

OFFICE OF THE SOLICITOR GENERAL

**LEASE OF OFFICE SPACE FOR THE OFFICE OF THE SOLICITOR GENERAL
(OSG)**

RATING FACTORS SHEET

	RATING FACTORS	WEIGHT (%)	RATING
I.	LOCATION AND SITE CONDITION		
	1. Distance from OSG main building 1.1 Beyond 1.8 kilometers (0%) 1.2 1-1.8 Kilometers (20%) 1.3 0.99 kilometer and below (40%)	40	
	2. Leasable space within the building/property to house the other OSG divisions/services in the future 2.1 No available additional space (0%) 2.2 With available additional space (5%) 2.3 With existing OSG offices and additional space (10%)	10	
	3. Land Classification, Utilization and Assessment 3.1 Not Urbanized (0%) 3.2 Highly Urbanized (10%)	10	

	<p>3. Topography and Drainage</p> <p>3.1 The building/property must be located in a flood-free area or must have appropriate drainage facilities and adequate ground elevation (5%)</p> <p>3.2 The building/property must be located in a flood-free area and must have appropriate drainage facilities and adequate ground elevation (15%)</p>	15	
	<p>4. Parking space exclusively for OSG</p> <p>4.1 Less than 20 parking slots (0%)</p> <p>4.2 20 parking slots and additional pay parking slots for OSG employees (10%)</p>	10	
	<p>5. Compliance with the Accessibility Law (B.P. 344)</p> <p>5.1 Minimum Compliance (5%)</p> <p>5.2 Full Compliance (10%)</p>	10	
	<p>6. Sidewalk and Waiting Shed</p> <p>6.1 Without sidewalk and waiting shed (0%)</p> <p>6.2 With sidewalk and waiting shed (5%)</p>	5	
		100	
II.	NEIGHBORHOOD DATA		

	<p>1. Prevailing rental rate and parking space:</p> <p>A. Office Rental Rate (10)</p> <p>1.1 Php 1,000 – 1,301.67 (5%) 1.2 Php 999 and below (10%)</p> <p>B. Parking Rental Rate (10)</p> <p>1.3 PhP 6,166,67 and above (5%) 1.4 PhP 6,166,67 and below (10%)</p>	20	
	<p>2. Sanitation and health conditions</p> <p>2.1 Below three (3) toilets & lavatories (5%)</p> <p>2.2 Three (3) or more toilets & lavatories (15%)</p>	15	
	<p>3. Property utilization</p> <p>3.1 Mixed-Used (5%)</p> <p>3.2 Purely Commercial (10%)</p>	10	
	<p>4. Police cars, ambulance, and firetrucks</p> <p>4.1 Not accessible (0%)</p> <p>4.2 Accessible (10%)</p>	10	
	<p>6. Cafeteria, Food Stores, and Restaurants</p> <p>6.1 Beyond 10 meters from the building (5%)</p> <p>6.2 Within the building or within 10 meters from the building (15%)</p>	15	

	<p>7. Banking/Postal/Telecom</p> <p>7.1 Beyond one (1) kilometer from the building (5%)</p> <p>7.2 Within the building or within One (1) kilometer from the building (10%)</p>	10	
	<p>8. Health Service Providers/Hospitals</p> <p>8.1 Beyond one (1) kilometer from the building (10%)</p> <p>8.2 Within one (1) kilometer from the building (20%)</p>	20	
		100	
III.	REAL PROPERTY		
	<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	12	
	<p>a. Office Space Layout</p> <p>a.1 With obstructions (e.g. false columns, drywall and etc. (2%))</p> <p>a.2 With no obstructions (4%)</p>	4	

	<p>b. Circulation</p> <p>b.1 Without existing loading and unloading bay (0%)</p> <p>b.2 Limited movement through, within and around the premises with existing loading and unloading bay (2%)</p> <p>b.3 Easy movement through, within and around the premises with existing loading and unloading bay (4%)</p>	4	
	<p>c. Light and Ventilation</p> <p>c.1 Inadequately lighted and ventilated in accordance with Rules 7 & 8 of the National Building Code (2%)</p> <p>c.2 Must be adequately lighted and ventilated in accordance with Rules 7 & 8 of the National Building Code (4%)</p>	4	
	3. Facilities	18	
	<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 atleast one (1) service elevator (4%)</p>	4	
	<p>d. Fire escapes and/or emergency exits</p> <p>d.1 With less than 2 fire escapes and/or emergency exits (0%)</p> <p>d.2 With at least two (2) fire escapes and/or emergency exits (1%)</p> <p>d.3 More than two (2) fire escapes and/or emergency exits (3%)</p>	3	
	<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 (3%)</p>	3	
	4. ICT Requirements	20	
	<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>	5	

	<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>	5	
	<p>c. Proximity of the leased office space to the existing OSG office spaces 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 (10%)</p>	10	
5. Other Requirements		25	
	<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 and below of 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 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) (50%)</p>	50	
	<p>2. Airconditioning</p> <p>2.1 With ducting stub-out only (10%)</p> <p>2.2 With ducting stub-out and air-conditioning unit (25%)</p>	25	
	<p>3. Repair and Maintenance</p> <p>3.1 Disallows the OSG to make its own repair and maintenance (0%)</p>	25	

	3.2 Allows the OSG to make its own repair and maintenance (25%)		
		100	

SUMMARY			
I.	Location and Site Condition (55)	x (.40)	
II.	Neighborhood Data (85)	x (.10)	
III.	Real Property (70) – w/ TBA	x (.40)	
IV.	Free Services and Facilities (100)	x (.10)	
FACTOR VALUE			