**APPENDIX B**

**DOCUMENTARY REQUIREMENT**

**ALTERNATIVE METHODS OF PROCUREMENT**

**LEASE OF REAL PROPERTY AND VENUE**

**RATING FACTORS AND DETERMINATION OF REASONABLENESS OF RENTAL RATES**

**Title:**

**Date:**

**ABC:**

**Venue:**

**C. TABLE OF RATING FACTORS FOR LEASE OF VENUE**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **RATING FACTORS** | **WEIGHT (%)** | **RATING** |
| **I** | **Availability** | **100** |  |
|  |  |  |  |
| **II** | **Location and Site Condition** |  |  |
|  |  |  |  |
|  | 1. **Accessibility** | (50) |  |
|  | 1. **Parking space** | (50) |  |
|  |  | **100** |  |
| **III** | **Neighborhood Data** |  |  |
|  | 1. **Sanitation and health condition** | (25) |  |
|  | 1. **Police and fire station** | (25) |  |
|  | 1. **Restaurant** | (25) |  |
|  | 1. **Banking and Postal** | (25) |  |
|  |  | 100 |  |
| **IV** | **Venue** |  |  |
|  | 1. **Structural condition** | (20) |  |
|  | 1. **Functionality** |  |  |
|  | 1. **Conference Rooms** | (10) |  |
|  | 1. **Room arrangement (e.g., single, double, etc.)** | (5) |  |
|  | 1. **Light, ventilation and air conditioning** | (5) |  |
|  | 1. **Space requirements** | (5) |  |
|  | 1. **Facilities** |  |  |
|  | 1. **Water supply and toilet** | (4) |  |
|  | 1. **Lighting system** | (5) |  |
|  | 1. **Elevators** | (4) |  |
|  | 1. **Fire escapes** | (4) |  |
|  | 1. **Fire fighting equipment** | (4) |  |
|  | 1. **Internet and Telecommunications** | (4) |  |
|  | 1. **Audio visual equipment** | (5) |  |
|  | 1. **Other requirements** |  |  |
|  | 1. **Maintenance** | (5) |  |
|  | 1. **Attractiveness** | (5) |  |
|  | 1. **Security** | (5) |  |
|  | 1. **Catering Services** | (5) |  |
|  | 1. **Client’s satisfactory rating** | (5) |  |
|  |  | **100** |  |
|  |  |  |  |
|  |  |  |  |
| **I** | **Availability** | **X(.5)=** |  |
| **II** | **Location and Site Condition** | **X(.1)=** |  |
| **III** | **Neighborhood Data** | **X(.05)=** |  |
| **IV** | **Venue** | **X(.35)=** |  |
|  | **FACTOR VALUE** |  |  |

**Note:** Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring Entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.

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