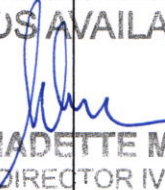


**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**  
 (Agency)

Department: **Administrative Division** PR No. **021-10-170 (2022)** Date: **October 4, 2021**  
 Section: SAI No. Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	year	<p><b>PROCUREMENT OF JANITORIAL SERVICES FOR THE YEAR 2022 FOR THE OSG'S OFFICE AREAS</b></p> <p><i>Inclusion:</i> Twenty- Four (24) Janitors and One (1) Working Supervisor</p> <p><i>Hours of Work:</i></p> <p>*Contractor shall provide cleanliness and maintenance services to the OSG for eight (8) hours a day, six (6) days a week, from Monday to Saturday.</p> <p>*Janitors and Supervisor shall work only for eight (8) hours a day, five (5) days a week.</p> <p><i>Scope of Work (See attached Term of Reference):</i></p> <p>A. Duties and Responsibilities of the Supervisor            B. Building Housekeeping</p> <ul style="list-style-type: none"> <li>• Daily Janitorial Activities</li> <li>• Weekly Janitorial Activities</li> <li>• Monthly Janitorial Activities</li> <li>• Semi-Annual Janitorial Activities</li> </ul> <p>C. Ground Maintenance            D. Special Services            E. Inclusive of Cleaning Supplies, Tools and Equipment to be provided by the Contractor</p> <p><i>Attached: Memorandum from ASG Gilbert U. Medrano TWG-Chairperson and Approved Terms of Reference (TOR) from Technical Working Group of the Janitorial Services for the year 2022</i></p>	1	Php 6,473,110.00 VAT INCLUDED	Php 6,473,110.00




**FUNDS AVAILABLE:**  
*FY 2022 WEP*  
  
**BERNADETTE M. LIM**  
 DIRECTOR IV



OSG211014Y0004462

Amount in Words: **Six Million Four Hundred Seventy-Three Thousand One Hundred Ten Pesos Only** **Php 6,473,110.00**

Purpose: **For Bidding (Early Procurement Activity FY 2022)**

Prepared By:	Recommending Approval:	Approved by:
		
<b>SHERA JANE B. SOLON</b>	<b>EDITHA R. BUENDIA</b>	<b>ASG MARISSA B. DELA CRUZ - GALANDINES</b>
Administrative Officer V	OIC-Director IV, HRMAS	Officer-in Charge, HoPE