PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department:	**OSG Various Legal Division and Services**	PR No.	025-12-208 Date: December 5, 2025
Section:		SAI No.	Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	Lot	**LEASE OF OFFICE SPACE FOR THE OFFICE OF THE SOLICITOR GENERAL (OSG)** The OSG is urgently seeking an office space located preferably in a highly urbanized or urbanized neighborhood/community in Makati City to ensure the productivity and safety of its officials and employees, clients, guests, and the general public. **Office Space Specification:** Minimum Total Rented Space: 2,300sq.m. Price per sqm.: Php 1,452.50/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 5,775 inclusive of VAT per slot **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 (3) month fit-out period, rent free, to make such renovations and alterations on the leased premises (leasable space). **Payment:** The rent due shall be billed starting at the end of the first month, after the fit -out period, and at the end of the month thereafter. The OSG will pay it 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). The documentary stamp tax (DST) shall be for the OSG's account. **Advance Payment** The OSG shall pay an advance rent equivalent to a maximum of four (4) months' rent subject to applicable taxes. **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 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. *Please see attached Terms of Reference:* I. Rationale II. Policy Consideration III. Approved Budget for the Contract IV. Documentary Requirements V. Office Space Specifications A. Location and Site Condition 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 71,368,418.00 *VAT INCLUSIVE*	Php 71,368,418.00

12/18/25
Jackeline R. Birion

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
		B. Neighborhood Data 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. C. Real Property 1. Structural Condition; 2. Functionality; a. Space Requirements; b. Office Space Layout; c. Module; i. Office Area. d. Circulation and Accessibility; e. Light and Ventilation. 3. Facilities 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 a. Internet and Communication System Provisions; b. Installation and Repair of ICT Equipment. 5. Other Requirements a. Maintenance and Waste Disposal; b. Façade, Design, and Attractiveness. D. Free Services and Facilities 1. Janitorial and Security; 2. Air-conditioning; 3. Repair and Maintenance. VI. Duration of the Contract VII. Alterations and Renovations VIII. Naming and Signage IX. Payment X. Advance Payment XI. Security Deposit XII. Construction Bond XIII. Escalation Clause XIV. Contract Commencement and Termination XV. Arbitration and Venue of Action XVI. Mode of Procurement XVII. Reservation Clause *Attached:* *Memorandum and Approved Terms of Reference (TOR) from the Technical Working Group for Lease of Office Space*			

FUNDS AVAILABLE:

RYAN C. THOMAS
Director IV
Financial Management Service

Amount in Words:	**Seventy One Million Three Hundred Sixty Eight Thousand Four Hundred Eighteen Pesos Only**	**Php 71,368,418.00**
Purpose:	**Lease of Real Property**	

Prepared By:	Recommending Approval:	Approved by:
SADAS III EDWIN M. BAGOS	**ASG DIANA H. CASTAÑEDA-DE VERA, MNSA**	**DARLENE MARIE B. BERBERABE**
Member, TWG for Lease of Office Space	Chairperson, TWG for Lease of Office Space	Solicitor General