

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)

Department: **HRMAS** PR No. **020-11-165** Date: **November 26, 2020**
 Section: **Administrative Division** SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Qty	ESTIMATED AMOUNT	
				Unit Cost	Total Amount
		<p>Supply and labor for the repair and renovation of the rented offices of six (6) legal divisions located at APMC Montepino building extension offices of the Office of the Solicitor General.</p> <p>Scope of Work:</p> <p>LOT 1 - FELIX ANGELO BAUTISTA DIVISION - Third floor, APMC Building</p>			
lot		1. Mobilization	1		
lot		2. Dismantling of the wall partitions at center of the divisions.	1		
lot		3. Dismantling of door at pantry	1		
		4. Reception Area			
lot		a. Supply and install glass on top of the table. (see attached plan/lay-out).	1		
		5. Conference Room Area			
lot		a. Upholstery the foam of the chairs with the same color as the chairs same color in the Conference room.	1		
		6. Pantry Area			
lot		a. Supply and install of wooden sliding door.	1		
lot		b. Supply and install wooden cabinets for utensils, refrigerator, cabinets, microwave and other kitchen appliances. (see attached plan/lay-out).	1		
pcs		c. Table is attached to the wall, with four (4) high chairs below the table.	4		
pcs		d. Supply and install three (3) hanging lights at the table area.	3		
		7. Center of the division			
sets		a. Supply and installation of modular glass/whole glass cubicles for three (3) lawyers and (3) three secretaries. (see attached plan/lay-out).	6		
lot		b. Construct L-shape type built-in tables with overhead cabinet on top and built-in cabinet on the right side. (see attached plan/lay-out).	1		
lot		8. A higher wall will be constructed in lawyer cubicle # 2 located beside the pantry.	1		
		9. Records Room			
lot		a. Supply and install sliding wooden door.	1		
lot		b. Re-painting wall of the record room.	1		
lot		c. Provide additional height of the front wall at lawyer # 2 beside pantry.	1		
lot		10. Supply, installation and relocation of existing electrical outlets and wirings in all new lawyers and legal secretaries' cubicles, including the Conference room and the pantry.	1		

OFFICE OF THE SOLICITOR GENERAL
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 NOV 27 2020
 Time: 2:09 pm SECRETARIAT By: *[Signature]*
 Control No.: _____