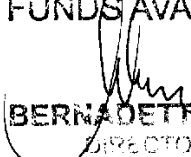


**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**  
(Agency)

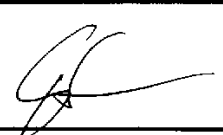

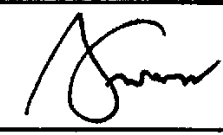
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Date: November 9, 2022  
Date:

Department: **Administrative Division** PR No. **022-11-212 (2023)** Date: **November 9, 2022**  
Section: SAI No. Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	year	<b>PROCUREMENT OF JANITORIAL SERVICES FOR THE YEAR 2023</b> Inclusions: Twenty Four (24) Janitors and One (1) Working Supervisor  <b>Hours of Work:</b> - Provide cleanliness and maintenance services to the OSG for eight (8) hours a day, six (6) days a week, from Monday to Saturday; - Janitors and Supervisor shall work only for eight (8) hours a day, five (5) days a week  <i>Please see attached Terms of Reference (TOR):</i> I. Qualifications of the Contractor II. Duties and Responsibilities of the Contractor III. Budget IV. Complement V. Hours of Work VI. Qualifications of the Supervisor VII. Qualifications of the Janitors VIII. Scope of Work A. Duties and Responsibilities of the Supervisor B. Building Housekeeping • Daily Janitorial Activities • Weekly Janitorial Activities • Monthly Janitorial Activities • Semi-Annual Janitorial Activities C. Ground Maintenance D. Special Services E. Cleaning Supplies, Tools and Equipment to be provided by the Contractor IX. Other Matters • Furnishing of Bond • Wage Increase • Renewal Clause  <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 FY 2023</i>	1	Php 6,589,850.00 VAT INCLUDED	Php 6,589,850.00
	year				

**FUNDS AVAILABLE:**  
  
**BERNADETTE M. LIM**  
DIRECTOR IV

Amount in Words: **Six Million Five Hundred Eighty Nine Thousand Eight Hundred Fifty Pesos Only**      Php **6,589,850.00**  
Purpose: **For Bidding (Early Procurement Activity FY 2023)**

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