For SSI Francesco Benzon P. Anbochi:
PR NO: 026-09-131 (EPA 2027) Date: 10/6/26
AMOUNT: ₱9,300,000.00

*Upon review of the supporting documents, the undersigned found the PR to be in order. Forwarded for the Chief / ASG's consideration. Thank you.*

*IA-II Veronica Joyze Bugarin*
Internal Audit Division

# PURCHASE REQUEST
## OFFICE OF THE SOLICITOR GENERAL
(Agency)

| | | | |
|---|---|---|---|
| Department: | **Administrative Division** | PR No. 026-09-131 (EPA 2027) | Date: September 29, 2026 |
| Section: | | SAI No. | Date: |

| Stock No. | Unit | Item Description | Qty | Estimated Unit Cost | Estimated Amount |
|---|---|---|---|---|---|
| | year | **PROCUREMENT OF JANITORIAL SERVICES FOR THE YEAR 2027**<br>Inclusions: Twenty Six (26) Janitors and One (1) Working Supervisor<br>**Hours of Work:**<br>- Provide cleanliness and maintenance services to the OSG for eight (8) hours a day, six (6) days a week, from Monday to Saturday;<br>- Janitors and Supervisor shall work only for eight (8) hours a day, five (5) days a week<br>*Please see attached Terms of Reference (TOR):*<br>I. Qualifications of the Contractor<br>II. Duties and Responsibilities of the Contractor<br>III. Budget<br>IV. Complement<br>V. Hours of Work<br>VI. Qualifications of the Supervisor<br>VII. Qualifications of the Janitors<br>VIII. Scope of Work<br>A. Duties and Responsibilities of the Supervisor<br>B. Building Housekeeping<br>• Daily Janitorial Activities<br>• Weekly Janitorial Activities<br>• Monthy Janitorial Activities<br>• Semi-Annual Janitorial Activities<br>C. Ground Maintenance<br>D. Special Services<br>E. Cleaning Supplies, Tools and Equipment to be provided by the Contractor<br>IX. Other Matters<br>• Furnishing of Bond<br>• Wage Increase<br>• Renewal Clause<br>• Waiver<br>*Attached: (1) Memorandum and Approved Terms of Reference (TOR) from the Technical Working Group for Procurement of Janitorial Services for CY 2027*<br>*(2) Market Study/ Abstract of Canvass* | 1 | Php 9,300,000.00<br>*VAT INCLUDED* | Php 9,300,000.00 |

**FUNDS AVAILABLE:**
NED
**RYAN C. THOMAS**
**Director IV**
**Financial Management Service**

| | | |
|---|---|---|
| Amount in Words: | **NINE MILLION THREE HUNDRED THOUSAND PESOS ONLY** | **Php 9,300,000.00** |
| Purpose: | **For Bidding (Early Procurement Activity FY 2027)** | |

| 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 |