


PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)

Department: **ADMINISTRATIVE DIVISION** PR No. 024-12-280 Date: December 20, 2024
 Section: **Security, Ground & Building Maintenance Section** SAI No. _____ Date: _____


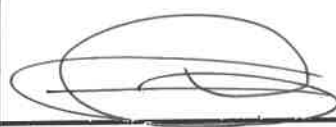


Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	month	<p>Preventive Maintenance Service:</p> <p>Renewal of Maintenance Agreement for Two (2) Units of Schindler Elevator located at OSG Main Building, Makati City for FY 2025</p> <p><i>Contract Period: January 1, 2025 to December 31, 2025</i></p> <p align="center"><i>Attached: Letter Request from AOV Ma. Alma S. Sy, SGBMS</i></p> <p>Noted By:</p> <div style="text-align: center;">  MENARDO I. GUEVARRA Solicitor General </div>	12	Php 35,824.88 <i>VAT INCLUDED</i>	Php 429,898.56

FUNDS AVAILABLE:
FY 2025

BERNADETTE M. LIM
 DIRECTOR IV

Amount in Words: **Four Hundred Twenty Nine Thousand Eight Hundred Ninety Eight Pesos & 56/100 Only** **Php 429,898.56**

Purpose: **For preventive maintenance of elevators.**

Prepared By:	Checked by:	Recommending Approval:	Approved by:
 MARIJOIE V. CASTILLO Administrative Officer IV	 ANGELITO E. FRIAS Administrative Officer V	 JESSICA L. CASTRO CAO Administrative Division	 EDITHA R. BUENDIA Director IV, HRMAS