

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

OFFICE OF THE  
**SOLICITOR GENERAL**  
**RECEIVED**  
 01 OCT 2024  
 5:19 PM  
 FINANCIAL MANAGEMENT SERVICE  
 By: \_\_\_\_\_

Department: **Administrative Division** PR No. 024-09-200 (EPA2025) Date: September 27, 2024  
 Section: \_\_\_\_\_ SAI No. \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount																				
	year	<p><b>PROCUREMENT OF SECURITY SERVICES OF OSG'S OFFICES FOR FY 2025</b></p> <p><i>Inclusion</i></p> <p><b>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</b></p> <p><i>Scope of Work:</i></p> <p>*The Agency shall provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishment located at the following:</p> <ul style="list-style-type: none"> <li>- OSG Bldg: 134 Amorsolo St. Legaspi Village, Makati City;</li> <li>- APMC Bldg: 136 Amorsolo St. Legaspi Village, Makati City;</li> <li>- Montepino Bldg: 138 Adelantado St. Legaspi Village, Makati City;</li> <li>- Convergys One Bldg: 6796 Ayala Avenue cor. Salcedo St. Legaspi Village, Makati City including its parking area;</li> <li>- Parking Areas of Mile Long: Amorsolo St. Legaspi Village, Makati City;</li> </ul> <p>*The guards assigned shall render twelve (12) hours of security service per shift daily, including Saturdays, Sundays and holidays, to adequately guard and protect the OSG's properties, premises, personnel, and clients around and within the OSG premises, extension offices, and the parking areas</p> <table border="1"> <thead> <tr> <th>Shift</th> <th>Time</th> <th>Number of Security Guards</th> <th>Number of OIC's</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Morning Shift</td> <td>7:00 AM to 7:00PM</td> <td align="center">13</td> <td align="center">1</td> <td align="center">14</td> </tr> <tr> <td>Evening Shift</td> <td>7:00PM to 7:00AM</td> <td align="center">8</td> <td align="center">1</td> <td align="center">9</td> </tr> <tr> <td colspan="4">Total Number of Security Personnel</td> <td align="center">23</td> </tr> </tbody> </table> <p><i>Delivery Term:</i></p> <p>The Contract of Security Services (Contract) will commence fifteen (15) days from receipt of the Notice to Proceed (NTP) and will be effective for one (1) year</p> <p><i>Please see attached terms of reference for:</i></p> <ul style="list-style-type: none"> <li>* Purpose</li> <li>* Agency Requirements</li> <li>* Agency Qualifications</li> <li>* Delivery Terms</li> <li>* Posting of Security Personnel</li> <li>* Security Guards' Qualifications</li> <li>* OIC's Qualifications</li> <li>* Security Guards' Responsibilities</li> <li>* Agency's Responsibilities</li> <li>* Approved Budget of Contract and Payment Terms</li> <li>* Bid Security</li> <li>* Performance Security</li> <li>* Termination of Contract</li> </ul> <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group for the Procurement of Security Services for FY2025</i></p>	Shift	Time	Number of Security Guards	Number of OIC's	Total	Morning Shift	7:00 AM to 7:00PM	13	1	14	Evening Shift	7:00PM to 7:00AM	8	1	9	Total Number of Security Personnel				23	1	Php 14,300,000.00 VAT INCLUDED	Php 14,300,000.00
Shift	Time	Number of Security Guards	Number of OIC's	Total																					
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Evening Shift	7:00PM to 7:00AM	8	1	9																					
Total Number of Security Personnel				23																					

**FUNDS AVAILABLE:**

*[Signature]*

**BERNADETTE M. LIM**  
DIRECTOR IV

Amount in Words: **Fourteen Million Three Hundred Thousand Pesos Only** Php 14,300,000.00

Purpose: **For Bidding (Early Procurement Activity FY 2025)**

Prepared By:	Recommending Approval:	Approved by:
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
<b>ANGELITO E. FRIAS</b> Administrative Officer IV	<b>EDITHA R. BUENDIA</b> Director IV, HRMAS	<b>MENARDO I. GUEVARRA</b> Solicitor General