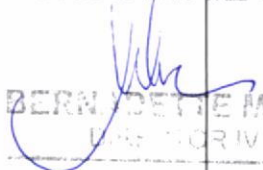


PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)




Department: Administrative Division	PR No. <u>023-11-202</u>	Date: <u>November 6, 2023</u>
Section:	SAI No.	Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	Lot	<p>ADDITIONAL PROVISION FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR THE YEAR 2023</p> <p><i>*Changes in Contract Price due to DOLE Wage Order No. NCR - 24, and SSC Resolution No. 751-s.2022</i></p> <p>Hours of Work:</p> <p>- Provide cleanliness and maintenance services to the OSG for eight (8) hours a day, six (6) days a week, from Monday to Saturday</p> <p>- Janitors and Supervisor shall work only for eight (8) hours a day, five (5) days a week</p> <p>Scope of Work (See attached Term of Reference):</p> <p>A. Duties and Responsibilities of the Supervisor</p> <p>B. Building Housekeeping</p> <ul style="list-style-type: none"> • Daily Janitorial Activities • Weekly Janitorial Activities • Monthly Janitorial Activities • Semi-Annual Janitorial Activities <p>C. Ground Maintenance</p> <p>D. Special Services</p> <p>E. Inclusive of Cleaning Supplies, Tools and Equipment to be provided by the Contractor</p> <p><i>Note: Supplemental Contract to PO No. 023-01-001: Procurement of Janitorial Services for FY 2023</i></p> <p><i>Attachments: Memorandum signed by CAO Jessica L. Castro and Dir. Editha R. Buendia, with Letter Request from DearJohn Services, Inc.</i></p>	1	Php 225,000.00 VAT INCLUDED	Php 225,000.00

FUNDS AVAILABLE:

BERNADETTE M. LIM
 DIRECTOR IV

Amount in Words: **Two Hundred Twenty Five Thousand Pesos Only** Php 225,000.00

Purpose: **Amendment to Order**

Prepared By:	Recommending Approval:	Approved by:
		
SHERA JANE B. SOLON Administrative Officer V	EDITHA R. BUENDIA Director IV, HRMAS	MENARDO I. GUEVARRA Solicitor General