

# PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

Department: <b>HRMAS</b>	PR No. <b>018-02-031</b>	Date: <b>February 2, 2013</b>
Section: <b>Administrative Division</b>	SAI No. <u>                    </u>	Date: <u>                    </u>

Stock No.	Unit	Item Description	Qty	ESTIMATED AMOUNT	
				Unit Cost	Total Amount
	year	<p><b>Annual procurement of sixteen (16) regular guards and two (2) officers - in charge (OIC) for a total of eighteen (18) licensed, trained and uniformed security guards, to perform twelve (12) hours security services per shift daily including Sundays and holidays to adequately guard and protect OSG's properties, premises, personnel and clients at the Office of the Solicitor General and its extension offices located at the nearby APMC and Montepino Buildings.</b></p> <p>Rate:</p> <p style="margin-left: 40px;"><b>Day Shift:</b></p> <p style="margin-left: 80px;">11 security guards &amp; 1 OIC : Not less than Php 35,366.30 / security guard</p> <p style="margin-left: 40px;"><b>Night Shift:</b></p> <p style="margin-left: 80px;">5 security guards &amp; 1 OIC: Not less than Php 37,183.64 / security guard</p>	1	Php	7,769,969.28

FUNDS AVAILABLE:

**BERNADETTE M. LIM**  
 DIRECTOR IV

OFFICE OF THE SOLICITOR GENERAL

RECEIVED

FEB 05 2013

Time: 4:40 pm SECRETARIAT By:                     

Control No: PR-02-075

Amount: Seven Million Seven Hundred Sixty-Nine Thousand Nine Hundred Sixty-Nine Pesos & 28/100 Php 7,769,969.28

Purpose: **For Public Bidding**

	Prepared by:	Recommending Approval by:	Approved by:
Signature:			
Printed Name:	<b>ANNABELLE P. CRUZ</b>	<b>ROSALINDA C. IBARRA</b>	<b>JOSE C. CALIDA</b>
Designation	Administrative Officer V	Director IV, HRMAS	Solicitor General