

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: OSG Various Legal Division	PR No. <u>024-04-067</u>	Date: <u>April 30, 2024</u>
Section:	SAI No.	Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	Lot	<p>LEASE OF OFFICE SPACE FOR THE OFFICE OF THE SOLICITOR GENERAL (OSG)</p> <p>The OSG is urgently seeking an office space or contiguous, close or nearby offices which could preferably house its thirty (30) divisions and four (4) services, located in a highly urbanized or urbanized neighborhood/community in Makati City to ensure economic efficiency in its operations, productivity and safety of its officials and employees, clients, guests, and the general public.</p> <p>Office Space Specification: Minimum Total Rented Space: 3,500sq.m. Price per sqm.: Php 1,301.67/sq.m. inclusive of VAT, common use service area, and association dues Distance: 1.8 km radius, by car, of the OSG main building Parking Space: 20 minimum slots Rate/parking space: Php 6,166.67 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 the 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.</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 for the first month of space rent. Lessor shall notify the OSG thirty (30) days before any deduction is made against the Security Deposit, during which period the OSG may contest the propriety of the intended deduction.</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 V. Office Space Specifications <ol style="list-style-type: none"> A. Location and Site Condition <ol style="list-style-type: none"> 1. Distance from the OSG Main Building; 2. Topography and Drainage; 3. Parking Space; 4. Compliance with Batas Pambansa (B.P.) No. 344, otherwise known as the "Accessibility Law" and its IRR. 	1	Php 70,341,000.00 VAT INCLUSIVE	Php 70,341,000.00

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		<p>B. Neighborhood Data</p> <ol style="list-style-type: none"> 1. Prevailing Rental Rate; 2. Sanitation and Health Condition; 3. Property Utilization; 4. Police and Fire Stations; 5. Cafeteria, Food Stores, and Restaurants; 6. Banking/Postal/Telecom; 7. Health Service Providers/Hospitals. <p>C. Real Property</p> <ol style="list-style-type: none"> 1. Structural Condition; 2. Functionality; <ol style="list-style-type: none"> a. Space Requirements; b. Office Space Layout; c. Module; <ol style="list-style-type: none"> i. Office Area. d. Circulation and Accessibility; e. Light and Ventilation. 3. Facilities <ol style="list-style-type: none"> a. Water Supply and Toilet; b. Lighting and Electrical System; c. Elevators; d. Fire Escapes and/or Emergency Exits; e. Firefighting Equipment. 4. ICT Requirements <ol style="list-style-type: none"> a. Internet and Communication System Provisions; b. Installation and Repair of ICT Equipment. 5. Other Requirements <ol style="list-style-type: none"> a. Maintenance and Waste Disposal; b. Façade, Design, and Attractiveness. <p>D. Free Services and Facilities</p> <ol style="list-style-type: none"> 1. Janitorial and Security; 2. Air-conditioning; 3. Repair and Maintenance. <p>VI. Duration of the Contract</p> <p>VII. Alterations and Renovations</p> <p>VIII. Naming and Signage</p> <p>IX. Payment</p> <p>X. Advance Payment</p> <p>XI. Security Deposit</p> <p>XII. Construction Bond</p> <p>XIII. Escalation Clause</p> <p>XIV. Contract Commencement and Termination</p> <p>XV. Arbitration and Venue of Action</p> <p>XVI. Mode of Procurement</p> <p>Reservation Clause</p> <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from the Technical Working Group for Lease of Office Space</i></p>			





FUNDS AVAILABLE:



BERNADETTE M. LIM
DIRECTOR IV

Amount in Words: **Seventy Million Three Hundred Forty One Thousand Pesos Only** Php 70,341,000.00

Purpose: **Lease of Real Property**

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