PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

Department: **Administrative Division**	PR No. 025-10-173 (EPA)	Date: October 23, 2025
Section:	SAI No.	Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	year	**PROCUREMENT OF JANITORIAL SERVICES FOR THE YEAR 2026** 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 *Please see attached Terms of Reference (TOR):* 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 A. Duties and Responsibilities of the Supervisor B. Building Housekeeping • Daily Janitorial Activities • Weekly Janitorial Activities • Monthy 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 • Furnishing of Bond • Wage Increase • Renewal Clause • Waiver *Attached: (1) Memorandum and Approved Terms of Reference (TOR) from Technical Working Group for Procurement of the Janitorial Services CY 2026* *(2)Market Study / Abstract of Canvass*	1	Php 9,001,000.00 *VAT INCLUSIVE*	Php 9,001,000.00

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

Amount in Words:	**Nine Million One Thousand Pesos Only**	**Php 9,001,000.00**
Purpose:	**For Bidding (Early Procurement Activity FY 2026)**	

Prepared By:	Recommending Approval:	Approved by:
AOV MA. ERIKA G. ATAD	**ASG SONNY VON N. RUAYA**	**DARLENE MARIE B. BERBERABE**
Member, TWG - Procurement of Janitorial Services	Chairperson, TWG - Procurement of Janitorial Services	Solicitor General