

Ms. Jess
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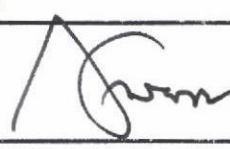
PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: **Administrative Division** PR No. 024-11-265 Date: November 26, 2024
Section: _____ SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	Lot	<p>ADDITIONAL PROVISION FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR THE YEAR 2024</p> <p><i>*Changes in Contract Price due to DOLE Wage Order No. NCR-25, and Pag-Ibig Fund Circular No. 460</i></p> <p>Hours of Work:</p> <p>- Provide cleanliness and maintenance services to the OSG for eight (8) hours a day, six (6) days a week, from Monday to Saturday;</p> <p>- Janitors and Supervisor shall work only for eight (8) hours a day, five (5) days a week</p> <p>Scope of Work (See attached Terms of Reference)</p> <p>A. Duties and Responsibilities of the Supervisor</p> <p>B. Building Housekeeping</p> <ul style="list-style-type: none"> • Daily Janitorial Activities • Weekly Janitorial Activities • Monthly Janitorial Activities • Semi-Annual Janitorial Activities <p>C. Ground Maintenance</p> <p>D. Special Services</p> <p>E. Inclusive of Cleaning Supplies, Tools and Equipment to be provided by the Contractor</p> <p><i>Note: Supplemental Contract to PO 024-01-007; Procurement of Janitorial Services for FY 2024</i></p> <p><i>Attached: Memorandum signed by CAO Jessica L. Castro and Dir. Editha R. Buendia with Letter Request from Dearjohn Services, Inc.</i></p>	1	Php 220,000.00 VAT INCLUDED	Php 220,000.00

Amount in Words: **Two Hundred Twenty Thousand Pesos Only** Php **220,000.00**

Purpose: **Ammendment to Order**

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