

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

Department: **LEBBEUS R. WILFLEY DIVISION**

PR No. 021-10-180

Date: October 14, 2021

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 and renovation of the office space of Lebbeus R. Wilfley Division of the Office of the Solicitor General (OSG)</b></p> <p><b>LOT 1 Repair of Lebbeus R. Wilfley Division 4th floor, Units 4A and 4B, Montepino Building</b></p> <p><b>Scope of Work:</b></p> <ol style="list-style-type: none"> <li>1. Mobilization</li> <li>2. Dismantling of the following: @ Unit 4A and 4B <ol style="list-style-type: none"> <li>2.1 Wall beside the stock room in Unit 4A</li> <li>2.2 Overhanging cabinet at lawyer's cubicle at 4B except lawyer number 8; see attached layout/plan.</li> <li>2.3 Provision of access from Unit 4B to Unit Unit 4A Room dismantling of small wall area (between Unit A and Unit B).</li> <li>2.4 Dismantling of existing room at the middle of Unit 4B to provide six (6) new modular partitions for secretaries <ol style="list-style-type: none"> <li>a. Supply, fabrication, and installation of low wall in between six (6) secretaries (see attached layout)</li> <li>b. Supply, fabrication, and installation of modular cubicle with shelves for secretaries to be mounted at low wall</li> </ol> </li> <li>2.5 Partition wall at kitchen area at Unit 4A</li> <li>2.6 Along center room of the Unit 4B <ol style="list-style-type: none"> <li>a. Cabinets beside the Door at Unit 4B (see picture for reference)</li> <li>b. Tables beside the pantry at Unit 4B x</li> </ol> </li> </ol> </li> <li>3. Supply, installation and fabrication of Prefab tables for 1,2,3,4,5,6,7,8,9,10 and 11 lawyers <p style="margin-left: 20px;"><b>Note:</b> L-type tables at size 50cm (please see picture for reference)</p> </li> <li>4. Supply, installation and fabrication of new floating shelves/cabinet for lawyers 4,5,6,7,8,9,10,11 (see picture for reference)</li> <li>5. Supply, installation, and fabrication of new modular cubicles with tables for 4 (four) secretaries along Unit 4A <p style="margin-left: 20px;"><b>Note:</b> Height is 1.2m for each cubicle. (See attached plan/layout)</p> </li> <li>6. Supply, installation, and fabrication of 4 (four) lawyers' cubicles. (See attached plan/layout) (Unit 4A for lawyer 1,2,3) and at Unit 4B for lawyer 11</li> <li>7. Supply, fabrication, and installation of modular cubicle with table for lawyer 11's secretary (See attached plan/layout) at Unit 4B <p style="margin-left: 20px;"><b>Note:</b> Height is 1.2m for each cubicle</p> </li> <li>8. Supply, fabrication, and installation of one set (1) modular for ASG secretary cubicle with cabinets <p style="margin-left: 20px;"><b>Note:</b> Height is 1m. (See attached sketch/plan and sample pic)</p> <ol style="list-style-type: none"> <li>a. Provide an extended mobile table</li> </ol> </li> <li>9. Repair of ASG room <ol style="list-style-type: none"> <li>a. dismantling of floating cabinet</li> <li>b. repainting of conference room 1</li> <li>c. repainting of ASG CR</li> <li>d. supply of shower area and accessories in ASG CR</li> <li>e. Provide a sliding door access for (ASG office, conference room and CR)</li> <li>f. Supply, installation, and fabrication of shelf/closet cabinet beside ASG CR door (see picture for reference)</li> <li>g. dismantling of carpet in ASG Room</li> <li>g. Supply, installation and fabrication of tiles in ASG room</li> </ol> </li> </ol>	1	Php 1,500,000.00 VAT INCLUSIVE	Php 1,500,000.00

	<p>10. Construction of one (1) conference room beside the ASG room</p> <ol style="list-style-type: none"> <li>a. Provide access door to ASG Room and ASG CR (see attached layout)</li> <li>b. Provide sliding door (see attached layout)</li> <li>c. Extension of wall to the end wall of ASG Wall (see attached layout)</li> <li>d. Supply, fabrication, and installation of concealed type filing cabinet on two walls of the conference room 1 (Unit 4A) (see picture for reference)</li> </ol> <p>11. Supply, fabrication, and installation of display cabinet at ASG Office (see picture for reference)</p> <p>12. Repair of pantry and cabinets, including plumbing works, hinges, and handles</p> <p>13. Supply, fabrication, and installation of a bar counter table at 1.10m of height  <b>(Note:</b> paint and counter finishes will be subject to contractors' swatches to be approved by the ASG)</p> <p>14. Switching/relocation of main door entrance and converting to double swing type (See attached sketch/plan)</p> <p>15. Supply, fabrication, and installation of concealed type filing storage (See attached layout for locations)</p> <ol style="list-style-type: none"> <li>a. Overhanging cabinet</li> <li>b. Floor to ceiling cabinet</li> </ol> <p>16. Supply, fabrication, and installation of wall mounted type of table at conference room 2 (Unit 4B) (see attached layout for location)</p> <p>17. Dismantling of fix glass panel beside lawyer number 4(four)</p> <p>18. Supply, fabrication, and installation of filing cabinet beside lawyer number 4 (four) at Unit 4B  <b>Note:</b> Floor to ceiling cabinets (see layout for location)</p> <p>19. Supply, fabrication, and installation of tiles finish at seven (7) lawyers' cubicles including (1) conference room 2 at Unit 4B  <b>(Note:</b> Color finishes will be subject to contractors' swatches to be approved by the ASG)</p> <ol style="list-style-type: none"> <li>a. Dismantling of existing carpet tile on seven (7) cubicles</li> </ol> <p>20. Supply, fabrication and installation of overhanging cabinet and shelves for Lawyers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11</p> <p>21. Supply, fabrication, and installation of tiles at Unit 4A</p> <ol style="list-style-type: none"> <li>a. Dismantling of existing tile except lawyers area</li> <li>b. T&amp;B</li> </ol> <p>22. Adjustment to the left side of the existing door/emergency door (See attached plan/layout)</p> <p>23. Painting of the following:</p> <ol style="list-style-type: none"> <li>11.1 Concrete walls of the division with baseboard</li> <li>11.2 ASG room</li> <li>11.3 Conference 1&amp;2 room</li> <li>11.5 Files/storage room</li> <li>11.6 Pantry</li> <li>11.7 Lawyers' cubicles</li> <li>11.8 Legal secretaries' cubicles</li> <li>11.9 ASG secretary cubicle</li> <li>11.10 File/storage cabinets</li> </ol> <p>24. Supply and installation of wiring for two (2) telephone lines at the divisions</p> <p>25. Demobilization and Hauling debris and other scrap materials  <b>Note:</b> Another contractor (not included in this contract) will supply and install cabling and other wirings related to internet connection. (OSG IT representative will only check the installation)</p>			
Lot	<p><b>Lot 2: Supply, Delivery and Commissioning of Structured Cabling System of Lebbeus R. Wilfley Division 36 Data Nodes located at 4th Floor, Units 4A and 4B, Montepino</b></p> <p>NOTES:</p> <ol style="list-style-type: none"> <li>a. Existing Rack for Network switch, Latch panel and cable manager shall be re-used</li> </ol>	1	300,000.00 VAT INCLUSIVE	300,000.00


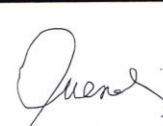
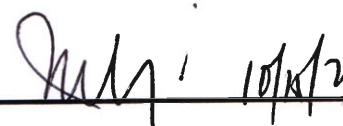
- b. Uplink Cable and network cable for Access Point will use Cat. 6 UTP cable including cabling components such as information Outlets, Patch Panels and Patch Cords
- c. Network cable for the workstations, VOIP phones and network printers will use Cat. 6 UTP cable including cabling components such as Information Outlets, Patch Panel and Patch Cords
1. Roughing – ins/ layout new LAN cable raceway using aluminum split tubes and PVC pipes from the existing Rack location to the designated workstations and access point location, including aluminum split tubes/ PVC pipe support, boxes and fittings
  2. Layout 35 runs of new LAN cable using Cat.6 UTP cable to the designated locations including IP Phones and network printers
  3. Layout 1 new LAN cable for Access Point (1) using Cat.6 UTP cable
  4. Supply/install new 2 x 24-ports Patch Panel inside the existing Rack for workstations, VOIP phones, network printers, Access Point and Uplink
  5. Supply/install new 2 x Cat.6 Information Outlets for access point and uplink
  6. Supply/ install new 35 x Cat.6 Information outlets for workstation including IP Phones and network printers
  7. Supply/ install new cable managers (2U)
  8. Supply/ install new 36 x Face Plates (2-ports for workstations w/ IP Phones; 1- port for network printers, workstations w/o IP phones, & Access Point)
  9. Supply/ install new 2 x cat.6 Patch cords (7 ft.) for uplink and Access Point
  10. Supply/ install new 35 x cat.6 Patch cords (5 ft.) for workstations, VOIP phones and network printer (Data Cabinet)
  11. Supply/ install new 35 x cat.6 Patch cords (7 ft.) for workstations, VOIP phones and network printer
  12. Fluke cable testing, termination, tagging and commissioning
  13. Engineering & Documentations including submission of as built plan

*Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group for the repair/renovation of Rented Offices*

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

Amount in Words: **ONE MILLION EIGHT HUNDRED THOUSAND PESOS ONLY** Php 1,800,000.00

Purpose: **For Bidding**

Prepared By:	Recommending Approval:	Approved by:
		
<b>SHERA JANE B. SOLON</b>	<b>EDITHA R. BUENDIA</b>	<b>ASG MA. ANTONIA EDITA C. DIZON</b>
Administrative Officer V	OIC-Director IV, HRMAS	Officer in Charge, HOPE