

## TERMS OF REFERENCE

### LEASE OF OFFICE SPACE FOR EIGHT (8) LEGAL DIVISIONS FOR THE OFFICE OF THE SOLICITOR GENERAL (OSG)

#### I. RATIONALE


The **Office of the Solicitor General (OSG)** main building, originally designed as a nine (9) storey residential condominium, was subsequently repurposed and utilized as the OSG office. Later, the tenth (10<sup>th</sup>) and eleventh (11<sup>th</sup>) floors were added to address the increasing number of OSG employees. Currently, the OSG main building houses fifteen (15) legal divisions and three (03) support services, over five hundred (500) employees, excluding the maintenance and security staff, occupy and use the building daily.

In 2018, the OSG building was inspected. The GIBMA Engineering Services (GIBMA) noted in its *Project Investigation Report* dated 18 June 2018 the appearance of cracks within the OSG main building. It also remarked that the "volumetric paper documents" significantly contribute to the overloading of the building, causing fatigue to its structure which may lead to the eventual collapse of the building.

On 7 December 2019, a second inspection was made on the OSG main building by the GIBMA. It recommended the unloading of substantial weight and retrofitting of the OSG main building.

On 9 September 2022, upon OSG's request, the Department of Public Works and Highways (DPWH) conducted an ocular inspection after the magnitude 7.0 earthquake struck Northern Luzon. The DPWH concurred with GIBMA's reports. Among others, it recommended the significant reduction of loads in storage areas, especially those with strong floor vibrations and noted damages on slabs soffits.

Thus, the **OSG** is urgently seeking an office space located preferably in a highly urbanized or urbanized neighborhood/community within the 3.5 kilometer radius as stated in **Section V, Paragraph, No. 1** of the Terms of Reference (TOR) to relocate EIGHT (8) legal divisions from the OSG main building to ensure the safety of its officials and employees, clients, guests, and the general public.



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## **II. POLICY CONSIDERATION**

Pursuant to Section 9(b)(i), Annex H of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, it is preferred that government agencies lease publicly-owned real property or venue from other government agencies.

If there is an available publicly-owned real property or venue that complies with the requirements of the Procuring Entity, it may enter into a contract of lease with the government-agency owner.

In the event that the Procuring Entity would resort to privately-owned real property or venue, the End-User unit shall justify that the same is more efficient and economical to the government.

## **III. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) of the aforesaid lease is **Sixty-Nine Million Eight Hundred Thousand Pesos (Php 69,800,000.00) for the 8 legal divisions**, inclusive of value-added tax (VAT), and other government taxes and charges.

## **IV. DOCUMENTARY REQUIREMENTS**

Pursuant to Annex "H," Appendix A of the 2016 IRR of R.A. No. 9184 on the Lease of Privately-Owned Real Estate, the prospective lessor shall submit the following documentary requirements on the date and time as may be determined by the OSG Bids and Awards Committee (OSG-BAC):

<b>Item</b>	<b>Particulars</b>
1	Mayor's/Business Permit
2	PhilGEPS Registration Number
3	Latest Income/Business Tax Return
4	Articles of Incorporation
5	Board Resolution/Authority to enter into contract of the Lessor/Omnibus Sworn Statement
6	As-built plans of the leasable space
7	Original/Transfer Certificate of Title



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8	Tax Declaration of Real Estate/Tax Certificate
9	Contract of Lease
10	Declaration of warranties/guaranties: ownership and/or capacity to lease; that premises to be leased is free and clear of any liens/encumbrances and not subject to/involved in any suit; that lessee shall be kept in quiet and peaceful possession of the leased premises during the term of the lease; that in case of change in ownership of the leased premises, the lease shall not be affected; payment of real property taxes and assessments, etc.

**V. OFFICE SPACE SPECIFICATIONS**

The building/property must have the following technical specifications taking into consideration the rating factors under Annex "H," Appendix B of the 2016 IRR of R.A. No. 9184 on the Lease of Real Property and standard real estate management practice:

**A. LOCATION AND SITE CONDITION**

- 1. Distance from the OSG main building.** The building/property should be located within a 3.5-kilometer radius from the OSG main building which is located at 134 Amorsolo Street, Legaspi Village, Makati City.
- 2. Topography and Drainage.** The building/property must be in a flood-free area and at least have adequate ground elevation and appropriate drainage facilities to prevent flooding.
- 3. Parking Space.** The building/property must have available and exclusive parking space for the OSG within the same building/property or within its area for at least Twenty (20) vehicles.
- 4. Compliance with Batas Pambansa (B.P.) No. 344, otherwise known as the "Accessibility Law" and its IRR.** The building/property must be compliant with the provisions of B.P. No. 344 and its IRR. It must have adequate and appropriate

access facilities for Persons with Disabilities (PWDs).

## **B. NEIGHBORHOOD DATA**

- 1. Prevailing Rental Rate.** The building/property's rental rate must not be more than **One Thousand Five Hundred Thirty-Four & 40/100 (Php 1,534.40/sq.m.)** per square meter, inclusive of VAT, common use service area, and association dues; and **Six Thousand One Hundred Sixty Pesos (Php 6,160.00) per slot, inclusive of VAT,** for the parking space. The building owner shall assure the full disclosure of all fees, charges and collections. Any undisclosed fees, charges and collections are deemed waived by the lessor, and the lessee shall not be liable for the same.
  
- 2. Sanitation and health condition.** The building/property must have appropriate and adequate toilets and lavatories for the exclusive use of OSG employees and its guests. The OSG should also be allowed to install additional toilets and lavatories as the need arises, and make the necessary works and/or repairs on the existing and additional toilets and lavatories.
  
- 3. Property utilization.** The building/property's highest and best use is for an office building.
  
- 4. Police and fire stations.** The location of the building/property must be accessible to police cars and fire trucks.
  
- 5. Cafeteria, Food Stores, and Restaurants.** The building/property must have a cafeteria or at least provide access to food stores and restaurants within its immediate proximity to cater and best use is for an office building to OSG employees and its guests.
  
- 6. Banking/Postal/Telecom.** The building/property must have adequate telecommunication lines. Banks and financial



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institutions that offer ATM services and government postal services or private mail and parcel couriers should, likewise, be within its proximity.

7. **Health Service Providers/Hospitals.** The building/property must be within the proximity of health service providers and/or hospitals.

**C. REAL PROPERTY**

1. **Structural Condition.** The building/property is designed and its condition must be in accordance with the requirements of the National Building Code of the Philippines, as amended.

2. **Functionality.**

- a. **Space Requirements.** The leasable space must be adequate for the OSG's office area requirement with a minimum total rented space of **Three Thousand (3,000 sq.m.) square meters.** Additional leasable space within the building/property to house the other divisions/services in the future is preferable.

- b. **Office Space Layout.** The leasable space must be free from any obstruction that would hinder the OSG from its proper and efficient use.

- c. **Module.** The leasable space shall be handed over with the following minimum specifications:

- i. Office Area

- a. Ready for occupancy
- b. Adequate air-conditioning unit/s on each floor; and

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- c. At least three (3) toilets and lavatories on each floor. The OSG should also be allowed to add toilets and lavatories as the need arises.
  - d. **Circulation.** The building/property must provide adequate and appropriate areas and facilities for the proper and unobstructed movement of OSG employees and its guests through, around, and within the premises.
  - e. **Light and Ventilation.** The building/property must have proper lighting and ventilation system, especially the leasable space and common areas within the building.
- 3. **Facilities.** The building/property must have the following facilities/amenities:
  - a. **Water supply and toilet.** The building/property must have sufficient water supply within the said building/property for the exclusive use of OSG employees and its guests. The **LESSOR** must provide a separate or sub-distribution revenue meter for water supply for the OSG.
  - b. **Lighting and electrical system.** The building/property must have sufficient electrical and lighting fixtures, and convenience outlets. There should also be provisions for an electrical system for the air-conditioning units and other office equipment for installation. The **LESSOR** must provide a separate or sub-distribution revenue meter for the electric supply for the OSG. Also, the **LESSOR** should have a readily available back-up generator set during power outages or shortages.
  - c. **Elevators.** The building/property must provide safe and adequate passenger and service elevators for the use of OSG employees and its guests.



- d. **Fire escapes and/or emergency exits.** The building/property must have adequate and appropriate fire escapes and emergency exits for the proper egress of OSG employees and its guests in cases of emergencies.
- e. **Firefighting equipment.** The **LESSOR** shall provide an appropriate fire extinguishment system inside the building, taking into account the size or area of the leasable space.

#### **4. ICT Requirements**

- a. **Internet and communication system provisions.** The building/property must have ample and appropriate provisions for the installation of internet and communication systems (e.g. riser,<sup>1</sup> piping,<sup>2</sup> data center, etc.).
- b. **Installation and repair of ICT equipment.** The OSG should be allowed to make the necessary alterations to walls, floors, and ceilings for the installation and repair of ICT equipment and shall be given unlimited access to the leasable space for the installation and repair of ICT equipment.

#### **5. Other Requirements**

- a. **Maintenance and waste disposal.** The owner of the building/property must provide sanitary garbage disposal and space within the premises of the building/property where the OSG can dispose of its waste.
- b. **Facade, Design, and Attractiveness.** The building/property's overall facade, architectural design, and location must be appropriate for the OSG as the premier law

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<sup>1</sup> Pipe for water supply

<sup>2</sup> For Electrical wiring

firm of the Government. The **LESSOR** must also provide for provision or space for the OSG's signage. Also, the building/property must be located in a highly urbanized or urbanized neighborhood/community.

#### **D. FREE SERVICES AND FACILITIES**

- 1. Janitorial and Security.** The **LESSOR** should provide janitorial and security services for its commonuse service areas and allow the OSG to provide its own additional janitorial and security service providers with respect to the leasable spaces.
- 2. Air-conditioning.** The building/property must have an adequate air-conditioning system for all leasable spaces and common use service areas.
- 3. Repair and Maintenance.** The **LESSOR** shall ensure or allow the maintenance and immediate repair of the leasable spaces and common use service areas.

#### **VI. DURATION OF THE CONTRACT**

The Lease Term shall be for a period of one (1) year commencing from the end of the fit-out period, with an option to renew upon agreement by the parties. The Lessor shall give the OSG a three-month fit-out period, rent free, to make such renovations and alterations on the leased premises (leasable space).

#### **VII. ALTERATIONS AND RENOVATIONS**

As stated in Section VI, the **LESSOR** shall allow the OSG to make renovations and alterations, both minor and major, in the leasable space and to employ and give access to its own contractors, for three (3) months. Any alterations, physical additions or improvements to the leased premises made by the OSG shall remain its property. Upon the termination of the Lease Term, the OSG shall be entitled to remove any such alteration,



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addition or improvement, provided that the same shall not result to any structural damage to the leased premises.

**VIII. NAMING AND SIGNAGE**

The OSG shall be allowed to erect or put up appropriate signages. The OSG acknowledges that all signage locations and plans are subject to the final approval of the **LESSOR** whose approval should be issued within a reasonable period and not unreasonably withheld.

**IX. PAYMENT**

The rent due shall be billed starting at the end of the first month, after the fit-out period, and every end of the month thereafter. It will be paid by the OSG within the first fifteen (15) days of the succeeding month.

The OSG shall deduct 5% Final VAT and 5% Expanded Withholding Tax (EWT) from the monthly billing. BIR Form No. 2307 (Certificate of Creditable Tax Withheld at Source) will be released upon their issuance of Official Receipt (OR).

**X. ADVANCE PAYMENT**

The OSG shall pay an advance rent equivalent to a maximum of four (4) months' rent subject to applicable taxes, together with the billing for the first month of space rent after the fit-out period.

**XI. SECURITY DEPOSIT**

The OSG shall maintain a Security Deposit in the amount equivalent to a maximum of two (2) months of office and parking space rent exclusive of VAT to answer for any damage to the leasable space on account of the fault or negligence of the OSG or to any unpaid obligation which the OSG may incur during the Lease Term. The Security Deposit shall be made together with the Advance Payment and the billing payment for the first month of lease after the fit-out period. The **LESSOR** shall notify the OSG 30 days before any deduction is made against the Security Deposit, during which period the OSG may contest the propriety of the

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intended deduction.

The Security Deposit or any remaining balance thereof shall be returned to the OSG at the expiration of the Lease Term.

**XII. ESCALATION CLAUSE**

The rent shall be fixed within the contract period. In case of renewal, price escalation may only be considered starting on the third (3<sup>rd</sup>) year of the renewed lease, at the rate mutually agreed by both parties.

**XIII. CONTRACT COMMENCEMENT AND TERMINATION**

The contract of lease shall commence on the date specified in the Notice to Proceed and shall be subject to the provisions of the Guidelines on Termination of Contracts under Annex "I" of the 2016 Revised IRR of R.A. No. 9184.

At the expiration of the Lease Term or renewal thereof, or in the event of pre-termination, any material damage caused by abuse or neglect by OSG as determined by competent authority, or unpaid utility/ies, may be reimbursed by OSG, subject to government accounting and auditing rules and regulations.

**XIV. ARBITRATION AND VENUE OF ACTION**

All disputes arising from the interpretation or implementation of a contract shall be submitted to arbitration in the Philippines in accordance with the provisions of R.A. No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004," and its IRR.

However, in case the lease contract is with a government agency, all disputes or controversies arising thereto shall be adjudicated or settled in accordance with Presidential Decree No. 242.

**XV. MODE OF PROCUREMENT**

The procurement shall be through competitive public bidding, particularly Lease of Real Property, under Annex "H" of the IRR of



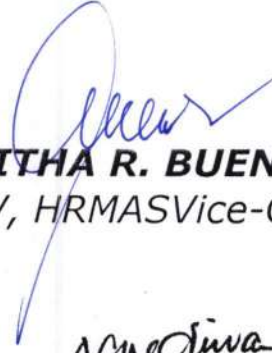
R.A. No. 9184.

**XVI. RESERVATION CLAUSE**

The OSG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time in accordance with Section 41 of R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.



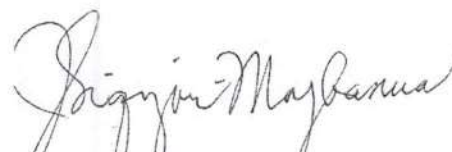
**DIANA H. CASTAÑEDA-DE VERA, MNSA**  
Assistant Solicitor General  
Chairperson, TWG for Lease of Office Space



**EDITHA R. BUENDIA**  
Director IV, HRMAS Vice-Chairperson

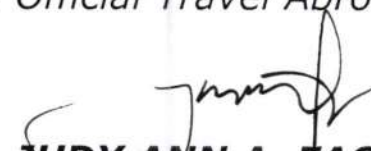


**ARTURO C. MEDINA**  
Senior State Solicitor Member



**MA. JESUSA P. SIQUIJOR-MAGBANUA**  
State Solicitor II Member

**GLENN THYRON S. ANCHETA**  
State Solicitor I  
(On Official Travel Abroad) Member



**JUDY ANN A. FACISTOL**  
Associate Solicitor I  
Member



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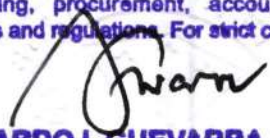
  
**RODRIGO L. OJENAL**  
Supervising Administrative Officer Member

  
**MA. ALMA S. SY**  
Administrative Officer V Member

  
**GIAN C. DE VERA**  
Administrative Officer I Member

RECOMMENDING APPROVAL:

  
**SHARON E. MILLAN-DECANO**  
Assistant Solicitor General  
Chairman, Bids and Awards Committee (BAC)

<p style="text-align: center;"><b>APPROVED</b></p> <p>It is understood that the foregoing shall be subject to availability of funds and strict compliance with the pertinent budgeting, procurement, accounting and auditing laws, rules and regulations. For strict compliance.</p> <p style="text-align: center;"> <b>MENARDO I. GUEVARRA</b> Solicitor General</p> <p>Date: _____</p>
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**ANNEX "A"**

**OFFICE OF THE SOLICITOR GENERAL  
LEASE OF OFFICE SPACE FOR EIGHT (8) LEGAL DIVISIONS FOR THE  
OFFICE OF THE SOLICITOR GENERAL (OSG)**

**RATING FACTORS SHEET**

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
<b>I.</b>	<b>LOCATION AND SITE CONDITION</b>		
	1. Distance from OSG main building  1.1 2-3.5 Kilometers (20%) 1.2 1-2 Kilometers (25%) 1.3 1 Kilometer and below (30%)	30	
	2. Land Classification, Utilization and Assessment  2.1 Not Urbanized (0%)  2.2 Highly Urbanized (10%)	10	
	3. Topography and Drainage  3.1 The building/property must be located in a flood-free area <b>or</b> must have appropriate drainage facilities and adequate ground elevation (5%)  3.2 The building/property must be located in a flood-free area <b>and</b> must have appropriate drainage facilities and adequate ground elevation (15%)	15	
	4. Economic Potential  4.1 Without Economic Potential (0%)  4.2 With Economic Potential (5%)	5	

	4. Parking space exclusively for OSG 4.1 Less than 20 parking slots (0%) 4.2 20 and above parking slots (20%)	20	
	5. Compliance with the Accessibility Law (B.P. 344) 5.1 Minimum Compliance (5%) 5.2 Full Compliance (15%)	15	
	6. Sidewalk and Waiting Shed 6.1 Without sidewalk and waiting shed (0%) 6.2 With sidewalk and waiting shed (5%)	5	
		100	
<b>II.</b>	<b>NEIGHBORHOOD DATA</b>		
	1. Prevailing rental rate and parking space: A. Office Rental Rate (20) 1.1 Php 1,001 – 1,468.32 (15%) 1.2 Php 1000 and below (20%) B. Parking Rental Rate (10) 1.3 Php 5,501– 6,160 (5%) 1.4 Php 5,500 and below (10%)	30	
	2. Sanitation and health conditions 2.1 Below three (3) toilets & lavatories (5%) 2.2 Three (3) or more toilets & lavatories (10%)	10	



	3. Adverse Influence 3.1 With adverse influence (0%) 3.2 Without adverse influence (10%)	10	
	4. Property utilization 4.1 Mixed-Used (5%) 4.2 Purely Commercial (10%)	10	
	5. Police cars, ambulance, and fire trucks 5.1 Not accessible (0%) 5.2 Accessible (10%)	10	
	6. Cafeteria, Food Stores, and Restaurants 6.1 Beyond 10 meters from the building (5%) 6.2 Within the building or within 10 meters from the building (10%)	10	
	7. Banking/Postal/Telecom 7.1 Beyond one (1) kilometer from the building (5%) 7.2 Within the building or within One (1) kilometer from the building (10%)	10	
	7. Health Service Providers/Hospitals 7.1 Beyond two (2) kilometers from the building (5%) 7.2 Within two(2) kilometers from the building (10%)	10	
		100	
<b>III.</b>	<b>REAL PROPERTY</b>		

	<p>1. Structural Condition (with submission of proof that the building/property was constructed or retrofitted within a particular period)</p> <p>1.1 if constructed or retrofitted within 21-25 years (15%)</p> <p>1.2 if constructed or retrofitted within 11-20 years (20%)</p> <p>1.3 if constructed or retrofitted within 10 years and below (25%)</p>	25	
	2. Functionality	20	
	<p>a. Space Requirements</p> <p>a.1 Below <u>300</u> square meters (0%)</p> <p>a.2 <u>300</u> square meters and above (4%)</p>	4	
	<p>b. Office Space Layout</p> <p>b.1 With obstructions (e.g. false columns, drywall and etc. (2%)</p> <p>b.2 With no obstructions (3%)</p>	3	
	<p>c. Module</p> <p>c.1 Substantial compliance (at least 2) with the minimum specifications (2%)</p> <p>c.2 Full Compliance with the minimum specifications(3%)</p>	3	



	<p>d. Circulation</p> <p>d.1 Limited movement through, within and around the premises (2%)</p> <p>d.2 Easy movement through, within and around the premises (3%)</p>	3	
	<p>e. Light and Ventilation</p> <p>e.1 Inadequately lighted and ventilated in accordance with Rules 7 &amp; 8 of the National Building Code (2%)</p> <p>e.2 Must be adequately lighted and ventilated in accordance with Rules 7 &amp; 8 of the National Building Code (3%)</p>	3	
	<p>f. Availability of additional office spaces for future lease of the OSG</p>	4	
	<p>f.1 No additional office space available (0%)</p> <p>f.2 With additional office spaces located on consecutive floors. (4%)</p>		
	<p>3. Facilities</p>	20	
	<p>a. Water supply and toilet</p> <p>a.1 Absence of cistern tank and separate or sub-distribution revenue meters (0%)</p> <p>a.2 With cistern tank and separate or sub-distribution revenue meters (4%)</p>	4	

	<p>b. Lighting and electrical system</p> <p>b.1 Absence of backup generators and separate or sub-distribution revenue meters (0%)</p> <p>b.2 With backup generators and separate or sub-distribution revenue meters (4%)</p>	4	
	<p>c. Elevators</p> <p>c.1 With at least two (2) passenger elevators (2%)</p> <p>c.2 With more than two (2) passenger elevators and at least one (1) service elevator (4%)</p>	4	
	<p>d. Fire escapes and/or emergency exits</p> <p>d.1 With at least two (2) fire escapes and/or emergency exits (2%)</p> <p>d.2 More than two (2) fire escapes and/or emergency exits (4%)</p>	4	
	<p>e. Firefighting extinguishing system</p> <p>e.1 No fire safety inspection certificate (0%)</p> <p>e.2 With a fire safety inspection certificate (4%)</p>	4	
	4. ICT Requirements	10	



	<p>a. Internet and communication system provisions</p> <p>a.1 Limited availability of telecommunication provisions (2%)</p> <p>a.2 Availability of at least four telecommunication provisions (4%)</p>	4	
	<p>b. Installation and repair of ICT equipment</p> <p>b.1 Non-availability of communication riser for installation (0%)</p> <p>b.2 Easy access and availability of communication riser for installation (3%)</p>	3	
	<p>c. Proximity of the leased office space to the OSG main building for costing purposes for the internet and communication system installation.</p> <p>c.1 more than 1 kilometer (0%)</p> <p>c.2 1 kilometer or less (3%)</p>	3	
	<b>5. Other Requirements</b>	<b>25</b>	
	<p>a. Maintenance and waste disposal system</p> <p>a.1 Non-Makati Central Estate Association, Inc. (MACEA) member (0%)</p> <p>a.2 MACEA member (5%)</p>	5	

	<p>b. Facade, Design, and Attractiveness</p> <p>b.1 Dirty and unkempt (0%)</p> <p>b.2 Clean looking and well-maintained (5%)</p>	5	
	<p>c. No. of months with free rent while renovating the space prior to actual move-in</p> <p>c.1 Three (3) months free rent during renovation (5%)</p> <p>c.2 More than three (3) months of free rent during renovation (10%)</p>	10	
	<p>d. Submission of floor plan of the leased area, including the common use area.</p> <p>d.1. Partial submission (3%)</p> <p>d.2 Full submission (5%)</p>	5	
		100	
IV.	FREE SERVICES AND FACILITIES		
	<p>1. Janitorial and Security</p> <p>1.1 Without building janitorial and security services (provision for janitorial and security services of OSG on</p>	30	



	<p>the rented area is non-negotiable) (0%)</p> <p>1.2 With building janitorial and security services (provision for janitorial and security services of OSG on the rented area is non-negotiable) (30%)</p>		
	<p>2. Air-conditioning</p> <p>2.1 With ducting stub-out only (15%)</p> <p>2.2 With ducting stub-out and air-conditioning unit (30%)</p>	30	
	<p>3. Repair and Maintenance</p> <p>3.1 Does not allow the OSG to make its own repair and maintenance (0%)</p> <p>3.2 Allows the OSG to make its own repair and maintenance (40%)</p>	40	
		100	
<b>SUMMARY</b>			
I.	Location and Site Condition	x (.20)	
II.	Neighborhood Data	x (.20)	
III.	Real Property	x (.50)	
IV.	Free Services and Facilities	x (.10)	
FACTOR VALUE			