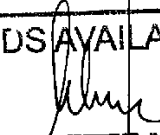


PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)

9-10
2022




Department: **Administrative Division** PR No. **022-11-211 (2023)** Date: **November 9, 2022**
 Section: SAI No. / Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount																				
	year	<p>PROCUREMENT OF SECURITY SERVICES OF OSG'S OFFICES FOR FY 2023</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>Scope of Work:</i> *The Agency shall provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishment located at the following:</p> <ul style="list-style-type: none"> - OSG Bldg: 134 Amorsolo St. Legaspi Village, Makati City; - APMC Bldg: 136 Amorsolo St. Legaspi Village, Makati City; - Montepino Bldg: 138 Adelantado St. Legaspi Village, Makati City; - Parking Areas of Mile Long: Amorsolo St. Legaspi Village, Makati City; - Building's where OSG Divisions will be relocated <p>*The guards assigned 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> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 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">7</td> <td align="center">1</td> <td align="center">8</td> </tr> <tr> <td align="center" colspan="4">Total Number of Security Personnel</td> <td align="center">21</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"> * Agency Requirements * Agency Qualifications * Security Guards' Qualifications * OIC's Qualifications * Security Guards' Responsibilities * Agency's Responsibilities * Payment Terms * Termination of Contract <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group for the Procurement of Security Services for the year 2023</i></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 11,250,000.00 VAT INCLUDED	Php 11,250,000.00
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Total Number of Security Personnel				21																					

FUNDS AVAILABLE:

BERNADETTE M. LIM
 DIRECTOR IV

Amount in Words: **Eleven Million Two Hundred Fifty Thousand Pesos Only** Php **11,250,000.00**

Purpose: **For Bidding (Early Procurement Activity FY 2023)**

Prepared By:	Recommending Approval:	Approved by:
		
SHERA JANE B. SOLON Administrative Officer V	EDITHA R. BUENDIA Director IV HRMAS	MENARDO I. GUEVARRA Solicitor General