

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

Department: **Administrative Division** PR No. **023-11-220 (EPA 2024)** Date: **November 15, 2023**  
 Section: SAI No. Date:

| Stock No.        | Unit | Item Description  | Qty | Estimated Unit Cost              | Estimated Amount    |
|------------------|------|---|-----|----------------------------------|---------------------|
|                  | lot  | <p><b>PROCUREMENT OF EMERGENCY GO BAGS</b><br/> <i>The Office of the Solicitor General (OSG) intends to procure emergency go bags with supplies that its employees and outsourced personnel may need to survive for at least three (3) days, or seventy two (72) hours, as recommended by the National Disaster Risk Reduction and Management Council.</i></p> <p><i>Please see attached Terms of Reference:</i><br/>           A. Approved Budget for Contract<br/>           B. General Requirements and Specification<br/>               I. Emergency Go Bag<br/>               II. Energy bar / biscuits<br/>               III. Canned goods<br/>               IV. Emergency contact card<br/>               V. Blue Pouch<br/>                   1. Troclocene Sodium Water Purification Tablets<br/>                   2. Anti-bacterial Hand Sanitizer<br/>                   3. Moist Towelette / Hand-wipes<br/>               VI. Red Pouch<br/>                   1. Adhesive Bandage Strips<br/>                   2. Scissors (trauma shears)<br/>                   3. Elastic Bandage<br/>                   4. N95 mask<br/>                   5. Burn Ointment<br/>                   6. Cotton Balls<br/>                   7. Gauze Bandage<br/>                   8. Sterile Surgical Gloves<br/>                   9. Tourniquet<br/>                   10. Paracetamol<br/>                   11. Loperamide<br/>                   12. Povidone Iodine<br/>                   13. Hydrogen Peroxide<br/>               VII. Orange Pouch<br/>                   1. Flashlight<br/>                   2. Whistle<br/>                   3. Green Chemical Light/ Cyalume Glow Sticks<br/>                   4. Safety Gloves<br/>                   5. Thermal Poncho<br/>                   6. Canteen Bottle<br/>           D. Bidder Qualifications<br/>           E. Applicable Laws<br/>           F. Submission of a Prototype During Contract Implementation<br/>           G. Delivery<br/>           H. Liquidated Damages<br/>           I. Terms of Payments<br/>           J. Warranties of the Winning Bidder</p> <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from the Technical Working Group for the Procurement of Emergency Go Bags</i></p> | 1   | Php 1,800,000.00<br>VAT INCLUDED | Php 1,800,000.00    |
| Amount in Words: |      | <b>One Million Eight Hundred Thousand Pesos Only</b>  |     | Php                              | <b>1,800,000.00</b> |
| Purpose:         |      | <b>For Bidding (Early Procurement Activity FY2024)</b>  |     |                                  |                     |

*[Handwritten Signature]*  
 NOV 15 2023  
 MR. F. Y. [unclear]

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| 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          |