PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: HRMAS - Administrative Division
Section:

PR No. 025-10-169 (EPA2026) Date: October 20, 2025
SAI No.

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
1	year	**PROCUREMENT OF SECURITY SERVICES OF OSG'S OFFICES FOR FY 2026**	1	Php 16,591,000.00 *VAT INCLUSIVE*	Php 16,591,000.00

Inclusion

Twenty Four(24) Security Personnel (consisting of twenty two (22) ordinary guards and two (2) officers-in-charge), with four (4) relievers during the rest day of the ordinary guards

Scope of Work:

**The Agency shall provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishment located at the following:*

- *OSG Bldg: 134 Amorsolo St., Legaspi Village, Makati City;*
- *APMC Bldg: 136 Amorsolo St. Legaspi Village, Makati City;*
- *Convergys One Bldg: 6796 Ayala Avenue cor. Salcedo St., Legaspi Village, Makati City including its parking area;*
- *Parking Areas of Mile Long: Amorsolo St. Legaspi Village, Makati City;*
- *Building /s where OSG divisions will be relocated;*

*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.

Shift	Time	Number of Guards	Number of OIC's	Total
Morning Shift	7:00AM to 7:00PM	14	1	15
Evening Shift	7:00PM to 7:00AM	8	1	9
	Total Number of Security Personnel			24

Delivery Term:

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

Please see attached Terms of Reference for:

* Purpose
* Agency Requirement
* Agency Qualifications
* Delivery Terms
* Posting of Security Personnel
* Security Guards Qualifications
* OIC's Qualifications
* Security Guards' Responsibilities
* Agency's Responsibilities
* Approved Budget of Contract and Payment Terms
* Bid Security, Performance Security
* Termination of Contract

Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group for Procurement of Security Services for FY2026

FUNDS AVAILABLE: FOR NEP 2026
ASG SAMANTHA P. CAMITAN
OIC-Financial Management Service

Amount in Words:	SIXTEEN MILLION FIVE HIUNDRED NINETY ONE THOUSAND PESOS ONLY	Php 16,591,000.00
Purpose:	For Bidding (Early Procurement Activity FY 2026)	

Prepared By:	Recommending Approval:	Approved by:
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