

**ANNEX B  
GOVERNMENT PROCUREMENT POLICY BOARD  
CONSOLIDATED PROCUREMENT MONITORING REPORT  
(Page 1 of 2)**

Name of Agency: DOLE RO6

Period Covered: CY 2016

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
<b>1. Public Bidding*</b>											
1.1. Goods	4,229,417.95		8	3	3,465,631.73	5	7	7	5	8	3
1.2. Works											
1.3. Consulting Services	4,229,417.95		8	3	3,465,631.73	5	7	7	5	8	3
Sub-Total											
<b>2. Alternative Modes</b>											
2.1.1 Shopping (5% 1 b above 50K)											
2.1.2 Shopping (Others)	1,730,742.50		15	15	1,300,613.00						
2.2. Direct Contracting	362,037.00		9	9	362,037.00						
2.3. Repeat Order											
2.4. Limited Source Bidding											
2.5.1 Negotiation (Common-Use Supplies)	231,861.77		7	7	231,861.77						
2.5.2 Negotiation (IFB 53.1)	3,332,000.00		2	1	797,420.00					2	1
2.5.3 Negotiation (SIP 53.9 above 50K)	6,003,260.52		40	39	5,300,442.52					40	39
2.5.4 Negotiation (Others)											
Sub-Total	12,059,801.79		73	71	8,032,074.29					42	40
<b>3. Foreign Funded Procurement**</b>											
3.1. Publicly-Bid											
3.2. Alternative Modes											
Sub-Total	0.00		0	0	0.00						
<b>4. Others, specify:</b>											
TOTAL	16,289,319.74		81	74	11,497,706.02						

\* Should include foreign-funded publicly-bid projects per procurement type

\*\* All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted

**ANNEX B  
GOVERNMENT PROCUREMENT POLICY BOARD  
CONSOLIDATED PROCUREMENT MONITORING REPORT  
(Page 2 of 2)**

Name of Agency: DOLF RO6

Period Covered: CY 2016

	Column 12	Column 13	Column 14	Column 15	Column 16	Column 17	Column 18
	Total No. Of Contracts that Incurred negative slippage	Total No. of contracts with amendments to order or variation orders	Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to Resolve Requests for Reconsiderations / Protests	No. of Contracts Awarded within prescribed timeframes
<b>1. Public Bidding*</b>							
1.1. Goods	0	0	7	0	0	7	3
1.2. Works							
1.3. Consulting Services							
Sub-Total	0	0	N/A	0	0	7.00	3
<b>2. Alternative Modes</b>							
2.1.1 Shopping (S2, 1.b above 50K)							
2.1.2 Shopping (Others)							
2.2. Direct Contracting							
2.3. Repeat Order							
2.4. Limited Source Bidding							
2.5.1 Negotiation (Common-Use Supplies)							
2.5.2 Negotiation (TFB 53.1)							
2.5.3 Negotiation (SVP 53.9 above 50K)							
2.5.4 Negotiation (Others)							
Sub-Total							
<b>3. Foreign Funded Procurement**</b>							
3.1. Publicly-Bid							
3.2. Alternative Modes							
Sub-Total							
<b>4. Others, specify:</b>							
<b>TOTAL</b>							

\* Should include foreign-funded publicly-bid projects per procurement type  
 \*\* All procurement using foreign funds excluding National Competitive Bidding (NCB) contracts; conversion to pass will be at BSP rates at the time the bids/quotations were submitted

Prepared by:

*Clarisse V. Emilia*

**CLARISSSE V. EMILIA**  
BAC Secretariat/LEO III

Recommending Approval:

*Atty. Max B. Villaruel*

**ATTY. MAX B. VILLARUEL**  
Bids and Awards Committee Chairman

Approved by:

*Salome O. Slaton*

**SALOME O. SLATON**  
OIC - Regional Director

**ANNEX A**  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form**

Name of Agency: DOLE RO6  
Date of Self Assessment: January 11, 2017

Name of Evaluator: Clarisse Emilia  
Position: BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
<b>PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Procurement Method</b>					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	30.14%	0.00	Generally procurements for office supplies or goods are ordered through PS-DBM if such are available with them and also through Agency to Agency.	PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	4.05%	0.00	Generally procurements for office supplies or goods are ordered through PS-DBM if such are available with them and also through Agency to Agency.	PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	11.31%	0.00	Most of the procurement are done through SVP since the items are for DOLE's various projects and not regular office supplies.	PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	55.40%	0.00	One of the Negotiated Procurement-Two Failed Biddings procurement was not awarded since the bidders were not available.	PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	3.15%	1.00		PMRs
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	0.00%	3.00		PMRs
8	(f) Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Compliant	3.00		APP, APP-CSE, PMR
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9	(a) Average number of entities who acquired bidding documents	0.88	0.00	There were few bidders who were interested to join and in some biddings, no bidder was interested.	Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	0.88	0.00	There were few bidders who were interested to join and in some biddings, no bidder was interested/eligible.	Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	0.63	0.00	There were few bidders who were interested to join and in some biddings, no bidder was interested.	Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
		<b>Average I</b>	<b>1.08</b>		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
13	(a) Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
14	(b) Creation of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
<b>Indicator 5. Procurement Planning and Implementation</b>					
15	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
<b>Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)</b>					
16	(a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records

**GOVERNMENT PROCUREMENT POLICY BOARD**  
**Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form**

Name of Agency: DOLE RO6  
 Date of Self Assessment: January 11, 2017

Name of Evaluator: Clarisse Emilla  
 Position: BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
17	(b) Percentage of contract award information posted by the Phil-GEPs-registered Agency	100.00%	3.00		Agency records and/or PhilGEPs records
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency	100.00%	3.00		Agency records and/or PhilGEPs records
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
19	(a) Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		<b>Average II</b>	<b>3.00</b>		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	70.58%	2.00		APP (including Supplemental amendments, if any) and PMRs
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	37.50%	0.00	There were only few bidders who were interested to join the biddings and some were not eligible.	APP(including Supplemental amendments, if any)and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	62.50%	0.00	There were no interested bidders who submitted their bids despite posting of advertisement.	APP (including Supplemental Amendments, if any) and PMRs
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
24	(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	100.00%	3.00		PMRs
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	n/a	n/a		PMRs
26	(c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR	n/a	n/a		PMRs
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
27	(a) There is a system within the procuring entity to evaluate the performance of procurement personnel	Fully Compliant	3.00		Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff
28	(b) Percentage of participation of procurement staff in annual procurement training	Between 91.00-100%	3.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
29	(c) Agency has activities to inform and update entities on public procurement	Compliant	3.00		Ask for copies of documentation of activities for bidders
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
30	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
31	(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
<b>Indicator 12. Contract Management Procedures</b>					
32	(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation forms
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts	Partially Compliant	1.00		Specific procurement contract with amendment to order, variation order or with negative slippage

**GOVERNMENT PROCUREMENT POLICY BOARD**  
**Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form**

Name of Agency: DOLE RO6  
 Date of Self Assessment: January 11, 2017

Name of Evaluator: Clarisse Emilia  
 Position: BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
34	(c) Timely payment of procurement contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	2.25		
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
35	(a) Observers are invited to all stages of every public bidding activity	Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
36	(b) Attendance of Observers in public bidding activities	0.00%	0.00	Despite written invitation/notice, there were no observers interested to attend .	PMRs and Abstract of Bids
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
37	(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
38	(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					
39	(a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Substantially Compliant	2.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>					
40	(a) Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		Average IV	2.33		
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>			<b>2.17</b>		

\* APCPI Rating is based on the APCPI Rating System found in Annex C of the User's Guide. Please use this rating system for the self-assessment. After completing the assessment, identify those Indicators with ratings of between 0 to 2 and formulate a procurement capacity development plan called the APCPI Action Plan based on the attached format and submit to GPPB for monitoring.

\* For sub-indicators that are not applicable to your specific agency, please write the word Not Applicable in the second column and do not put a rating

**Summary of APCPI Scores by Pillar**

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework	3.0000	1.08
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	3.00
Pillar III: Procurement Operations and Market Practices	3.0000	2.25
Pillar IV. Integrity and Transparency of Agency Procurement Systems	3.0000	2.33
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>	<b>3.0000</b>	<b>2.17</b>

Annex D

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: . DOLE RO6

Period: February-June 2017

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1(a)	Percentage of public bidding contracts in terms of amount of total procurement	Massive campaign through notices, postings, dialogues of bid opportunities and Procurement Laws for bidders	BAC	February-April 2017	meeting facilities
1(b)	Percentage of public bidding contracts in terms of volume of total procurement	Massive campaign through notices, postings, dialogues of bid opportunities and Procurement Laws for bidders	BAC	February-April 2017	meeting facilities
3(a)	Average number of entities who acquired bidding documents	Massive campaign through notices, postings, dialogues of bid opportunities and Procurement Laws for bidders	BAC	February-April 2017	meeting facilities
3(b)	Average number of bidders who submitted bids	Massive campaign through notices, postings, dialogues of bid opportunities and Procurement Laws for bidders	BAC	February-April 2017	meeting facilities
3(c)	Average number of bidders who passed eligibility stage	Massive campaign through notices, postings, dialogues of bid opportunities and Procurement Laws for bidders	BAC	February-April 2017	meeting facilities
8(b)	Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	Massive campaign through notices, postings, dialogues of bid opportunities and Procurement Laws for bidders	BAC	February-April 2017	meeting facilities
8(c)	Percentage of failed biddings and total number of procurement activities conducted	Massive campaign through notices, postings, dialogues of bid opportunities and Procurement Laws for bidders	BAC	February-April 2017	meeting facilities
13(b)	Attendance of Observers in public bidding activities	To tap active CSOs and intermediaries as observers	BAC	February-June 2017	

ANNEX C  
APCR Revised Scoring and Rating System

No.	Assessment Conditions	Pass/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
<b>PILAR I: COMPLIANCE WITH LEGAL AND REGULATORY REQUIREMENTS</b>					
<b>Indicator 1: Competitive Bidding and Bid Solicitation</b>					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement		0.70	0.81	0.91
2	(b) Percentage of public bidding contracts in terms of volume of total procurement		0.20	0.80	0.50
<b>Indicator 2: Alternative Methods of Procurement</b>					
3	(a) Percentage of response contracts in terms of amount of total procurement		0.05	0.05	0.01
4	(b) Percentage of response contracts in terms of volume of total procurement		0.12	0.08	0.01
5	(c) Percentage of Direct Contract in terms of amount of total procurement		0.05	0.05	0.01
6	(d) Percentage of Direct Contract in terms of volume of total procurement		0.04	0.03	0.01
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement		0.05	0.03	0.01
8	(f) Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APPS) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Not Compliant			Compliant
<b>Indicator 3: Competitiveness of the Bidding Process</b>					
9	(a) Average number of qualified bidders who submitted bidding documents		2	4.00	6.00
10	(b) Average number of bidders who submitted bids		1	3.00	5.00
11	(c) Average number of bidders who passed eligibility check		1	2.00	5.00
12	(d) Solicitor asked to procure bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>PILAR II: AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4: Presence of Procurement Organization</b>					
13	(a) Existence of Procurement Organization (PO)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
14	(b) Existence of a Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 5: Procurement Planning and Implementation</b>					
15	(a) APPE is updated for all types of procurement	Not Compliant			Compliant
<b>Indicator 6: Use of Philippine Government Electronic Procurement System (PhilGPS)</b>					
16	(a) Percentage of bid opportunities posted by the PhilGPS-registered Agency		0.71	0.81	0.91
17	(b) Percentage of contract award information posted by the PhilGPS-registered Agency		0.20	0.51	0.80
18	(c) Percentage of contract awards posted through alternative methods besides PhilGPS-registered Agency		0.20	0.51	0.80
<b>Indicator 7: System for Demand and Monitoring Procurement Information</b>					
19	(a) Presence of web-based, user-friendly procurement information easily accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GFR, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>PILAR III: PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8: Efficiency of Procurement Processes</b>					
21	(a) Percentage of total amount of procurement awarded against total amount of approved APPE		1.00	0.40	0.61
22	(b) Percentage of total number of procurement awarded against total number of procurements activities done through public bidding		0.90	0.90	0.93
23	(c) Percentage of failed bids and total number of procurement activities conducted		0.10	0.08	0.05
<b>Indicator 9: Compliance with Procurement Timelines</b>					
24	(a) Percentage of contracts awarded within the prescribed period to procure goods as indicated in Annex "C" of the RFR		0.90	0.95	1.00
25	(b) Percentage of contracts awarded within the prescribed period to procure infrastructure projects as indicated in Annex "C" of the RFR		0.90	0.95	1.00
26	(c) Percentage of contracts awarded within the prescribed period to procure consulting services as indicated in Annex "C" of the RFR		0.90	0.95	1.00
<b>Indicator 10: Capacity Building for Government Personnel and Private Sector Participants</b>					
27	(a) There is a system which the procuring entity to evaluate the effectiveness of procurement personnel	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
28	(b) Percentage of satisfaction of procurement staff in annual procurement training	Less than 80.00% Trained	Between 80.00-75.99% Trained	Between 75.00-50.50% Trained	Between 51.00-100% Trained
29	(c) Agency has conducted training for bidders and public contractors	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 11: Management of Procurement and Contract Management Records</b>					
30	(a) The Bids Specialist has a system for recording and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	(b) Implementation Unit has and is implementing a system for recording and maintaining contract management records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 12: Contract Management Procedures</b>					
32	(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of economic performance	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and stoppage in public bid contracts	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
34	(c) Timely payment of consultant contracts	Above 45 days	Between 31-45 days	Between 16-31 days	On or Below 16 days
<b>PILAR IV: INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEMS</b>					
<b>Indicator 13: Observer Participation in Public Bidding</b>					
35	(a) Observers are invited to all stages of every public bidding activity	Not Compliant		0.70	0.80
36	(b) Absence of observers in public bidding activities				Compliant
<b>Indicator 14: Internal and External Audit of Procurement Activities</b>					
37	(a) Creation and adoption of internal audit unit as prescribed by OIG (Circular Letter No. 2005-5, April 4, 2005)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
38	(b) Agency Action on Audit Year's Audit Recommendation (Annex A) and procurement related transactions	Below 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance	Above 90-100% compliance
<b>Indicator 15: Capacity to Handle Procurement Related Complaints</b>					
39	(a) The procuring entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 16: Anti-Corruption Programs Related to Procurement</b>					
40	(a) Agency has a specific anti-corruption measures related to procurement	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

Name of Agency: DOLE RO6  
Name of Respondent: ATTY DAX B. VILLARUEL

Date: 11-Jan-17  
Position: BAC CHAIRMAN

Instruction: *Mark the given boxes if each condition is met*

1. Do you prepare an Annual Procurement Plan for all types of procurement? (5a)

Yes  No

2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (2f)

Yes  No

3. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)

Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;

Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;

Minutes of pre-bid conference are readily available within three (3) days.

4. In creating your BAC and BAC Secretariat which of these conditions is/are present?

For BAC: (4a)

Office Order creating the Bids and Awards Committee;

There are at least five (5) members of the BAC;

Members of BAC meet qualifications; and/or



Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat

The Head of the BAC Secretariat meets the minimum qualifications

Majority of the members of BAC Secretariat are trained on R.A. 9184

5. In determining whether you provide up-to-date procurement information easily accessible at no cost, which of these conditions is/are met? (7a)

Agency has a working website

Procurement information is up-to-date

Information is easily accessible at no cost

6. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)

Agency prepares the PMRs

PMRs are promptly submitted to the GPPB

PMRs are posted in the agency website

PMRs are prepared using the prescribed format

7. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

There is a written procedure within the procuring entity in evaluating the performance of procurement personnel

Procuring entity communicates standards of evaluation to procurement personnel

Procuring entity acts on the results and takes corresponding action

8. Have all of your procurement staff participated in annual procurement training? (10b)

Yes  No

If no, please indicate the how many of your procurement staff participated in annual procurement training: \_\_\_\_\_ out of \_\_\_\_\_

9. Do you conduct dialogue to inform and update bidders on the procurement regulations? (10c)

Yes  No

If yes, how often? \_\_\_\_\_ 4 \_\_\_\_\_ times/year

10. In determining whether the BAC Secretariat has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11a)

There is a list of contract management related documents that are maintained for a period of at least five years

The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and soft copies in dedicated computers

The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

11. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)

X There is a list of contract management related documents that are maintained for a period of at least five years

X The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and soft copies in dedicated computers

X The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

12. In determining if the agency has well defined and written procedures for quality control, acceptance and inspection of goods, works and services, which of these conditions is/are present? (12a)

X Agency has written procedures for quality control, acceptance and inspection of goods, services and works

X Supervision of civil works is carried out by qualified construction supervisors

X Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)

13. In determining whether your agency complies with the thresholds prescribed for amendments to order, variation orders, advance payment, and slippage in publicly bid contracts, which of these conditions is/are met? (12b)

Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price

Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount

X Goods, works and services are timely delivered

14. How long it will take for your agency to release the final payment to your supplier/service provider, contractor/consultant? (12c)      7      days

15. Do you invite Observers in all stages of procurement? (13a)

Yes  No

If yes, to which stage/s do you invite Observers?  
(please mark all applicable stages)

- Pre-Proc Conference
- Ads/Post of IAEB
- Pre-bid Conf
- Eligibility Check
- Sub/Open of Bids
- Bid Evaluation
- Post Qual
- Notice of Award
- Contract Signing/Approve Purchase Order
- Notice to Proceed
- Delivery/Completion
- Acceptance/Turnover

16. In creating and operating your Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008), which set of conditions were present? (14a)

Office Order creating the Internal Audit Unit as prescribed by the DBM  
(Circular Letter No. 2008-5, April 14, 2008)

Conduct of regular audit of procurement processes and transactions by internal audit unit

Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report

17. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

Yes

If yes, percentage of COA recommendations responded to or implemented within six months  
\_\_\_\_\_ %

No procurement related recommendations regarding received

18. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements, which of conditions is/are present? (15a)

The BAC and the HOPE resolved Requests for Reconsideration and Protests within seven (7) calendar days as per Section 55 of the IRR and decisions

Decisions on Protests are submitted to GPPB

Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body

19. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (16a)

Agency has a specific good governance program including anti-corruption and integrity development;

Agency has a specific office responsible for the implementation of good governance programs;

Agency has specific policies and procedures in place for detection and prevention of corruption associated with procurement.