

OFFICE OF THE SOLICITOR GENERAL

**RECEIVED**  
14 JAN 2025

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

JAN 14 2025  
Yes  
11:4

**PURCHASE ORDER**

BUDGET DIVISION

Supplier: **HACKETT SECURITY AGENCY**  
(For the Account of: **FRANCIA CRUZATA DESQUITADO**)  
Address: Unit 201 FSE Building, 3671-73 Bautista Cor. Dayap Street., Barangay Palanan, Makati City  
TIN: 123-021-577-000 Bank: LBP - Pasong Tamo  
Account No.: 1781 1283 21  
Telephone: 8552-7491 / 8889-0688 Email address: hackett\_s@gmail.com  
P.O. # **025-01-002**  
Date: January 13, 2025  
Mode of Procurement: Public Bidding

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/in Fifteen (15) days upon receipt of NTP

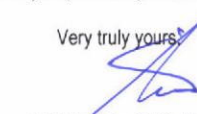

Date of Delivery:  
Payment Term: Every 1st and 15th of the Month w/in Fifteen (15) days from receipt of the Statement of Account (SOA) (Bank to Bank)

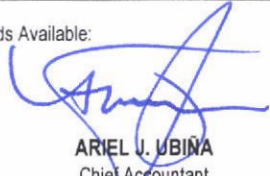
Stock No.	Unit	Description	Qty.	Unit Cost	Amount																				
	year	<p><b>PROCUREMENT OF SECURITY SERVICES OF OSG's OFFICES FOR FY 2025</b> Inclusion: Twenty-Three (23) Security Personnel (consisting of twenty-one (21) ordinary guards and two (2) officers-in-charge), with three (3) relievers during the rest day of the ordinary guards Period: January 29, 2025 - January 28, 2026 Scope of Work: Provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishment Guards shall render twelve (12) hours of security service per shift daily, including Sundays and holidays, to adequately guard and protect the OSG properties, premises, personnel, and clients around and within the OSG premises, extension offices, and the parking areas Posting of Security Personnel</p> <table border="1"> <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>13</td> <td>1</td> <td>14</td> </tr> <tr> <td>Evening Shift</td> <td>7pm to 7am</td> <td>8</td> <td>1</td> <td>9</td> </tr> <tr> <td colspan="4"><b>Total of Security Personnel</b></td> <td><b>23</b></td> </tr> </tbody> </table> <p>The following documents shall be deemed to form &amp; construed as part of this agreement: Contract Agreement Philippine Bidding Documents - Schedule of Requirements - Technical Specifications / Terms of Reference - General and Special Conditions of Contract Eligibility Requirements, Technical and Financial Proposal Performance Security Notice of Award Notice to Proceed Other documents as may be required by laws</p>	Shift	Time	Number of Security Guard	Number of OIC's	Total	Morning Shift	7am to 7pm	13	1	14	Evening Shift	7pm to 7am	8	1	9	<b>Total of Security Personnel</b>				<b>23</b>	1	Php 14,235,408.48	Php 14,235,408.48
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Evening Shift	7pm to 7am	8	1	9																					
<b>Total of Security Personnel</b>				<b>23</b>																					

Total Amount in Words: **Fourteen Million Two Hundred Thirty Five Thousand Four Hundred Eight Pesos & 48/100**      **Php 14,235,408.48**

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.

Conforme:   
**FRANCIA C. DESQUITADO**  
(Signature over printed name)  
JAN 14 2025  
(Date)

Very truly yours,  
  
**JESSICA L. CASTRO**  
CAO, Administrative Division  
  
**EDITHA R. BUENDIA**  
Director IV, HRMAS

Funds Available:   
ALOBS: **02-10/101-2025-01-010**  
Amount: **₱ 14,235,408.48**  
**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