

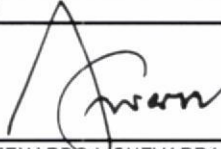


**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**  
 (Agency)

|  |   |
|--|---|
| Department: <b>Administrative Division</b> | PR No. <u>023-11-216 (EPA2024)</u> Date: <u>November 15, 2023</u> |
| Section:                                   | SAI No. _____ Date: _____   |

| Stock No.                          | Unit              | Item Description   | Qty             | Estimated Unit Cost | Estimated Amount          |                 |       |               |                   |    |   |    |               |                  |   |   |   |                                    |  |  |  |    |   |                                   |                   |
|------------------------------------|-------------------|--|-----------------|---------------------|---------------------------|-----------------|-------|---------------|-------------------|----|---|----|---------------|------------------|---|---|---|------------------------------------|--|--|--|----|---|-----------------------------------|-------------------|
|                                    | year              | <p><b>PROCUREMENT OF SECURITY SERVICES OF OSG'S OFFICES FOR FY 2024</b></p> <p><i>Inclusion</i></p> <p><b>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</b></p> <p><i>Scope of Work:</i></p> <p>*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"> <li>- OSG Bldg: 134 Amorsolo St. Legaspi Village, Makati City;</li> <li>- APMC Bldg: 136 Amorsolo St. Legaspi Village, Makati City;</li> <li>- Montepino Bldg: 138 Adelantado St. Legaspi Village, Makati City;</li> <li>- Convergys One Bldg: 6796 Ayala Avenue cor. Salcedo St. Legaspi Village, Makati City including its parking area;</li> <li>- Parking Areas of Mile Long: Amorsolo St. Legaspi Village, Makati City;</li> </ul> <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; margin-top: 10px;"> <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 style="text-align: center;">12</td> <td style="text-align: center;">1</td> <td style="text-align: center;">13</td> </tr> <tr> <td>Evening Shift</td> <td>7:00PM to 7:00AM</td> <td style="text-align: center;">7</td> <td style="text-align: center;">1</td> <td style="text-align: center;">8</td> </tr> <tr> <td colspan="4" style="text-align: center;">Total Number of Security Personnel</td> <td style="text-align: center;">21</td> </tr> </tbody> </table> <p><i>Delivery Term:</i></p> <p>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>Please see attached terms of reference for:</i></p> <ul style="list-style-type: none"> <li>* Purpose</li> <li>* Agency Requirements</li> <li>* Agency Qualifications</li> <li>* Delivery Terms</li> <li>* Posting of Security Personnel</li> <li>* Security Guards' Qualifications</li> <li>* OIC's Qualifications</li> <li>* Security Guards' Responsibilities</li> <li>* Agency's Responsibilities</li> <li>* Approved Budget of Contract and Payment Terms</li> <li>* Bid Security</li> </ul> | 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 12,400,000.00<br>VAT INCLUDED | Php 12,400,000.00 |
| 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                  |                           |                 |       |               |                   |    |   |    |               |                  |   |   |   |                                    |  |  |  |    |   |                                   |                   |

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|---|---|---|--|-------------------|
|   | <ul style="list-style-type: none"> <li>* Performance Security</li> <li>* Termination of Contract</li> </ul> <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group for the Procurement of Security Services for FY2024</i></p> |   |  |                   |
| Amount in Words:  | <b>Twelve Million Four Hundred Thousand Pesos Only</b>  |   |  | Php 12,400,000.00 |
| Purpose:  | <b>For Bidding (Early Procurement Activity FY 2024)</b>   |   |  |                   |
| 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   |  |                   |

*Johnes NBP, FY 2024*