Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village
Makati City
Tel Nos. 818-6301 to 09
Fax. No. 817 -9843

Lease of Office Space for the Office of the Solicitor General (OSG)

1. The **OFFICE OF THE SOLICITOR GENERAL** (hereinafter referred to as **OSG**) through the General Appropriations Act (GAA) 2025 intends to apply the sum of **Seventy-One Million Three Hundred Sixty-Eight Thousand Four Hundred Eighteen Pesos (Php71, 368,418.00)** being the Approved Budget for the Contract (ABC) representing one year contract with monthly rental, advance rent (maximum of four months), and security deposit (maximum of two months) **inclusive of VAT,** documentary stamp tax (DST), construction bond, vetting fee, and all other applicable government taxes, fees and other charges, to payments under the contract for **Lease of Office Space for the Offices of Office of the Solicitor General (OSG)** for one year. Bids received in excess of the ABC for each lot shall be automatically rejected on bid opening.

2. The OSG now invites legally, technically and financially capable bidders (lessors) to submit for the Lease of Office Space for Relocated Offices of Office of the Solicitor General for one year.

3. Procurement process shall be conducted through Negotiated Procurement in accordance with Section 35.9 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 12009 or *New Government Procurement Act,* on the Lease of Real Property and standard real estate management practice.

4. Interested bidders may obtain further information from OSG at the address given below from 8:00 AM – 4:00 PM.

5. Bidders shall submit its bid containing the original, certified true copy, or photocopy signed by the bidder of the following documents:

    a. Mayor's/Business Permit
    b. PhilGEPS Registration Number
    c. Latest Income/Business Tax Return
    d. Articles of Incorporation
    e. Board Resolution/Authority to enter into contract of the Lessor
    f. Omnibus Sworn Statement
    g. Latest As-built plans of the leasable space, including electrical, architectural, plumbing, fire protection, sanitary, and other relevant plans
    h. Original/Transfer Certificate of Title or in the alternative, a recent Certified True Copy thereof

i. Latest Tax Declaration of Real Estate/Tax Certificate
j. Contract of Lease
k. 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.
l. Price Quotation Form ("Annex A")

Absence of any documentary requirement enumerated herein shall disqualify the bidder.

6. Bids shall be placed in a sealed envelope marked "**Lease of Office Space for the Offices of Office of the Solicitor General".**

   The sealed envelope shall contain the following markings:
   a. Contain the name of the project "LEASE OF OFFICE SPACE FOR OFFICE OF THE SOLICITOR GENERAL";
   b. Bear the name, address and contact number of the Bidder;
   c. Addressed to the "OSG Bids and Awards Committee"
   d. Bear a warning "DO NOT OPEN BEFORE 23 December 2025 at 11:00AM."

   Bids must be duly received by the BAC Secretariat/ Procurement Section at the address below on or before **23 December 2025 (Tuesday) at 11:00AM.** Bidders who wish to submit their bids before the deadline may submit the same to the Bids and Awards Committee Office of the Solicitor General 134 Amorsolo St. Legaspi Village, Makati City. Late bids shall not be accepted.

   The Bids shall be opened to determine the Most Economically Advantageous Bid (MEAB)/ Most Economically Advantageous Responsive Bid (MEARB). The MEAB/MEARB shall only be based on the monthly rental rate offered. Bids received containing total costs in excess of **Seventy-One Million Three Hundred Sixty-Eight Thousand Four Hundred Eighteen Pesos (Php71, 368,418.00)** shall be automatically rejected.

   The real property being offered by the Bidder with the MEAB/MEARB shall be rated in accordance with the Technical Specifications (Appendix A). Ocular inspection of the leased premises will be conducted to verify and ascertain the offer and statements made by the bidder with the Most Economically Advantageous Bid (MEAB)/ Most Economically Advantageous Responsive Bid (MEARB).

   The MEAB/MEARB which scored at least eighty percent (80%) pursuant to the Table of Rating Factors for Lease of Real Property included herein will be considered as the passing rate for reasonableness and shall be declared as the **Most Economically Advantageous Bid (MEAB)/ Most Economically Advantageous Responsive Bid (MEARB).** A bid is determined to be responsive if it is equal to or higher than the passing rate.

7. The OSG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of RA 12009 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:

Christian D. Buat
ADMIN – Division – Procurement Section / BAC Secretariat
Office of the Solicitor General
OSG Building, 134 Amorsolo St., Legaspi Village, Makati City 1229
E-mail Address: osgprocurement@osg.gov.ph
Tel No. **(02) 8988-1674** loc. **777** Website: **www.osg.gov.ph**

Date of Posting:
19 December 2025

SHARON E. MILLAN-DECANO
Assistant Solicitor General
Chairperson, Bids and Awards Committee

"ANNEX A"

PRICE QUOTATION FORM

Date: _____
Quotation Number: __ _____

To: OFFICE OF THE SOLICITOR GENERAL

Gentlemen:

After having carefully read and accepted the terms and conditions stated in the Request For Quotation, hereunder is our quotation/s for the item/s as follows:

DESCRIPTION	QUANTITY (in months)	UNIT COST	TOTAL
ADVANCE RENT			
SECURITY DEPOSIT			
MONTHLY RENT (INCLUSIVE OF CUSA, AND OTHER CHARGES)			
PARKING SPACE			
OTHER CHARGES (DOCUMENTARY STAMP TAXES, CONSTRUCTION BOND, AND OTHER CHARGES)			

TOTAL _____

The following forms part of our offer:

ITEM DESCRIPTION	BIDDER'S OFFER
RENTAL RATE, inclusive of CUSA, other charges, and VAT	Php _____/ month
Total Area (in square meters and must state the number of floors)	_____ sqm; _____ floor/s
Total Parking Space (in square meters and must state the number of slots)	_____ sqm; _____ slots

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the **Most Economically Advantageous Bid (MEAB)/ Most Economically Advantageous Responsive Bid (MEARB)** or any Bid you may deceive.

We likewise certify/confirm that the undersigned, is granted full power and authority by the *Name of Bidder,* to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for **Lease of Office Space for Office of the Solicitor General** from December 2025 to December 2026, of the Office of the Solicitor General. Attached herewith is the written authority issued by the *Name of Bidder.*

We acknowledge that failure to sign each and every page of this Price Quotation Form shall be ground for the rejection of our bid.

Dated this _____ day of _____ 2025.

_____
(signature)
(in the capacity of)

Duly authorized to sign Bid for and on behalf of _____