

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

Department: **ADMINISTRATIVE DIVISION** PR No. **022-11-239** Date: **November 29, 2022**  
 Section: SAI No. Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	Lot	<p><b>SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF EIGHT (8) LEGAL DIVISIONS FOR THE RELOCATED OFFICES OF THE OFFICE OF THE SOLICITOR GENERAL</b></p> <p>The Office of the Solicitor General (OSG) intends to repair the office spaces of <b>eight (8) Legal Divisions</b> to be relocated from OSG Main Building.</p> <p><b>Approved Budget Contract</b></p> <p>The approved budget for this project is <b>Fourteen Million Pesos</b>, inclusive of all government taxes, charges, and other standard fees, including payment for the business and other permits required for this purpose, which shall be applied for by the Contractor.</p> <p><b>Scope of Works</b></p> <ol style="list-style-type: none"> <li>Mobilization / Demobilization;</li> <li>Supply, Installation, and Fabrication of Workstation for ASG Secretary;</li> <li>Supply, Installation, and Fabrication of ASG Room;</li> <li>Supply, Installation, and Fabrication of Conference Room;</li> <li>Supply, Installation, and Fabrication of Divisions Filing Room;</li> <li>Supply, Installation, and Fabrication of Three (3) Storage Room;</li> <li>Supply, Installation, and Fabrication of Drywall to Divide Eight (8) Divisions @221sqm each;</li> <li>Supply, and Installation of Power Outlets;</li> <li>Supply, and Installation of Telephone Outlets;</li> <li>Supply, Fabrication and Installation of Pantry Area;</li> <li>Preparation of Proposed and As-Built Plans for Architectural and Electrical, including Processing of Necessary Permits:                             <ol style="list-style-type: none"> <li>Must be signed and sealed by Professional Electrical Engineer for Electrical Plan;</li> <li>Must be signed and sealed by Registered/Licensed Architect for Architectural Plan.</li> </ol> </li> <li>Supply, Installation, and Fabrication of Chief Satellite Room;</li> <li>Supply, and Installaion of Vinyl Flooring;</li> <li>Supply, Fabrication, and Installaion of One-Stop Shop Room for:                             <ol style="list-style-type: none"> <li>Docket Management Service (DMS) and Financial Management Service;</li> <li>Case Management Service;</li> <li>Administrative Division (for Property &amp; Supplies)</li> <li>Security Quarter</li> </ol> </li> <li>Hauling of Debris Materials</li> </ol> <p><i>Please see attached Terms of Reference (TOR):</i></p> <ul style="list-style-type: none"> <li>Rationale;</li> <li>Approved Budget for the Contract;</li> <li>Performance Security;</li> <li>Delivery Schedule / Payment Scheme;</li> <li>Responsibilities of Contractor;</li> <li>Qualifications of Contractor;</li> <li>Scope of Works; and</li> <li>Project Design or Layout</li> </ul> <p>Attached: Memorandum from ASG Sonny Von Ruaya, TWG Chairperson and Approved Terms of Reference (TOR) from the Technical Working Group for Repair/Renovation of OSG Offices for the Relocated Offices.</p>	1	Php 14,000,000.00 VAT INCLUSIVE	Php 14,000,000.00

**OFFICE OF THE SOLICITOR GENERAL**  
**RECEIVED**  
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 Time: 6:48 PM By: Jen  
 Control No.:



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

**Fourteen Million Pesos Only** Php 14,000,000.00

Purpose: **For Bidding**

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