

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

SEP 10 2024
7:10 5:05 pm

Department: **ADMINISTRATIVE DIVISION** PR No. **024-09-184** Date: **September 10, 2024**
Section: SAI No. Date:

| Stock No. | Unit | Item Description | Qty | Estimated Unit Cost | Estimated Amount |
|-----------|------|--|-----|------------------------------------|-------------------|
| | Lot | <p>SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR/RENOVATION OF OSG OFFICES FOR THE RELOCATED DIVISION AT CONVERGY'S ONE BUILDING</p> <p>The Office of the Solicitor General (OSG) intends to repair a total of 3,527.80 sq.m office space consisting of approximately 2,363.20 sq.m at the sixth (6th) floor and 1,164.60 sq.m at the seventh (7th) floor of Convergys One Building located at 6796 Ayala Avenue, corner Salcedo Street, Legaspo Village, Makati City (the Property)</p> <p>Approved Budget Contract</p> <p>The Approved Budget for this project is Twenty Seven Million Five Hundred Thousand Pesos, inclusive of all government taxes, charges, and other standard fees, including but not limited to, payment for the business and other permits required for this purpose, which shall be applied for by the Contractor.</p> <p>Scope of Works</p> <ol style="list-style-type: none"> Supply of Proposed and As-Built Plans with signed and sealed blueprints including processing of all Pre-Construction / Post-Construction permits. (7th and 6th floor); Dismantling Works (7th and 6th floor); Mobilization / Demobilization (7th and 6th floor); Supply, Fabrication, and Installation of Male and Female Comfort Room including fixtures and fittings (7th floor); Supply and Installation of extension hallway tile lobby (7th floor); Supply and Installation of New Vinyl Planks. (7th floor); Supply, Fabrication and Installation of Filing Room (7th floor); Supply, Fabrication and Installation of Storage Room (7th floor); Supply, fabrication and Installation of Legal Divisions (7th floor); Supply, Fabrication and Installation of ASG Room (7th floor); Supply, Fabrication and Installation of ASG CR (7th floor); Supply, Fabrication and Installation of Modular Cubicles for legal secretaries. (7th floor); Supply, Fabrication and Installation of Workstation for ASG secretaries. (7th floor); Supply, Fabrication and Installation of Modular Cubicles for lawyers. (7th floor); Supply, Fabrication and Installation of Ceiling Enclosure. (7th floor Hallway); Supply, Fabrication and Installation of Electricals. (7th floor); Hauling of Debris, Cleaning the area after construction and deploying a QRT (Quick Response Team) prior to Turn Over. (7th floor); Supply, Fabrication and Installation of Storage A. (6th floor); Supply, Fabrication and Installation of Storage B. (6th floor); Supply, Fabrication and Installation of Utility Room. (6th floor); Supply, Fabrication and Installation of Multi-Purpose Room. (6th floor); Supply, Fabrication and Installation of Pantry Area. (6th floor); Supply, Fabrication and Installation of CCTV Room. (6th floor); Supply, Fabrication and Installation of Security Quarters. (6th floor); Supply, Fabrication and Installation of Security Filing Personnel Modular. (6th floor); Supply, Fabrication and Installation of Filing Room. (6th floor); Supply and Installation of extension of hallway tile lobby. (6th floor); Supply and Installation of new Vinyl Planks. (6th floor); Supply, fabrication and Installation of Legal Divisions. (6th floor); Supply, Fabrication and Installation of ASG Room. (6th floor); Supply, Fabrication and Installation of ASG CR. (6th floor); Supply, Fabrication and Installation of Modular Cubicles for legal secretary. (6th floor); Supply, Fabrication and Installation of Workstation for ASG secretary. (6th floor); Supply, Fabrication and Installation of Modular Cubicles for lawyers. (6th floor); Supply, Fabrication and Installation of Electricals. (6th floor); Supply, Fabrication and Installation of Ceiling Enclosure. (6th floor); Additional Exhaust Fan at Pantry - 7th Floor Electricity Meter and Water Meter (6th floor); Waterproofing ((7th and 6th floor); Hauling of Debris, Cleaning the area after construction and deploying a QRT (Quick Response Team) prior to Turn Over. (6th floor); | 1 | Php 27,500,000.00 VAT INCLUSIVE | Php 27,500,000.00 |

Please see attached Terms of Reference (TOR):

- Rationale;
- Approved Budget for the Contract;
- Performance Security;
- Delivery Schedule / Payment Scheme;
- Responsibilities of Contractor;
- Qualifications of Contractor;
- Scope of Works; and
- Project Design or Layout

FUNDS AVAILABLE:

BERNADETTE M. LIM
DIRECTOR IV

Attached: Memorandum from ASG Sonny Von Ruaya, TWG Chairperson and Approved Terms of Reference (TOR) from the Technical Working Group for Repair/Renovation of OSG Offices for the Relocated Division at Convergys One Building.

Twenty Seven Million Five Thousand Pesos Only


Php 27,500,000.00

Purpose: For Public Bidding

Prepared By:

Recommending Approval:

Approved by:


ANGELITO E. FRIAS


EDITHA R. BUENDIA


MENARDO I. GUEVARRA

Administrative Officer IV

Director IV, HRMAS

Solicitor General