

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

Department: **ADMINISTRATIVE DIVISION**

PR No.

023-03-041

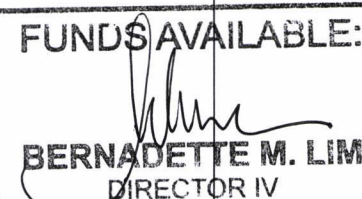
Date: March 22, 2023

Section:

SAI No.


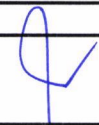
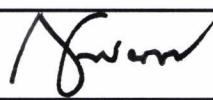
Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	Lot	<p><b>SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF RELOCATED OFFICES OF THE OFFICE OF THE SOLICITOR GENERAL (CONVERGYS ONE)</b></p> <p>The Office of the Solicitor General (OSG) intends to repair a total of 3,527.80 sq.m office space at 8th floor (2,342.20 sq.m) and 7th floor (1,185.60 sq.m) of 6796 Ayala Avenue cor. Salcedo St. Legaspi Village, Makati City.</p> <p><b>Scope of Works</b></p> <ol style="list-style-type: none"> <li>Proposed and As-Built Architectural and Electrical plans with signed and sealed blueprints including other permits</li> <li>Mobilization / Demobilization;</li> <li>Re-tiling and chipping works of flooring including electrical rough-ins. (8th Floor)</li> <li>Drywall partitions, painting of all walls, ceiling enclosure and partitions for hallways. (8th Floor)</li> <li>Supply, Installation and Fabrication of modular cubicles with tables for Lawyers. (8th Floor)</li> <li>Supply, Installation and Fabrication of modular cubicles with tables for Secretaries. (8th Floor)</li> <li>Supply, Installation and Fabrication of Workstation for ASG Secretary (8th Floor)</li> <li>Supply, Installation and Fabrication of ASG Room (8th Floor)</li> <li>Supply, Installation and Fabrication of Conference Room (8th Floor)</li> <li>Supply, Installation and Fabrication of Divisions' Filing Room (8th Floor)</li> <li>Supply, Installation and Fabrication of Storage Room and Security Quarter (8th Floor)</li> <li>Supply and Installation of Power Outlets, Telephone Outlets, and Lighting Fixtures will be based on Reflected Ceiling Plan (8th Floor)</li> <li>Supply, Fabrication and Installation of Pantry Area (8th Floor)</li> <li>Provision for Comfort Room for Chief Satellite Offices and ASG's (8th Floor)</li> <li>Supply, Installation and Fabrication of Chief Satellite Room with receiving area and storage room (8th Floor)</li> <li>Supply and Installation of Common Comfort Room with Glass Mirror and Tiling works at least 72sqm. 0.40mts x 0.40mts Floor &amp; Wall Tiles (8th Floor)</li> <li>Supply, Fabrication and Installation of One-Stop Shop Room for: (7th Floor)                             <ol style="list-style-type: none"> <li>Docket Management Service (DMS) - At least 10sqm</li> <li>Financial Management Service (FMS) - At least 10sqm</li> <li>Case Management Service (CMS) - At least 10sqm</li> <li>Administrative Division - At least 10sqm</li> <li>Special Committee on Naturalization (SCN) - At least 10sqm                                     <ol style="list-style-type: none"> <li>Floor to ceiling drywall</li> <li>Low partition walls and doors</li> <li>One (1) entrance / exit door (1.70mts. W x 2.10mts.H)</li> <li>Fully painted inside and outside</li> <li>Paint Color: provide swatches</li> </ol> </li> </ol> </li> <li>Supply, Installation and Fabrication of Divisions Filing Room (7th Floor)</li> <li>Supply, Fabrication and Installation of Pantry Area (7th Floor)</li> <li>Supply, Installation and Fabrication of Conference Room. (7th Floor)</li> <li>Re-tiling and chipping works of flooring including electrical rough-ins. (7th Floor)</li> <li>Supply and Installation of Power Outlets, Telephone Outlets, Ceiling Enclosures and Lighting Fixtures will be based on reflected Ceiling Plan. (7th Floor)</li> <li>Hauling of Debris Materials and Cleaning of the Area (After construction cleaning)</li> </ol> <p><i>Please see attached Terms of Reference (TOR):</i></p> <p><i>Rationale;</i>  <i>Approved Budget for the Contract;</i>  <i>Performance Security;</i>  <i>Delivery Schedule / Payment Scheme;</i>  <i>Responsibilities of Contractor;</i>  <i>Qualifications of Contractor;</i>  <i>Scope of Works; and</i>  <i>Project Design or Layout</i>  <i>Delivery Terms</i></p> <p><i>Attached: Terms of Reference (TOR) from the Technical Working Group for Repair of OSG Offices for the Relocated Offices.</i></p>	1	Php 30,700,000.00 VAT INCLUSIVE	Php 30,700,000.00

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

Amount in Words: **Thirty Million Seven Hundred Thousand Pesos Only** Php 30,700,000.00

Purpose: **For Public Bidding**

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