Building (Unit 3C and 3D, APMC Building) Scope of Work: <ol style="list-style-type: none"> 1. Mobilization 2. Dismantling of the following: <ol style="list-style-type: none"> 2.1 Removal of overhang cabinets 2.2 Disassembly and pull-out of reception partition 2.3 Disassembly and removal of existing swing door partition 3. Refinish and resurface reception counter; supply, fabrication and installation of solid surface 4. Supply, fabrication, and installation of drywall partition with glass at reception area 5. Remodel fixed office central partition 6. Surface preparation of existing office partitions, ready to receive wood laminate finish 7. Supply, fabrication, and installation of laminated wood finish for all existing and remodeled office partitions 8. Supply, fabrication, and installation of required backing / substrate for finishing materials such as laminates and solid surface 9. Full enclosure of office 1 10. Wall surface preparation of enclosed office 1, ready to receive wallpaper (general area side) 11. Supply, fabrication, and installation of drywall partition from floor to ceiling at records area 12. Supply, fabrication, and installation of door + jamb at records area 13. Relocation and installation of existing overhung cabinet at the pantry area + fabrication of false wall 14. Supply, fabrication, and installation of frameless glass (200mm) on existing office partitions and remodeled office partitions 15. Restoration and preparation of existing floor ready to receive new floor covering 16. Supply, fabrication, and installation of vinyl floor covering 17. Painting Works on the following <ol style="list-style-type: none"> a. Surface preparation of walls at office 1 b. Supply and application of paint finish on interior side walls of office 1 c. Surface preparation existing office desk to receive new wood stain d. Supply and application of wood stain finish based on approved color stain e. Surface preparation of existing ceiling boards and t-runners (for verification) f. Supply and application of paint finish on existing ceiling boards and powder coat finish on existing t-runners (for verification) g. Preparation, supply, and application of paint finish or wood stain on door + jamb 	1	Php 1,500,000.00 <i>VAT-Inclusive</i>	Php 1,500,000.00

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		18. Specialty Works: a. Supply and installation of wallpaper at office 1 (exterior side wall) b. Supply and replacement of damaged wallpaper section at reception area c. Fabrication of Lawyers' L-shape desks 19. General cleaning and turnover of works <i>Other works not stipulated here nor indicated on plans but, it is deemed necessary for the completion of the project should be coordinated by the General Contractor to the client and Interior Designer and should be turned-over assist by the General Contractor</i>			
	Lot	LOT 2 (QUERUBE C. MAKALINTAL DIVISION) 3rd Floor, Unit 3A and 3B, APMC Building Scope of Work: 1. Mobilization 2. Dismantling of the following 2.1 Dismantling of door and door jamb between ASG Office and Conference Room 2.2 Low wall (solid wall side) at Atty. Kristoffer Madrid's cubicle 2.3 Door in storage area, in front of Fire Exit door 2.4 Lawyer's cubicle in front of Atty. Juno's secretary 3. Supply, fabrication, and installation of long table with drawers for ASG secretary; include varnished finish; color is the same as existing wall partitions (See attached drawing) 4. Supply, fabrication, and installation of cabinets (1000mm L x 48mm W x 2000mm H) include varnished finished; color is the same as existing wall partitions (See attached drawing) 5. Relocation of electrical system in the pantry area 6. Supply, fabrication, and installation of ASG display cabinets (2000mm L x 50mm W x 2000mm H); include varnished finished; color is the same as existing wall partitions (See attached drawing) 7. Supply/replacement, fabrication, and installation of dry wall partitions between ASG office and conference room (in lieu of dismantling of door jamb and door) 8. Demobilization and hauling of debris and scrap materials	1	1,500,000.00 VAT-Inclusive	1,500,000.00
	Lot	LOT 3 (ARTURO A. ALAFRIZ DIVISION) 4th Floor, Unit 4A and 4B, APMC Building Scope of Work: 1. Mobilization 2. Dismantling of the following: @Unit 4A and 4B 2.1 Wall between Room No. 1 and Room No. 2 @ Unit 4A 2.2 Wall between Room No. 4 and Room No. 5 @ Unit 4A 3. Supply, fabrication, and installation of drywall partition between lounge area and secretary cubicles 4. Supply, fabrication, and installation of acrylic glass 6mm thk at ASG Secretary with receiving hole (for COVID-19 prevention) <i>Note: Size will vary due to the fabrication of ASG Secretary's cubicle</i> 5. Supply, fabrication, and installation of new modular cubicles with tables for ten (10) secretaries at Unit 4-B (see attached layout) <i>Note: Height is 1.2m for each cubicle</i> 6. Supply, fabrication, and installation of three (3) new, drywall partition for six (6) lawyers with doors, same as the existing wall partition enclosure, (tables will be provided by the OSG) at Unit 4B. <i>Note: Height is 1.7m for each cubicle</i> 7. Supply, fabrication, and installation of nine (9) sets bookshelves in each of the lawyer's room	1	1,500,000.00 VAT-Inclusive	1,500,000.00

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		<p><i>Note: All book shelves are open and small size cabinets only (see drawings)</i></p> <p>8. Supply, fabrication, and installation of door/cover of filing cabinet (existing cabinet at storage; see attached location at storage room)</p> <p>9. Supply, fabrication, and installation of one (1) drywall partitions gypsum board) lawyer room beside server room at Room B with door</p> <p>10. Supply, fabrication, and installation of three (3) new lawyer's room at Room 4-A</p> <p>11. Supply, fabrication, and installation of one (1) ASG Room (see attached plan) at Room 4-A</p> <p>12. Supply, fabrication, and installation of one (1) conference room (see attached plan/lay-out) at Room 4-A</p> <p>13. Supply, fabrication, and installation of one (1) set ASG Secretary table (see attached plan/lay-out) at Room 4-B</p> <p>14. Supply, fabrication, and installation of two (2) new filing cabinets in the storage area (See attached drawing)</p> <p>15. Supply, fabrication, and installation of new small cabinet above the copier machine area</p> <p>16. Repair of ASG Room</p> <p>a. Provide accent wood at the back of ASG table with pre-fab cabinet table (See attached design)</p> <p>b. Interior design (fiber wood wallpaper) in front of ASG Room</p> <p>c. Supply, fabrication, and installation of mirror at opposite side of the window (See attached design)</p> <p>d. Supply, fabrication, and installation of pre-fab drawer at window side (See attached design)</p> <p>17. Supply, fabrication, and installation of one (1) powder-coated sliding window in the conference room</p> <p>18. Repair and construction of one (1) document room and one (1) records room</p> <p>19. Repair of pantry with cabinets, including plumbing works, hinges, and handles</p> <p>20. Supply, fabrication, and installation of door at pantry</p> <p>21. Supply, fabrication, and installation of wood plank and based board at ASG room only at Unit 4-A</p> <p>22. Supply, fabrication, and installation of drywall partition beside the pantry and ASG CR room</p> <p>23. Painting of the following:</p> <p>23.1 Concrete walls of the division with baseboard at Unit 4-A</p> <p>23.2 ASG room</p> <p>23.3 Conference room</p> <p>23.4 Records room/shelves beside the two (2) new lawyers room</p> <p>23.5 Pantry</p> <p>23.6 Lawyer's cubicle</p> <p>23.7 ASG secretary cubicle</p> <p>23.8 Stockroom/shelves at Unit 4-A</p> <p>23.9 Doors</p> <p>23.10 Walls between 4a and 4b</p> <p>23.11 Walls affected during the renovations</p> <p>23.12 Filing cabinets cover</p> <p>24. Supply, installation, and relocation of existing electrical outlets and wirings in all lawyers' room, ASG room, conference room, and legal secretaries' cubicles, including the conference room and the pantry pantry</p> <p><i>Note: OSG Administrative Division representative will only check the installation</i></p> <p>25. Supply, installation, and relocation of internet cabling, PLDT wiring and other wirings</p> <p><i>Note: OSG IT representative will only check the installation</i></p> <p>26. Hauling of debris and other scrap materials</p>			

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	Lot	<p>27. Demobilization</p> <p>LOT 4 (PLANNING DIVISION) Ground Floor, APMC Building</p> <p>Scope of Work:</p> <p>1. Mobilization</p> <p>2. Supply, fabrication, and installation of modular partition with glass on top (Color: Blue same as Internal Audit color of existing modular) 4.5cm series Fabric with glass</p> <p>Dimensions:</p> <p>One (1) unit: H170 x W150 x 4.5cm One (1) unit: H170 x W110 x 4.5cm One (1) unit: H170 x W140 x 4.5cm Four (4) units: H120 x W140 x 4.5cm Three (3) units: H120 x W110 x 4.5cm</p> <p>Table Top Work Top MDF Board 2.5mm thickness</p> <p>Three (3) units: W 110 x D60 Two (2) units: W 120 x D60 Six (6) units: W 75 x D60 One (1) unit: W 45 x D120 Four (4) unit: STABILIZER</p> <p>3. Supply, installation, and relocation of existing electrical outlets and wirings in all lawyers and legal secretaries cubicle including the conference room</p> <p>4. Supply, installation of cabling and other wirings related to internet connection to server</p> <p>5. Hauling of debris and others scrap materials</p> <p>6. Demobilization</p> <p><i>Attached: Approved Terms of Reference (TOR) from Technical Working Group for the repair/renovation of Rented Offices</i></p>	1	500,000.00 VAT-Inclusive	500,000.00



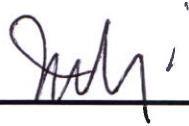


FUNDS AVAILABLE:



BERNADETTE M. LIM
DIRECTOR IV

Amount in Words: **FIVE MILLION PESOS ONLY** Php **5,000,000.00**

Purpose: **For Bidding**

Prepared By:	Recommending Approval:	Approved by:
		
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