

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: **Various Legal Divisions** PR No. 022-11-237 Date: November 29, 2022
Section: _____ SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p>PROCUREMENT, DELIVERY AND ASSEMBLE OF SEMI-EXPENDABLE PROPERTIES</p> <p>LOT 1: OFFICE FURNITURES AND FIXTURES</p> <p>Technical Specifications</p> <p>A. Conference Table – One (1) piece</p> <p>i. 10-Seater Conference Table - One (1) piece</p> <p><i>Minimum Specifications:</i></p> <p><i>Shape:</i> Rectangular Shape</p> <p><i>Materials:</i> Tempered Glass Top Tubular Legs</p> <p><i>Estimated Size/Dimensions:</i> 200cm (L) x 110cm (W) x 75cm (H) (For Secretariat Extension Office)</p> <p>B. Wooden Display Cabinet - Three (3) pieces</p> <p>i. High Display Wooden Cabinet - One (1) piece</p> <p><i>Minimum Specifications:</i></p> <p><i>Materials:</i> Wood - High Pressured Laminated (HPL) With doors and keys</p> <p><i>Estimated Size/Dimensions:</i> 260cm (L) x 45cm (W) x 200cm (H) (For Secretariat Extension Office)</p> <p>ii. Low Display Wooden Cabinet - Two (2) pieces</p> <p><i>Minimum Specifications:</i></p> <p><i>Materials:</i> Wood - High Pressured Laminated (HPL) With doors and keys</p> <p><i>Estimated Size/Dimensions:</i> 180cm (L) x 41cm (W) x 55cm (H) (For Secretariat Extension Office)</p> <p>C. Assistant Solicitor General Table - One (1) piece</p> <p>i. Assistant Solicitor General Table - One (1) piece</p> <p><i>Minimum Specifications:</i></p> <p><i>Materials:</i> Wood - High Pressured Laminated (HPL) <i>Colors:</i> Mahogany or wedge <i>Design:</i> L-Type with Drawers, lock, key With Mobile Pedestal Cabinet Size: 400mm (W) x 550mm (D) x 650mm (H) With Side Table Size: 0.9m (W) x 0.45m (D) x 0.74m (H) (For Diaz Division)</p> <p>D. Chairs – Thirty Four (34) pieces</p> <p>i. Office Chair for Assistant Solicitor General / Sr. Executive Chair – Two (2) pieces</p> <p><i>Minimum Specifications:</i></p> <p><i>Materials:</i> Faux Leather Seat and Backrest Fixed PP Armrest with Padding Pneumatic Seat Height Adjustment Tilting Mechanism With Five Star Chrome Base & Nylon Casters</p>	1	Php 410,000.00	Php 410,000.00

OFFICE OF THE
SOLICITOR GENERAL
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Time: 6:46pm By: Jen
Control No.: _____

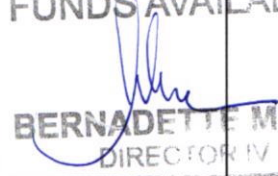


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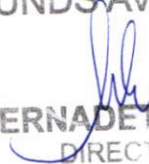
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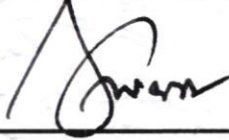
BERNADETTE M. LIM
DIRECTOR IV

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
		<p><i>Estimated Size/Dimensions:</i> 630mm (W) x 620mm (D) x 1190-1270mm (H) (For Secretariat Extension Office and Diaz Division)</p> <p>ii. Office Chair for Lawyers / Jr. Executive Chair – Nine (9) pieces</p> <p><i>Minimum Specifications:</i> <i>Materials:</i> Nylon Mesh Back and Foam Padded Seat <i>Features:</i> Flexi Chair with Headrest Height adjustable armrests and lumbar support Maximum recline at 115° with a tilting mechanism that locks at default position</p> <p><i>Estimated Dimensions:</i> Recline & Locking: 100°, 108°, 116°, 130° Height Adjustability: 5cm Depth Adjustability: 3cm Maximum Recline: 130° Backrest Minimum Load Capacity: 128 kg</p> <p><i>Lumbar Support:</i> Height: 12.5cm from bottom of backrest</p> <p><i>Arm Rest:</i> Arm Rest Height: 17 - 24.5cm Arm Rest Angle: 20° inward and 20° outward Chair Height: 120 - 130cm Seat Depth: 47cm Seat Minimum Load Capacity: 150 kg (For Secretariat Extension Office)</p> <p>iii. Office Chair for Secretaries – Three (3) pieces</p> <p><i>Minimum Specifications:</i> <i>Materials:</i> Midback Chair, Black Fabric <i>Features:</i> Flexi Chair without Headrest Chrome Metal Base; Swivel Type Gas Lift Height Adjustment Hard Polypropylene Armrest Tilting Mechanism / Recline Function</p> <p><i>Estimated Size / Dimensions:</i> 0.610m (W) x 0.475m (D) x 0.890m-1.010m (H) (For Secretariat Extension Office)</p> <p>iv. Conference Chair - Ten (10) pieces</p> <p><i>Minimum Specifications:</i> <i>Materials:</i> Mesh Back and Foam Padded Seat <i>Features:</i> Flexi Chair without Headrest Height adjustable armrests and lumbar support Maximum recline at 115° with a tilting mechanism that locks at default position</p> <p><i>Estimated Dimensions:</i> Recline & Locking: 100°, 108°, 116°, 130° Height Adjustability: 5cm Depth Adjustability: 3cm Maximum Recline: 130° Backrest Minimum Load Capacity: 128 kg</p> <p><i>Lumbar Support:</i> Height: 12.5cm from bottom of backrest</p> <p><i>Arm Rest:</i> Arm Rest Height: 17 - 24.5cm Arm Rest Angle: 20° inward and 20° outward Chair Height: 120 - 130cm Seat Depth: 47cm Seat Minimum Load Capacity: 150 kg (For Secretariat Extension Office)</p>			

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Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
		<p>v. Conference Chair - Ten (10) pieces <i>Minimum Specifications</i> <i>Feature:</i> Wooden Conference Chair <i>Materials:</i> Solid Wood, Fabric (Provide Swatches for Approval) Four Solid Wood Legs <i>Estimated Size / Dimensions:</i> 47.2cm (L) x 46.5m (W) x 101.5cm (H) (For Ordonez Division)</p> <p>E. Multi-Purpose / Conference Table - One (1) piece i. 4-Seater Multi-Purpose / Conference Table - One (1) piece <i>Minimum Specifications</i> <i>Shape:</i> Rectangular Shape <i>Materials:</i> Wooden Table (Provided Sample of Material for Approval) <i>Estimated Size/Dimensions:</i> 90cm (L) x 80cm (W) x 74cm (H) (For Secretariat Extension Office)</p> <p>Delivery Period: Should be completed within Ninety (90) calendar days from receipt of Notice to Proceed (NTP).</p>			
	lot	<p>LOT 2: STEEL CABINETS Technical Specifications A. Steel Filing Cabinet - Two (2) pieces <i>Minimum Specifications</i> <i>Vertical Steel Filing Cabinet</i> <i>Materials:</i> Heavy Gauge Material Sheet (Gauge#: 20) Painted with one coat primer and two coats high grade enamel light gray finish <i>Design:</i> Four (4) Layers of Drawers Controlled cylinder lock with duplicate keys Built-in handles with aluminum cardholder <i>Supported weight:</i> 200kg <i>Estimated Size/Dimensions:</i> 52" (H) x 18.5" (W) x 24" (D) (For Secretariat Extension Office)</p> <p>B. Mobile Pedestal Cabinet - Seventy One (71) pieces <i>Minimum Specifications</i> <i>Materials:</i> Metal Powder Coated with Central Lock <i>Design:</i> Three (3) Layers of Drawers <i>Estimated Size/Dimensions:</i> 400mm (W) x 550mm (D) x 650mm (H) (For Secretariat & Legal Division)</p> <p>Delivery Period: Should be completed within Sixty (60) calendar days from receipt of Notice to Proceed (NTP).</p>	1	410,000.00	410,000.00
	lot	<p>LOT 3: OFFICE EQUIPMENTS Technical Specifications A. Paper Shredder - Thirty (30) pieces <i>Minimum Specifications</i> <i>Feature:</i> Auto Start and Stop Auto Reverse / Prevents Paper Jam Thermal Overload Protection Safety cut-out on bin removal Accepts Clips, Staples, Credit Cards, and CDs <i>Shred Size:</i> 3 x 28mm <i>Average Shred Speed:</i> 3mPm <i>Bin Capacity:</i> 30L <i>Sheet Capacity:</i> 12 (A): 8 (A3) (For various Legal Divisions and Services)</p>	1	1,050,000.00 VAT INCLUDED	1,050,000.00

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BERNADETTE M. LIM
DIRECTOR IV

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
		<p>Delivery Period: Should be completed within Sixty (60) calendar days from receipt of Notice to Proceed (NTP).</p> <p><i>Please see attached Terms of Reference:</i></p> <p>I. Approved Budget for the Contract (Lot I - Lot III); II. Delivery Schedule (Lot I - Lot III); III. Mode of Procurement; IV. Qualifications of the Contractor; V. Warranties of the Contractor; and VI. Terms of Payment: A. Schedule of Payment.</p> <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group of the Property, Plant & Equipment and Semi-Expendable Properties for FY 2022</i></p>			
Amount in Words:		One Million Eight Hundred Seventy Thousand Pesos Only			Php 1,870,000.00
Purpose:		For Bidding			
Prepared By:		Recommending Approval:		Approved by:	
					
SHERA JANE B. SOLON		EDITHA R. BUENDIA		MENARDO I. GUEVARRA	
Administrative Officer V		Director IV, HRMAS		Solicitor General	