

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)

Department: **Administrative Division** PR No. 024-11-263 (EPA2025) Date: November 21, 2024
 Section: SAI No. _____ Date: _____


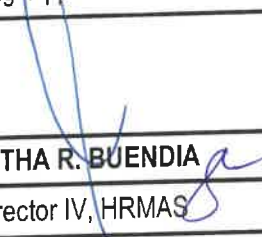

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	year	<p>PROCUREMENT OF JANITORIAL SERVICES FOR THE YEAR 2025 Inclusions: Twenty Six (26) Janitors and One (1) Working Supervisor Hours of Work: - Provide cleanliness and maintenance services to the OSG for eight (8) hours a day, six (6) days a week, from Monday to Saturday; - Janitors and Supervisor shall work only for eight (8) hours a day, five (5) days a week</p> <p><i>Please see attached Terms of Reference (TOR):</i></p> <ol style="list-style-type: none"> I. Qualifications of the Contractor II. Duties and Responsibilities of the Contractor III. Budget IV. Complement V. Hours of Work VI. Qualifications of the Supervisor VII. Qualifications of the Janitors VIII. Scope of Work <ol style="list-style-type: none"> A. Duties and Responsibilities of the Supervisor B. Building Housekeeping <ul style="list-style-type: none"> • Daily Janitorial Activities • Weekly Janitorial Activities • Monthly Janitorial Activities • Semi-Annual Janitorial Activities C. Ground Maintenance D. Special Services E. Cleaning Supplies, Tools and Equipment to be provided by the Contractor IX. Other Matters <ul style="list-style-type: none"> • Furnishing of Bond • Wage Increase • Renewal Clause • Waiver <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group for Procurement of the Janitorial Services FY 2025</i></p>	1	Php 8,209,996.00 VAT INCLUDED	Php 8,209,996.00

FUNDS AVAILABLE:

BERNADETTE M. LIM
 DIRECTOR IV

Amount in Words: **Eight Million Two Hundred Nine Thousand Nine Hundred Ninety Six Pesos Only** Php **8,209,996.00**

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

Prepared By:	Recommending Approval:	Approved by:
 ANGELITO E. FRIAS	 EDITHA R. BUENDIA	 MENARDO I. GUEVARRA
Administrative Officer V	Director IV, HRMAS	Solicitor General