



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : **11 March 2025**
RFQ No. : **2025-03-023**

Name of Company	:	_____
Address	:	_____
TIN	:	_____
PhilGEPS Registration No.	:	_____
Purchase Request No.	:	2025-03-023
End-User Unit	:	Office of the Senior Undersecretary for Digital Media Services
APP CY 2025 Reference:	:	1ST APP 2025
Source of Fund	:	GAA 2025 Regular Fund

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Lease of Real Property and Venue under Section 53.10** of the 2016 Revis Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Lease of Venue with Accommodation, Meals, Transportation, and another Technical Requirement for the MIL Training of Trainers (Pilot Run) and Module Review of OUDMS on 17 to 22 March 2025 (Procurement/Contract No. 2025-03-023)** with an Approved Budget for the Contract in the amount of **One Million Five Hundred Twenty-Five Pesos (PHP 1,000,525.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ **via e-mail** (procurement@pco.gov.ph) duly accomplished and signed by you or your duly authorized representative **not later than 13 March 2025 at 2:00 P.M¹**.

May we also request your good office to submit the following documentary requirements:

1. PhilGEPS registration number (**kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard**).
2. Valid Mayor's/Business Permit (**for recently expired permit, please attach a copy of the Official Receipt as proof of renewal**);
3. **Latest Income/Business Tax Return** (*for ABC above five hundred thousand*)

¹ In case there is suspension of work (due to declaration of a special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day at the same venue and time.



- pesos);
4. Duly Signed/Accomplished Revised and Updated Omnibus Sworn Statement (*template attached hereto as Annex "A".*) **to be Notarized by the eligible Lowest/Single Calculated Bidder.**; and
 5. **Copy of BIR form No. 2303** (for the purpose of processing payment once identified as the winning supplier and after delivery.

For any clarification, you may contact us via email at procurement@pco.gov.ph.

(Original Signed)
JOHN JAFET A. SORIANO
 BAC Secretariat

INSTRUCTIONS:

- Accomplish this RFQ correctly and accurately.
- Do not alter the contents of this form in any way.
- All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- Failure to follow these instructions will disqualify your entire quotation.
- For suppliers that submitted an accomplished RFQ within the initial deadline, the BAC - Secretariat may require the submission of a correct/updated documentary requirement within a given set deadline in case of incomplete or defective eligibility documents.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Lease of Venue with Accommodation, Meals, Transportation, and other Technical Requirements for the MIL Training of Trainers (Pilot Run) and Module Review of OUDMS on 18 to 22 2025 (Procurement/Contract No. 2025-03-023)	
<i>Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specifications".</i>	
Technical Specifications	Statement of Compliance
1. AVAILABILITY*	
The hotel must be available from 17 March to 22 March 2025 Function Room that can accommodate Forty-Five (45) pax March 18 to 21, 2025	
Guest Room/ Accommodation Requirements: Room Accommodations for 51 pax: - Check-in: March 17, 2025	

<ul style="list-style-type: none"> - Check-out: March 21, 2025 Room Type: For Secretariat <ul style="list-style-type: none"> - Four (4) Single Occupancy - 4 pax - Two (2) Double Occupancy - 4 pax Check-in: March 18, 2025 <ul style="list-style-type: none"> - Check-out: March 21, 2025 Room Type: For Secretariat <ul style="list-style-type: none"> - One (1) Single Occupancy - 1 pax - Three (3) Double Occupancy - 6 pax Check-in: March 18, 2025 Check-out: March 22, 2025 Room Type: For Participants <ul style="list-style-type: none"> - Eighteen (18) Double Occupancy - 36 pax Inclusions: Complimentary Buffet Breakfast from March 18-22, 2025	
2. LOCATION AND SITE CONDITION*	
Accessibility: Must be within Metro Manila: Preferably in <i>Pasay, Manila, and Makati</i> Parking Space: Parking: Complimentary car park allotment for at least 10 vehicles with valet assistance. Must have available parking space for pick up and drop off participants*	
3. NEIGHBORHOOD DATA*	
<ul style="list-style-type: none"> - Proximity to necessary Establishment: Must be near other necessary establishments (i.e. banks, hospitals, etc.) Proximity to Postal and Telecommunications service providers - Sanitation and health condition: Proper waste management system such as regular garbage collection and with Sanitary Permit from the appropriate authority - Police and Fire Station: Proximity to Police and Fire Stations 	
4. VENUE/REAL PROPERTY*	
Structural Condition: The structure is made of concrete and structural steel materials or a combination of both.	
Function Room	
Venue Requirement/s: Function Room usage: March 18 to 21, 2025, 9:00 AM – 6:00 PM (9hours) Set-up Style: a. Venue has to provide tables and chairs for Forty-Five (45)	

<p>pax</p> <p>b. Classroom Type arrangement.</p> <p>OTHER REQUIREMENTS:</p> <p>I. Table Arrangement:</p> <p>a. Name cards and/ or Table number for each table</p> <p>b. Tablecloth and Chair Cover</p> <p>II. Holding Room: For Ten (10) pax <i>(Access to holding room for the whole duration of the event)</i></p> <p>III. Other Requirement/s: Free of Charge</p> <ul style="list-style-type: none"> - Provide alcohol dispensers at the entrance/registration area. - Rostrum/ Podium for the stage - Two (2) secretariat tables and three (3) chairs - Use of Event signage(s) / Signboard(s) - Air-conditioned function room/venue - Inclusive of stage & venue decor set-up hours - Use of stanchion posts with Rope / Retractable Belt (Quantity upon request of PCO-OSUDMS) - Black tablecloth for Registration tables - Flip Charts (3) 	
Technical Requirement*	
<p>Technical Requirements for 3 days rental:</p> <p>Rental for 9 hours (March 19-21, 2025, 9:00 AM - 6:00 PM)</p> <ul style="list-style-type: none"> I. 1 set of LED Wall Screen w/ high refresh rate 8 ft H x 11 ft L II. 3 units of wireless microphones for hosts, speakers, and interactors from guest participant III. 1 lot of basic light equipment IV. 1 lot of basic sound equipment <p>Other Requirements:</p> <ul style="list-style-type: none"> I. Inclusive of installation, dismantling, transportation expenses, crew meals, all costs, and applicable taxes to the proposed quotation. II. Supplier to set up 4 to 12 hours before the event and dismantle after the event proper 	
Facilities	
<ul style="list-style-type: none"> - Fully Airconditioned facility; - Must have available hotel staff and technical personnel assisting during the event; 	

<ul style="list-style-type: none"> - Compliant with basic protective safety measures against emergency arises; - Continuous water supply & accessible comfort rooms (separate male and female); - Compliance with the standards provided by the Building Code of the Philippines; - Must have at least one (1) operational elevator for Four (4) or more story buildings; - Accessible emergency exit and alarm, standby fire extinguisher, and automatic sprinkler; - Available telephone and/or Internet Connection of at least 50 Mbps; - Must have lighting system bright enough for reading; - Provision of extension cords/ electrical outlets for the laptops of the participants at no additional expense; - Provision of pads, pencils, and mints/candies for 45 participants; - Provision of Philippine flag and pole; - Waived electricity charges for the use of laptops, printers, projectors, and cell phone chargers* 	
Other Requirements	
<ul style="list-style-type: none"> - Provision of janitorial and maintenance services - Ambiance promotes learning - Adequate security service (24/7) - Use of energy-efficient lighting - Options for multiple-use toiletries 	
TRANSPORTATION REQUIREMENTS	
<ul style="list-style-type: none"> I. Van Capacity: Up to 10 pax capacity II. Number of Van: 3 III. Description: Seater Service Vehicle IV. Requirements: Multiple drop-off and pick-up for 6-10 hours V. Target Dates: <ul style="list-style-type: none"> - Date: March 18, 2025 Route: Airport to Hotel Travel Time: 7:00 AM - 5:00 PM (Tentative) - Date: March 21, 2025 Route: Hotel to Airport Travel Time: 1:00 PM - 6:00 PM (Tentative) 	

<p>Date: March 22, 2025</p> <p>Route: Hotel to Airport</p> <p>Travel Time: 5:00 AM - 1:00 PM (Tentative)</p> <p>Please Note:</p> <ol style="list-style-type: none"> 1. An actual photo of the vehicle must be sent prior to the date of usage in the situation where the offered vehicle is unavailable, the replacement vehicle must be of equal or greater quality. 2. Travel time may be adjusted, and the final schedule will be determined by the PCO-OSUDMS. 3. The driver must be on standby for at least 1 hour before the scheduled travel time. <p>Inclusions:</p> <ul style="list-style-type: none"> - Disinfection of vehicles and disinfection items such as alcohol or disinfectant sprays stored inside the vehicles; - Comprehensive vehicle insurance should be updated 	
CATERING SERVICES	
<p>Food & Beverage Requirement/s:</p> <p>I. Day 0: March 18, 2025</p> <ul style="list-style-type: none"> - Buffet Set-up: 7:00 AM (Breakfast) 12:00 PM (Lunch), 6:00 PM (Dinner) - AM Snack for Forty (45) pax - Lunch for Forty (45) pax - Dinner for Forty (45) pax <p>II. Day 1: March 19, 2025</p> <ul style="list-style-type: none"> - Buffet Set-up: 12:00 PM (Lunch), 3:00 PM (PM Snack), 6:00 PM (Dinner) - Lunch for Forty (45) pax - Dinner for Forty (45) pax - PM Snack for Forty (45) pax <p>III. Day 2: March 20, 2025</p> <ul style="list-style-type: none"> - Buffet Set-up: 12:00 PM (Lunch), 3:00 PM (PM Snack), 6:00 PM (Dinner) - Lunch for Forty (45) pax - Dinner for Forty (45) pax - PM Snack for Forty (45) pax <p>IV. Day 3: March 21, 2025</p> <p>Buffet Set-up: 12:00 PM (Lunch), 6:00 PM (Dinner)</p>	

<ul style="list-style-type: none"> - Lunch for Forty (45) pax - Dinner for Forty (45) pax <p>V. Day 4: March 22, 2025</p> <ul style="list-style-type: none"> - Buffet Set-up: 12:00 PM (Lunch) - Lunch for Forty (45) pax <p>Please Note: <i>Complimentary Buffet breakfast for Forty (40) pax from Day 1 to Day 4</i></p> <p>OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> • Inclusive of rice, choices of meats between pork, chicken, beef, and fish, appetizers, soup, salads, side dishes, desserts, and drinks, etc. • Service charge, waiters/servers, delivery charge, utensils (e.g., spoons, forks, cups, and tissue are available), and other related expenses included • The final count and menu order are to be determined by PCO- OUDMS. • Food menu and tasting, subject for approval of PCO- OUDMS, 2 to 5 days prior to the actual event. • Must comply with food and safety laws • The food menu arrangement must consider guests' allergies and dietary restrictions, and labels indicating food allergens must be included in the food setup. • The food menu must be halal-friendly, with no pork dishes. 	
GENERAL REQUIREMENTS	
<ul style="list-style-type: none"> - Delivery Period: 17-22 March, 2025 - Delivery Address: Must be within Metro Manila: Pasay, Makati, and Manila - The passing rate on the reasonableness of rental rates for the lease of Venue is set at Ninety (90%) after conducting a site visit. - Service charges, waiters/servers, delivery charges, utensils (e.g., spoons, forks, cups, and tissues are available), and other related expenses are included. - Final or additional venue requirements and instructions shall be determined by the representative from the PCO-OUDMS. - The date may change two (2) weeks before or four (4) weeks after the indicated date herein. - PCO End-users might visit or examine the proposed venue and function room via electronic means (e.g., Zoom 	

<p>teleconferencing) provided by the supplier at least a week prior to the said event.</p> <ul style="list-style-type: none"> - The price quotation shall be inclusive of all costs and applicable taxes (i.e., VAT, delivery fee, bank fees, and other charges). - Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative. - Suppliers must be PhilGEPS Accredited (at least Red Membership registration). - Payment will be on a SEND BILL ARRANGEMENT (No down payment), i.e., full payment will be made after the completion of the event of delivery of the service/product. - Must comply with food safety laws. - Must not have a derogatory record in the PCO and other government agencies; - PCO preferred that payment be deposited into a Landbank Account payable to avoid bank charges; otherwise, the Supplier will bear the cost. - The meals/beverages served must be of high quality and prepared in a clean and hygienic manner in accordance with health and safety regulations. - In cases of unforeseen contingencies (i.e., Force majeure) the enforcement, postponement, and termination of the contract will be upon the recommendation of the PCO. 	
Payment Terms: Payment shall be made upon completion of service/s and submission of required payment documents in accordance with the existing government accounting rules and regulations.	
Liquidated Damages: Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed. The PCO may rescind the contract once the cumulative number of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.	

FINANCIAL OFFER

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate “0” or “-” if the item being offered is for free.

Lease of Venue with Accommodation,	Meals,	APPROVED BUDGET FOR THE CONTRACT (ABC):
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Transportation, and other Technical Requirements for the MIL Training of Trainers (Pilot Run) and Module Review of OUDMS on 18 to 22 2025 (Procurement/Contract No. 2025-03-023)		One Million Five Hundred Twenty-Five Pesos (PHP 1,000,525.00) <i>Note: The submitted Bid amount should not exceed the ABC</i>	
Description	Quantity	Unit Price	Subtotal
Lease of Venue with Accommodation, Meals, Transportation, and other Technical Requirements for the MIL Training of Trainers (Pilot Run) and Module Review of OUDMS on 18 to 22 2025	1 lot		
TOTAL OFFERED QUOTATION (Total Amount for all Items)		In words: <hr/> <hr/> Figures: ₱ <hr/>	

<p>Terms of Payment:</p> <p><i>Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.</i></p> <p><u>Payment Details:</u></p> <p>Banking Institution:</p> <p>Account Number:</p> <p>Account Name:</p> <p>Branch:</p>

TERMS AND CONDITIONS:

- Suppliers/Service providers shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.

6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PCO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor or consultant.**
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCO shall rescind the contract once the cumulative number of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	

(KINDLY USE THIS UPDATED OSS)
Attached is the Word File to be used
Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided

therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.
11. [Name of Bidder] hereby assigns the following contact person/representative, number/s and e-mail address/es as the official contact person, telephone number and contact reference of the company where the PCO BAC official notices may be transmitted.

Contact Person:	
Telephone No/s.:	
E-mail Address:	
Mobile No.:	

It is understood that notice/s transmitted in any of the above-stated contact person/representative, telephone number and/or e-mail address are deemed received as of its transmittal, and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

SUBSCRIBED AND SWORN to before this day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used²], with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

NOTARY PUBLIC

My commission expires Dec. 31, 20____;

Not. Reg. No. _____;

Page No. _____;

²The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.

"Sec. 12. Competent Evidence of Identity - The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSTS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification.

Book _____;
 Series of 20 _____:

RATING FACTORS AND DETERMINATION OF REASONABLENESS OF RENTAL RATES

A. TABLE OF RATING FACTORS FOR LEASE OF REAL PROPERTY

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II.	Location and Site Condition		
	1. Accessibility	(50)	
	2. Sidewalk and waiting shed	(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. Firefighting 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	
I.	Availability	$\times (.5) =$	
II.	Location and Site Condition	$\times (.1) =$	

III.	Neighborhood Data	× (.05) =	
IV.	Venue	× (.35) =	
FACTOR VALUE			

Note: The weight of each rating factor may be changed as long as the total weight per classification is equivalent to 100. Figures in parentheses are samples. The procuring Entity must determine the 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.