

Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
 134 Amorsolo St., Legaspi Village
 Makati City

PURCHASE ORDER

Supplier: HACKETT SECURITY AGENCY (For the Account of: FRANCIA CRUZATA DESQUITADO)	P.O. # 024-01-008
Address: Unit 201 FSE Building, 3671-73 Bautista Cor. Dayap Street., Barangay Palanan, Makati City	Date: January 12, 2024
TIN: 123-021-577-000 Bank: LBP - Pasong Tamo	Mode of Procurement: Public Bidding
Account No.: 1781 1283 21	
Telephone: 8552-7491 / 8889-0688 Email address: marketing@hackettsecurityagency.com	

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: OFFICE OF THE SOLICITOR GENERAL	Delivery Term: w/n Fifteen (15) days upon receipt of NTP with one (1) year contract
Date of Delivery:	Payment Term: Every 1st and 15th of the Month w/in Fifteen (15) days from receipt of the Statement of Account (SOA) (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount																				
	year	<p>PROCUREMENT OF SECURITY SERVICES OF OSG's OFFICES FOR FY 2024</p> <p><i>Inclusion:</i> 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</p> <p><i>Period:</i> January 29, 2024 - January 28, 2025</p> <p><i>Scope of Work:</i> Provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishment</p> <p>Guards 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> <p>Posting of Security Personnel</p> <table border="1" data-bbox="332 1158 950 1320"> <thead> <tr> <th>Shift</th> <th>Time</th> <th>Number of Security Guard</th> <th>Number of OIC's</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Morning Shift</td> <td>7am to 7pm</td> <td>12</td> <td>1</td> <td>13</td> </tr> <tr> <td>Evening Shift</td> <td>7pm to 7am</td> <td>7</td> <td>1</td> <td>8</td> </tr> <tr> <td colspan="4">Total Number of Security Personnel :</td> <td>21</td> </tr> </tbody> </table> <p><i>The following documents shall be deemed to form & construed as part of this agreement:</i></p> <ul style="list-style-type: none"> Contract Agreement Philippine Bidding Documents <ul style="list-style-type: none"> - Schedule of Requirements - Technical Specifications / Terms of Reference - General and Special Conditions of Contract - Supplemental or Bid Bulletins Eligibility Requirements, Technical and Financial Proposal Performance Security Notice of Award Notice to Proceed Other documents as may be required by laws 	Shift	Time	Number of Security Guard	Number of OIC's	Total	Morning Shift	7am to 7pm	12	1	13	Evening Shift	7pm to 7am	7	1	8	Total Number of Security Personnel :				21	1	Php 12,351,639.36	Php 12,351,639.36
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Morning Shift	7am to 7pm	12	1	13																					
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Total Number of Security Personnel :				21																					

Total Amount in Words: **Twelve Million Three Hundred Fifty-One Thousand Six Hundred Thirty Nine Pesos and 36/100 Only** **Php 12,351,639.36**

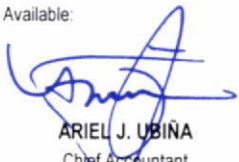
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

Conforme: **FRANCIA C. DESQUITADO**
 (Signature over printed name)
 January 12, 2024
 (Date)

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
 ALOBS: 02-101101-2024-01-030
 Amount: ₱ 12,351,639.36

ARIEL J. UBINA
 Chief Accountant

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184


CHRISTIAN D. BUAT
 Admin Assistant I, Administrative Division