

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: **OSG Various Legal Division**
Section:

PR No. 022-11-219 Date: November 15, 2022
SAI No. Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	Lot	<p>LEASE OF OFFICE SPACE FOR EIGHT (8) LEGAL DIVISIONS FOR THE OFFICE OF THE SOLICITOR GENERAL (OSG)</p> <p>The OSG is urgently seeking an office space preferably in a highly urbanized or urbanized neighborhood/community within the 3.5km 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.</p> <p>Office Space Specification:</p> <p>Minimum Total Rented Space: 3,000sq.m. Price per sqm.: Php 1,534.40/sq.m. inclusive of VAT, common use service area, and association dues Distance: 3.5 km radius from the OSG main building Parking Space: 20 minimum slots Rate/parking space: Php 6,160.00 inclusive of VAT per slot</p> <p>Duration of the Contract</p> <p>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 (3) month fit-out period, rent free, to make such renovations and alterations on the leased premises (leasable space).</p> <p>Payment:</p> <p>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.</p> <p>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).</p> <p>Advance Payment</p> <p>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.</p> <p>Security Deposit</p> <p>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 the period the OSG may contest the propriety of the intended deduction.</p> <p>The Security Deposit or any remaining balance thereof shall be returned to the OSG at the expiration of the Lease Term.</p> <p><i>Please see attached Terms of Reference:</i></p> <ol style="list-style-type: none"> I. Rationale II. Policy Consideration III. Approved Budget for the Contract IV. Documentary Requirements 	1	Php 69,800,000.00 VAT INCLUSIVE	Php 69,800,000.00