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

Department: HRMAS - Administrative Division
Section:

PR No. 026-09-132 (EPA2027)
SAI No.

Date: September 30, 2026

| Stock No. | Unit | Item Description | Qty | Estimated Unit Cost | Estimated Amount |
|---|---|---|---|---|---|
| 1 | year | **PROCUREMENT OF SECURITY SERVICES FOR THE OFFICE OF THE SOLICITOR GENERAL OFFICES FOR FY 2027**<br><br>*Inclusion*<br>**Twenty Two (22) Security Personnel (consisting of twenty (20) ordinary guards and two (2) officers-in-charge), with (3) relievers during the rest day of the ordinary guards**<br><br>*Scope of Work:*<br>**The Agency shall provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishments located at the following:*<br><br>*- OSG Building: 134 Amorsolo St., Legaspi Village, Makati City;*<br>*- APMC Building: 136 Amorsolo St. Legaspi Village, Makati City;*<br>*- Convergys One Building 6796 Ayala Avenue cor. Salcedo St., Legaspi Village, Makati City including its parking area;*<br>*- Building /s where OSG Divisions will be relocated;*<br>*- Areas where major office-wide events are held;*<br><br>**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, personnel, and clients around and within the OSG premises, buildings where the OSG will be relocated, the parking areas, and the areas where major office-wide events are held.* | 1 | Php 16,591,000.00<br>*VAT INCLUSIVE* | Php 16,591,000.00 |

| Shift | Time | Number of Guards | Number of OIC's | Total |
|---|---|---|---|---|
| Morning Shift | 7:00AM to 7:00PM | 12 | 1 | 13 |
| Evening Shift | 7:00PM to 7:00AM | 8 | 1 | 9 |
| | Total Number of Security Personnel | | | 22 |

*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 Guard's Qualifications
* OIC's Qualifications
* Security Guard's 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 FY2027

| | | |
|---|---|---|
| Amount in Words: | **SIXTEEN MILLION FIVE HIUNDRED NINETY ONE THOUSAND PESOS ONLY** | Php **16,591,000.00** |
| Purpose: | For Bidding (Early Procurement Activity FY 2027) | |

| Prepared By: | Recommending Approval: | Approved by: |
|---|---|---|
| **EDWIN M. BAGOS** | **RAYMUND I. RIGODON** | **DARLENE MARIE B. BERBERABE** |
| Administrative Assistant III | Assistant Solicitor General | Solicitor General |