

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)

RECEIVED
 DEC 26 2024
 FINANCIAL MANAGEMENT SERVICES
 CY: 756 3.58

Department: **Administrative Division** PR No. 024-12-279 Date: December 26, 2024
 Section: SAI No. Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount																				
	year	<p>ADDITIONAL PROVISION FOR THE PROCUREMENT OF SECURITY SERVICES FOR THE YEAR 2024</p> <p>*Changes in Contract Price due to DOLE Wage Order No. NCR-25, and Pag-Ibig Fund Circular No. 460</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>Scope of Work:</i> *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> <p>Posting of Security Personnel</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <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 style="text-align: center;">12</td> <td style="text-align: center;">1</td> <td style="text-align: center;">13</td> </tr> <tr> <td>Evening Shift</td> <td>7:00PM to 7:00AM</td> <td style="text-align: center;">7</td> <td style="text-align: center;">1</td> <td style="text-align: center;">8</td> </tr> <tr> <td colspan="4" style="text-align: center;">Total Number of Security Personnel</td> <td style="text-align: center;">21</td> </tr> </tbody> </table> <p><i>Others (See attached Terms of Reference):</i></p> <ul style="list-style-type: none"> * Purpose * Agency Requirements * Agency Qualifications * Security Guards' Qualifications * OIC's Qualifications * Security Guards' Responsibilities <p><i>Attached: Memorandum signed by CAO Jessica L. Castro and Dir. Editha R. Buendia with Letter Request from Hackett Security Agency</i></p>	Shift	Time	Number of Security Guards	Number of OIC's	Total	Morning Shift	7:00 AM to 7:00PM	12	1	13	Evening Shift	7:00PM to 7:00AM	7	1	8	Total Number of Security Personnel				21	1	Php 308,000.00 VAT INCLUDED	Php 308,000.00
Shift	Time	Number of Security Guards	Number of OIC's	Total																					
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Total Number of Security Personnel				21																					

FUNDS AVAILABLE:

BERNADETTE M. LIM
 DIRECTOR IV

Amount in Words: **Three Hundred Eight Thousand Pesos Only** Php 308,000.00

Purpose: **Amendment to Order**

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