

LEASE OF VENUE REQUIREMENTS CHECKLIST

	Documentary Requirements	Remarks
1	Approved Procurement Plan. The Annual Procurement Plan of the procuring entity shall reflect the proposed lease of venue specifying the approved mode of procurement, the ABC, and the general description of the lease. <i>(Sec. 7.2, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001; GPPB Resolution No.08-2009, dated 03 November 2009)</i>	
2	Technical Specifications/Terms of Reference <i>(Sec. 17.2, R-IRR of RA No. 9184)</i> . Once the technical specifications have been finalized, at least three (3) price quotations shall be obtained within the vicinity of the selected location. <i>(GPPB Resolution No.08-2009, dated 03 November 2009)</i>	
3	Cost-Benefit Analysis to assess the feasibility of leasing a privately-owned venue as against purchasing or leasing from a government-owned venue. <i>(GPPB Resolution No.08-2009, dated 03 November 2009)</i>	
4	The recommendation of the end user unit to lease a privately-owned venue which shall also indicate the proposed location/s, the justifications therefor, and the result of the market analysis of the prevailing rates of lease contracts within the vicinity of the selected location/s. Please see Table of Rating Factors <i>(GPPB Resolution No.08-2009, dated 03 November 2009)</i>	
5	Purchase Request duly approved by proper authorities <i>(9.2 COA Cir. 2012-001)</i> . The Approved Budget for the Contract (ABC) shall be set using the midpoint of the range obtained from the results of the market analysis on the prevailing lease rates for real estates or venue within the vicinity of the selected location complying with the criteria and technical specifications of the end user unit. In no case shall the rental rates, including additional expenses exceed the ABC <i>(GPPB Resolution No.08-2009, dated 03 November 2009)</i>	
6	The procuring entity must validate whether it is entering into a contract with a technically, legally and financially capable lessor/supplier by requiring the submission of relevant documents or through other means. <i>(Sec. 53, R-IRR of RA No. 9184; GPPB Resolution No.08-2009, dated 03 November 2009)</i>	
7	Approval of the Head of Procurement Entity or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC <i>(9.2, COA Cir. 2012-001)</i>	
8	Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGU <i>(Sec. 25.2.iv.1, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001)</i>	
9	Sworn affidavit of the bidder that it is not related to the Head of Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree <i>(Sec. 47, R-IRR of RA 9184; 9.2, COA Cir. 2012-001)</i>	
10	Certificate of PhilGEPS Registration of lessor/supplier <i>(Sec. 8.2 a and b; 8.2.2 f; 54.3, R-IRR of RA No. 9184)</i>	
11	Other documents peculiar to the contract and/or the mode of procurement and considered necessary in the auditorial review and in the technical evaluation <i>(9.2.2, COA Cir. 2012-001)</i>	

Note: 1. As a general rule, procuring entities shall adopt public bidding as the general mode of procurement and shall see to it that the procurement program allows sufficient lead time for such public bidding. **Alternative methods shall be resorted to only in highly exceptional cases.** *(Section 48.2 Revised Implementing Rules and Regulations of RA 9184).*

2. The procuring entity shall ensure that the objectives and purpose of the lease contract do not constitute an unnecessary, excessive, extravagant, or unconscionable expenditure. *(GPPB Resolution No.08-2009, dated 03 November 2009)*

3. All lease contracts with ABCs costing more than Fifty Thousand Pesos (Php 50,000.00) shall be posted in the Philippine Government Electronic Procurement System. *(GPPB Resolution No.08-2009, dated 03 November 2009)*

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

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability		
II.	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		100	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g., single, double, etc.)	(5)	
	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	
	e. Fire fighting equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio visual equipment	(5)	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		100	

	RATING FACTORS	WEIGHT (%)	RATING
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.