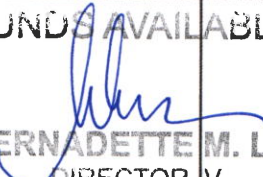


PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: **Administrative Division** PR No. 021-10-175 (2022) Date: October 7, 2021
Section: SAI No. Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount																				
	year	<p>Procurement of Security Services for FY 2022 for OSG Offices</p> <p><i>Inclusion</i> Twenty (20) Security Personnel (consisting of eighteen [18] ordinary guards and two [2] officers-in-charge), with three [3] relievers during the rest day of the ordinary guards</p> <p><i>Scope of Work:</i> *The Agency shall provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishment</p> <p>*The guards assigned shall render twelve (12) hours of security service per shift daly, 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> <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 A.M to 7:00PM</td> <td align="center">12</td> <td align="center">1</td> <td align="center">13</td> </tr> <tr> <td>Evening Shift</td> <td>7:00PM to 7:00AM</td> <td align="center">6</td> <td align="center">1</td> <td align="center">7</td> </tr> <tr> <td colspan="4">Total Number of Security Personnel</td> <td align="center">20</td> </tr> </tbody> </table> <p><i>Delivery Term:</i> The Contract of Security Services (Contract) will commence fifteen (15) days from receipt of the Notice to Proceed (NTP) and will be effective for one (1) year</p> <p><i>Others (See attached Term of Reference):</i></p> <ul style="list-style-type: none"> * Security Guard Qualifications * OIC's Qualifications * Security Guards Responsibilities <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group for the procurement of Security Services for the year 2022</i></p>	Shift	Time	Number of Security Guards	Number of OIC's	Total	Morning Shift	7:00 A.M to 7:00PM	12	1	13	Evening Shift	7:00PM to 7:00AM	6	1	7	Total Number of Security Personnel				20	1	Php 10,000,000.00 VAT INCLUDED	10,000,000.00
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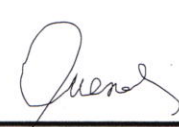

FUNDS AVAILABLE:

BERNADETTE M. LIM
DIRECTOR V



OSG211014Y0004470

Amount in Words: **Ten Million Pesos Only** Php 10,000,000.00

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

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