

**PURCHASE ORDER**

Supplier: <b>HACKETT SECURITY AGENCY</b> (For the Account of: <b>FRANCIA CRUZATA DESQUITADO</b> )	P.O. # <b>026-01-007</b>
Address: Unit 201 FSE Building, 3671-73 Bautista Cor. Dayap Street., Barangay Palanan, Makati City	Date: January 22, 2026
TIN: 123-021-577-000 Bank: LBP - Pasong Tamo	Mode of Procurement: Public Bidding
Account No.: 1781 1283 21	
Telephone: 8552-7491 / 8889-0688 Email address: hackett_s@ymail.com	

Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b>	Delivery Term: w/in Fifteen (15) days upon receipt of NTP
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Date of Delivery:	Payment Term: w/in Fifteen (15) days from receipt of the Statement of Account (SOA) (Bank to Bank)
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount																				
	year	<p><b>PROCUREMENT OF SECURITY SERVICES OF OSG's OFFICES FOR FY 2026</b></p> <p><i>Inclusion:</i> 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</p> <p><i>Period:</i> January 29, 2026 - January 28, 2027</p> <p><i>Scope of Work:</i>                      Provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishment</p> <p>Guards shall render twelve (12) hours of security service per shift daily, including Saturdays, Sundays and holidays, to adequately guard and protect the OSG properties, premises, personnel, and clients around and within the OSG premises, extension offices the parking areas, and areas where major office-wide events are held.</p> <p>Posting of Security Personnel</p> <table border="1"> <thead> <tr> <th>Shift</th> <th>Time</th> <th>Number of Security Guard</th> <th>Number of OIC's</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Morning Shift</td> <td>7am to 7pm</td> <td>14</td> <td>1</td> <td>15</td> </tr> <tr> <td>Evening Shift</td> <td>7pm to 7am</td> <td>8</td> <td>1</td> <td>9</td> </tr> <tr> <td colspan="4"><b>Total Security Personnel</b></td> <td><b>24</b></td> </tr> </tbody> </table> <p><i>The following documents shall be deemed to form &amp; construed as part of this agreement.</i></p> <ul style="list-style-type: none"> <li>Contract Agreement</li> <li>Philippine Bidding Documents                             <ul style="list-style-type: none"> <li>- Schedule of Requirements</li> <li>- Technical Specifications / Terms of Reference</li> <li>- General and Special Conditions of Contract</li> <li>- Supplemental or Bid Bulletins</li> </ul> </li> <li>Eligibility Requirements, Technical and Financial Proposal</li> <li>Performance Security</li> <li>Notice of Award</li> <li>Notice to Proceed</li> <li>Other documents as may be required by laws</li> </ul>	Shift	Time	Number of Security Guard	Number of OIC's	Total	Morning Shift	7am to 7pm	14	1	15	Evening Shift	7pm to 7am	8	1	9	<b>Total Security Personnel</b>				<b>24</b>	1	Php 16,193,675.55	Php 16,193,675.55
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<b>Total Security Personnel</b>				<b>24</b>																					


Total Amount in Words: **Sixteen Million One Hundred Ninety Three Thousand Six Hundred Seventy Five Pesos & 55/100** Php 16,193,675.55

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme: MARKUN R. BANIGAN  
 (Signature over printed name)  
01-21-2026  
 (Date)

Very truly yours,  
  
**JESSICA L. CASTRO**  
 CAO, Administrative Division  
  
**EDITHA R. BUENDIA**  
 Director IV, HRMAS

Funds Available:   
 ALOBS: 02-10101-2026-01-032  
 Amount: ₱ 16,193,675.55  
**ARIEL J. UBINA**  
 Chief Accountant

This is to certify that this procurement was posted at Philgeps in compliance with RA 12009  
  
**CHRISTIAN D. BUAT**  
 Admin Assistant I, Administrative Division