NG

REPUBLIKA NG PILIPINAS

Republic of the Philippines PAMANTASANG NORMAL NG PILIPINAS

Philippine Normal University

NG PAMBANSANG SENTRO SA EDUKASYONG PANGGURO

The National Center for Teacher Education

Ma. Intainette C. Montealegre Officer-in-Charge. Office of the President

Maynila Manila

January 31, 2019

Government Procurement Policy Board Unit 2506, Raffles Corporate Center F. Ortigas Jr. Road, Ortigas Center 1605 900-6741 to 44

Sir/Madam:

This is to respectfully submit the Agency Procurement Compliance and Performance Indicator (APCOPI) 2018 of the Philippine Normal University.

Thank you.

Very truly yours,

MA. ANTOINETTE C. MONTEALEGRE

Officer-in-Charge, Office of the President

Telefax No.: 527-0375 E-mail: president a punceduph Website: www.pnu.edu.ph

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

Name of Agency: <u>Philippine Normal University</u> Date of Self Assessment: <u>January 30, 2019</u> Name of Evaluator: <u>Dr. Reyes/Dr. Diaz</u> Position: <u>BAC Chairpersons</u>

).	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
LAP	I. LEGISLATIVE AND REGULATORY FRAMEWORK				
icat	or 1. Competitive Bidding as Default Method of Procurement				T
F	ercentage of competitive bidding and limited source bidding ontracts in terms of amount of total procurement	58.11%	0.00		PMRs
F	ercentage of competitive bidding and limited source bidding ontracts in terms of volume of total procurement	9.60%	0.00		PMRs
_					
,]	tor 2. Limited Use of Alternative Methods of Procurement Percentage of shopping contracts in terms of amount of total procurement	16.06%	0.00		PMRs
5	Percentage of negotiated contracts in terms of amount of	19.51%	0.00		PMRs
С	Percentage of direct contracting in terms of amount of total	6.33%	0.00		PMRs
,	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs Procurement documents relative to
e	Compliance with Repeat Order procedures	n/a	n/a		conduct of Repeat Order Procurement documents relative to
.f	Compliance with Limited Source Bidding procedures	n/a	n/a		conduct of Limited Source Bidding
- زاي	ator 3. Competitiveness of the Bidding Process				
	Average number of entities who acquired bidding documents	0.72	0.00		Agency records and/or PhilGEPS records
.b	Average number of bidders who submitted bids	0.62	0.00		Abstract of Bids or other agency records Abstract of Bids or other agency records
.с	Average number of bidders who passed eligibility stage	0.59 Fully	0.00		Abstract of Bids of Other agency records Agency records and/or PhilGEPS records
.d	Sufficiency of period to prepare bids	Compliant	3.00		Cost Benefit Analysis, Work Plans,
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Technical Specifications included in biddi documents
	TO A STANCE OF THE MANAGEM	Average !	0.82		
7LL	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEM. cator 4. Presence of Procurement Organizations	CHI CHI TICTI			Verify copy of Order creating BAC;
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Organizational Chart; and Certification o
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Ind	cator 5. Procurement Planning and Implementation				Copy of APP and its supplements (if any
5.a	An approved APP that includes all types of procurement Preparation of Annual Procurement Plan for Common-Use	Compliant	3.00		Copy of AFF and its supplements (a stry
5.b	Supplies and Equipment (APP-CSE) and Procurement of	Fully t Compliant	3.00		APP, APP-CSE, PMR
5.0	Existing Green Specifications for GPPB-identified non-CSE	Not Complia	nt 0.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement acti
in:	licator 6. Use of Government Electronic Procurement System Percentage of bid opportunities posted by the PhilGEPS-	100.00%	3.00		Agency records and/or PhilGEPS record
6.	Percentage of contract award information posted by the	100.00%	3.00		Agency records and/or PhilGEPS record
	PhilGEPS-registered Agency Percentage of contract awards procured through alternative	 			Agency records and/or PhilGEPS record

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

Name of Agency: <u>Philippine Normal University</u> Date of Self Assessment: <u>January 30, 2019</u>

Name of Evaluator: Dr. Reyes/Dr. Diaz

Position: BAC Chairpersons

-	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
icato	or 7. System for Disseminating and Monitoring Procurement	Information			identify specific procurement-related
Pr	resence of website that provides up-to-date procurement formation easily accessible at no cost	Fully Compliant	3.00		portion in the agency website and specific website links
G	reparation of Procurement Monitoring Reports using the PPB-prescribed format, submission to the GPPB, and posting in agency website	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.70		
LAR	III. PROCUREMENT OPERATIONS AND MARKET PRACTICES or 8. Efficiency of Procurement Processes				
- P	ercentage of total amount of contracts signed within the ssessment year against total amount in the approved APPs	80.93%	3.00		APP (including Supplemental amendments if any) and PMRs
b r	ercentage of total number of contracts signed against total number of procurement projects done through competitive	87.18%	0.00		APP(including Supplemental amendments, if any)and PMRs
	oldding Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Not Compliant	0.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variation to order amount to 10% or less
\neg	itor 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of	100.00%	3.00		PMRs
$\overline{}$	action to procure goods Percentage of contracts awarded within prescribed period of	100.00%	3.00		PMRs
_	action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
		ivate Sector Parti	icinants		
ndic 10.a	ator 10. Capacity Building for Government Personnel and Pr There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	İ	1 00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel Ask for copies of Office Orders, training
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00		modules, list of participants, schedules o actual training conducted
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00		Ask for copies of documentation of activities for bidders
	<u>,,</u>	oment Records	<u>. L</u>		
Indi	The BAC Secretariat has a system for keeping and maintaining procurement records		3.00		Verify actual procurement records and time it took to retrieve records (should kno more than two hours) Refer to Section 4.1 of User's Manual folist of procurement-related documents record-keeping and maintenance.
11.	Implementing Units has and is implementing a system for b keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve reconshould be no more than two hours
Ind	Agency has defined procedures or standards in such areas	as Substantial	Z.UU		Verify copies of written procedures for quality control, acceptance and inspect CPES evaluation formsz
Γ	a quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance				

ANNEX A

GOVERNMENT PROCUREMENT POLICY BOARD

Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: <u>Philippine Normal University</u>
Date of Self Assessment: <u>January 30, 2019</u>

Name of Evaluator: <u>Dr. Reyes/Dr. Diaz</u> Position: <u>BAC Chairpersons</u>

No.	Assessment Conditions	Agency Score	APCPI Ratine*	Comments/Findings to the Indicators and Subindicators	
		Average III	1.75		

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

Name of Agency: <u>Philippine Normal University</u> Date of Self Assessment: <u>January 30, 2019</u> Name of Evaluator: <u>Dr. Reyes/Dr. Diaz</u> Position: <u>BAC Chairpersons</u>

lo.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be included in the Evaluation
ILLA	R IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREM	ENT SYSTEM			
Indi	cator 13. Observer Participation in Public Bidding				Verify copies of Invitation Letters to CSOs
L3.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Substantially Compliant	7.00		and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
ndic	ator 14. Internal and External Audit of Procurement Activities				Verify copy of Order or show actual
14.a	Creation and operation of Internal Audit Unit (IAU) that	Fully Compliant	3,00		organizational chart showing IAU, auidt reports, action plans and IAU recommendations
 14.b	Audit Reports on procurement related transactions	Above 90- 100% compliance	3,00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
	cator 15. Capacity to Handle Procurement Related Complaints		1		
	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements		2.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting mesures to address procurement-related complaints
	Dalated to Progurement				
1ndi	Agency has a specific anti-corruption program/s related to procurement procurement	Substantially Compliant	2.00		Verify documentation of anti-corruption program
 	[procurement	Average IV	2.40		
GR	AND TOTAL (Avarege I + Average II + Average III + Average IV /	4)	1.52		

Summary of APCPI Scores by Pillar

	APCPI Pillars	Ideal Rating	Agency Rating
ı	Legislative and Regulatory Framework	3.00	0.82
	Agency Institutional Framework and Management Capacity	3.00	2.70
m	Procurement Operations and Market Practices	3.00	1.75
١V	Integrity and Transparency of Agency Procurement Systems	3.00	2.40
	Total (Pillar 1+Pillar 11+Pillar 111+ Pillar1V)/4	3.00	1.92

Agency Rating



ANNEX B GOVERNMENT PROCUREMENT POLICY BOARD CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: Philippine Normal University

Period Covered: CY 2018

	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bid Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities Posted at PhilGEPS	No. of Contract Award Posted at PhilGEPS	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	timeirames
		Activities					Calmete 4	Column 9	Calema F)	Columy: 11	Column 17	Column 13	Column 16
	Coup (ch.2)	Lafilteri 1	Colony) (Column 5	Column 6	Common Co	THE PROPERTY OF STREET	D- 445/758	1944 FALL BY 118	Fernand &			7 17 N 27 X
Lélutie L	AMERICAN SERVE	S 2 5 5 7.		2. 工造。为别处理	227		18	18	35	31	0	0	31
. Public Bidding*	27,292,637.00	35	31	25,693,638.55	4	21	70	5	4	3	0	0	3
.1. Goods	22,157,386.51	4	3	21,471,378.86	1		0	3	0	0	0	0	0
1.2. Works	0.00	0	0	0.00	0	0		23	39	34	. 0	0	34
.3. Consulting Services	49,450,023,51	39	34	47,165,017.41	5	28	24		A CANCELLO SECTION SECTION	57% A.B.C. 33	CONTRACTOR	and the second second	
Sub-Total		· 中国 在原料 1000年 6	143 - Walle V. C. (1)	ON CHEST AND PROPERTY.			\$1.70 E.S.			0	And the same		49.7000000000000000000000000000000000000
, Alternative Modes	0.00	O CONTRACTOR CONTRACTO	0	0.00	· 在中,概以 · 数			. The same of the same of the same of	158	158	45 TASK - 1871	位于"是是"的"是"的"是"的"是"的"是"的"是"的"是"的"是"的"是"的"是"	12.
2.1.1 Shopping (52.1 a above 50K)		158	158	13,035,141.07	。参加《教授》(文学	中華。李建立建立	· 经共产工金额公司	- 10 PM	110	0	· "我这一个女孩上海这个	"三"是一个"一"	"沙沙",中国
2.1.2 Shopping (52.1 b above SOK)	24,433,748.40	130	0	0.00	七本國家的計劃內方位	10000000000000000000000000000000000000	THE STATE OF THE S	AND STREET STREET		31	7.5.7000 Seat 24.000	"在我们的一个人的一个人的	A SECTION
2.1.3 Other Shopping	0.00	31	31	4,759,592.06	C. Charles House	V. 12 - 4	10 E 20 E	755 1 <u>8</u>	55. 37.53.0	20	Line White	200 Carlot 142 - 142	11.
2.2.1 Direct Contracting (above 50K)	6,513,210.83	20	20	375,633.00	Since Williams			4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		0	40、6000年,第21年最	THE SECTION A	建筑建筑
2.2.2 Direct Contracting (50K or less)	441,847.00		5	0.60		: 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	\$4.88 P. C.	1 SECTION 11 11 11 11 11 11 11 11 11 11 11 11 11	26 400, 200000 2001 200	0	100		《公司》等2首
2.3.1 Repeat Order (above 50K)	0.00	0	, , , , , , , , , , , , , , , , , , ,	0.00	(San San San San San San San San San San	AND 100 100 100 100 100 100 100 100 100 10	4480	Therego, we	0	0	- 4£ - 1	atom Procedura in	2007年1月27日
2.3.2 Repeat Order (SOK or less)	0.00			0.00	新型(公司)	"我们是要我们的	整。關於改物	The State of the S	0	1927 STOCK SERVICES	THE COURT OF SELECTION IS		P. P. LEWIS CO.
2.4. Limited Source Bidding	0.00	0	24	3.222.410.67	等的数据的数据	100	THE RESERVE AND ADDRESS.	A A	A WEST OF THE PARTY OF	- 12 Control 1995	1 7 7 6 9 20 1 1 Salar 10 April	· 2017年1月1日 1日 1	e (5) 产级数数数数
7.5.1 Negotiation (Common Use Supplies)	4,490,821.47	26	200	407,625,00	表现在2000年					0	The second second	and the second of the second of the second	2 15 (A) (A) 15 (A)
2.5.2 Negotiation (Recognized Government Printers)	407,900.00	5 -	0	0.00	5.45.45.15.15.15	· Ar Arent Miles	一起,我们还是	。 图1、图2个图2	0	50	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
2.5.3 Negotiation (TFB 53.1)	0.00	0	50	5.761.623.82	C245 W2.27 (3)		· 图》(图图):2005		50	53	1 A.	4.00	图 中央原料
2.5.4 Negotiation (SVP 53.9 above 50K)	8,004,319,00	50	53	9,780,866.40		37 S		i glasna yr - Awl		. 53	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		S. Con. Western
2.5.5 Other Negotiated Procurement (Others above 50K)	10,712,620.00	53	33	290,750.00	ALCOPUSED S	a a mean disami	Carl First	1.40 MARKET		313	To 1 April 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	7 (FROM 10 WITH CLASSIFIE)	0.0000000000000000000000000000000000000
2.5.6 Other Negotiated Procurement (50K or less)	331,100.00	- 8	349	37,633,642.02	The Switcher	e a serie de la companya de la comp	The water weeks		208	312	200 TO 1880 TO 1880 TO 1880	J	OF PARTY AND
Sub-Total	55,335,566.70	349	349	37,833,042.02		a of the House Mark					n isk of the first programme.	C CACCOMO ANE	
3. Foreign Funded Procurement**	在水路的海绵水	The care of the	0	0.00	Page Causana	0	o o	0	10. 第二次學數方案	3 14 14 15 15 15 15 15 15 15 15 15 15 15 15 15	A Direction of State State	W. C., Captall	- Bengal Copporations Value - Copporations
3.1. Publicly-Bio	0.00	0	0	0.00	Carrier and Carrier	0	0	. · D	Programme Transfer	THE VALUE OF	o Principality and Section 1995		1 - Carlo 2
3.2. Alternative Modes	. 0.00	0		0.00	Section 1996	r Texa - Texas - Vietnes	A STATE WAS PROPERTY.	THE PART OF	A CHANGE SAN THE	x (3. 20 - 1. 1.5)	24.72.25 23.55 = 2.55 = 2.660 M		- 1 0 mais vas - 10
Sub-Total	0.00	0	0	0.00	Spirit Control	a Carrie faile a super	SAN A LOS	A PARTY METERS	A CASE SAFE SAFE	4. ed 5. de		The second secon	
4. Others, specify:	0.00	0	0			a Julius Vilgiani Vilgi	- 12.32	医科学工术现象	· 自然是10%的	100000	新 经市都 于为44年	本 1. (1) 1. (4) (1) (2) (2) (2) (2) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4	a, en ∎ erekomzanier name bil (an e a opti
4, Others, specify.	104,785,590.21	388	383	84,798,659.43	The reason regardly concerns.	the case of the owner the residence	The second secon						

^{*} Should include foreign-funded publicly-bid projects per procurement type

RYAN ANTHONY A. OLALIA

Head, Procurement Management Unit

^{**} 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

Revised Scoring and Rating System				
ssessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
	0	1	2	
I. LEGISLATIVE AND REGULATORY FRAMEWORK or 1. Competitive Bidding as Default Method of Procurement				01.00.10094
ercentage of competitive bidding and limited source bidding contracts in	Below 70.00%	Between 70.00-80.99%	Between 81.00-90.99%	Between 91.00-100%
erms of amount of total procurement ercentage of competitive bidding and limited source bidding contracts in	Below 20.00%	Between 20.00- 39.99%	Between 40.00-50.00%	Above 50.00%
erms of volume of total procurement				
tor 2. Limited Use of Alternative Methods of Procurement			2005009/	Below 4.00%
Percentage of shopping contracts in terms of amount of total procurement	Above 7.00%	Between 6.00-7.00 %	Between 4,00-5.99 %	
Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 11.00 -15.90%	Between 6.00-10.99%	8elow 6.00%
	Above 4.00%	Setween 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
Percentage of direct contracting in terms of amount of total procurement			Between 1.00-2.99%	Below 1.00%
Percentage of repeat order contracts in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00 2.33%	Compliant
Compliance with Repeat Order procedures	Not Compliant Not Compliant			Compliant
Compliance with Limited Source Bidding procedures	NOT COMPINE			
tor 3. Competitiveness of the Bidding Process	Below 3.00	3.00-3.99	4.00-5.99	6.00 and above
Average number of entities who acquired bidding documents Average number of bidders who submitted bids	Below 2.00	2.00-2.99	3.00-4.99 2.00-2.99	5,00 and above 3,00 and above
Average number of bidders who passed eligibility stage	Below 1.00 Not Compliant	1.00 – 1.99 Partially Compliant	Substantially Compliant	Fully Compliant
Sufficiency of period to prepare bids Use of proper and effective procurement documentation and technical	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
specifications/requirements	- Hot Compilation			
R II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY				
ator 4. Presence of Procurement Organizations Creation of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant Substantially Compliant	Fully Compliant Fully Compliant
Presence of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	adosteritary compilant	
ator 5. Procurement Planning and Implementation		·		Compliant
An approved APP that includes all types of procurement	Not Compliant			
Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Equipment from the Procurement Service				Compliant
Existing Green Specifications for GPPB-identified non-CSE items are adopted	Nat Compliant			
rator 6. Use of Government Electronic Procurement System				
Percentage of bid opportunities posted by the PhiliGEPS-registered Agency	Below 70.99%	Between 71,00-80,99%	3etween 81.00-90.99%	Above 91.00%
Percentage of contract award information posted by the PhildEPS-registered	0-1 30 00%	Between 20.00-50.99%	Between \$1.00-80.00%	Above 80.00%
I	Below 20.00%		Between 51.00-80.00%	Above 80.00%
Percentage of contract awards procured through alternative methods posted	Below 20,00%	Between 20.00 - 50.99%	Between 51.00-00.00 M	
by the PhilGEPS-registered Agency				
cator 7. System for Disseminating and Monitoring Procurement Information			a Lawrence III. Committeet	Fully Compliant
To	Net Compliant	Partially Compliant	Substantially Compliant	
Presence of website that provides up-to-date procurement information	Not Compliant	Partially Compliant		
Presence of website that provides up-to-date procurement information easily accessible at no cost Properties of Procurement Monitoring Reports using the GPPB-prescribed	Not Compliant Not Compliant	Partially Compliant Partially Compliant	Substantially Compliant	Fully Compliant
Presence of website that provides up-to-date procurement information easily accessible at no cost				Fully Compliant
Presence of website that provides up-to-date procurement information easily accessible at no cost Properties of Procurement Monitoring Reports using the GPPB-prescribed				Fully Compliant
Presence of website that provides up-to-date procurement information easily accessible at no cost Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website LAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES				Fully Compliant
Presence of website that provides up-to-date procurement information easily accessible at no cost Preparation of Procurement Monitoring Reports using the GPP8-prescribed format, submission to the GPP8, and posting in agency website LAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES	Not Compliant			Fully Compliant Above 80,00%
Presence of website that provides up-to-date procurement information easily accessible at no cost Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency wabsite LAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES licator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year 4 except and post to the Appropried APPs	Not Compliant Below 40,00% or above 100,00%	Partially Compliant Between 40.00-60.99%	Substantially Compliant Between 61.00% -80.00%	
Presence of website that provides up-to-date procurement information easily accessible at no cost Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website LAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES licator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of contracts represent the processes.	Not Compliant	Partially Compliant	Substantially Compliant Between 61.00% -80.00% Between 93.00-95.00%	Above 80.00% Above 95.00%
Presence of website that provides up-to-date procurement information easily accessible at no cost Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website LAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES [licator 8. Efficiency of Procurement Processes. Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding. Planned procurement activities achieved desired contract outcomes and	Not Compliant Below 40,00% or above 100,00%	Partially Compliant Between 40.00-60.99%	Substantially Compliant Between 61.00% -80.00%	Above 80,00%
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Presence of website that provides up-to-date procurement information easily accessible at no cost Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website Precentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total amount in the approved APPs Percentage of total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding. Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timetrame dicator 9. Compliance with Procurement Timetrames Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services dicator 10. Capacity Building for Government Personnel and Private Sector Paratic Sector Sec	Not Compliant Below 40,00% or above 100,00% Below 90,00% Not Compliant Below 90,00% Below 90,00% Below 90,00% Tricipants Not Compliant Less than 60,00% Trained Not Compliant Not Compliant Not Compliant Not Compliant Not Compliant Not Compliant Below 60% compliant	Partially Compliant Between 40.00- 60.99% Between 90.00- 92.99% Partially Compliant Between 90.00 to 95.99% Between 90.00 to 95.99% Between 90.00 to 95.99% Partially Compliant Between 60.00-75.99% Trained Partially Compliant Partially Compliant Partially Compliant Partially Compliant Between 38-45 days Partially Compliant Between 51-70-99% Compliant Between 61-70-99% Compliant	Substantially Compliant Between 61.00% -80.00% Between 93.00-95.00% Substantially Compliant Between 96.00 to 99.99% Between 96.00 to 99.99% Substantially Compliant Between 31-37 days	Above 80.00% Above 95.00% Fully Compliant 100% 100% Fully Compliant Setween 91.00-100% Traine Compliant Fully Compliant Fully Compliant Fully Compliant Fully Compliant Fully Compliant On or before 30 days Fully Compliant Fully Compliant Compliant Fully Compliant On or before 30 days Fully Compliant Above 90-100% compliant

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Philippine Normal University

Period: 2018

	nilippine Normal University	The Address Key Areas	Responsible Entity	Timetable	Resources Needed
Sub-indicators	Key Area for Development	Proposed Actions to Address Key Areas			
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	conduct workshop/writeshop on how to prepare PPMP	BAC, BAC Sec, TWG, End-Users, Technical Representatives	September-November	Venue, Food, Supplies and Materia
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	conduct workshop/writeshop on how to prepare PPMP	BAC, BAC Sec, TWG, End-Users, Technical Representatives	September-November	Venue, Food, Supplies and Materia
2.a	Percentage of shopping contracts in terms of amount of total procurement	conduct workshop/writeshop on how to prepare PPMP	BAC, BAC Sec, TWG, End-Users, Technical Representatives	September-November	Venue, Food, Supplies and Materia
2.6	Percentage of negotiated contracts in terms of amount of total procurement	conduct workshop/writeshop on how to prepare PPMP	BAC, BAC Sec, TWG, End-Users, Technical Representatives	September-November	Venue, Food, Supplies and Materi
2.5.	Percentage of direct contracting in terms of amount of total procurement	conduct workshop/writeshop on how to prepare PPMP	BAC, BAC Sec, TWG, End-Users, Technical Representatives	September-November	Venue, Food, Supplies and Materi
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
2.e	Compliance with Repeat Order procedures				N
2.1	Compliance with Limited Source Bidding procedures				
3.1	According to ambiguous entition of the mass childreng to ambiguous	conduct workshop/writeshop on how to prepare technical specifications, scope of works, and terms of reference	BAC, BAC Sec, TWG, End-Users, Technical Representatives	September-November	Venue, Food, Supplies and Mater
3.h	Avarage number of bidders who submitted dids	conduct workshop/writeshop on how to prepare technical specifications, scope of works, and terms of reference	BAC, BAC Sec, TWG, End-Users, Technical Representatives	September-November	Venue, Food, Supplies and Mater
3 r	Average number of biodicts who passed eligibility stage	conduct workshop/writeshop on how to prepare technical specifications, scope of works, and terms of reference	BAC, BAC Sec, TWG, End-Users, Technical Representatives	September-November	Venue, Food, Supplies and Mater
3,d	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				
4.а	Creation of Bids and Awards Committee(s)				
4.b	Presence of a BAC Secretariat or Procurement Unit				

			T	I	
5.a	An approved APP that includes all types of procurement				
5.b	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				
5.c	Existing Green Specifications for GPPB-identified non-CSL items	conduct workshop/writeshop on how to prepare technical specifications, scope of works, and terms of reference adopting the existing green specifications for GPPB-identified non-CSE items	BAC, BAC Sec, TWG, End-Users, Technical Representatives	September-November	Venue, Food, Supplies and Materia
6.a	Percentage of bid opportunities posted by the PhilGEPS- registered Agency				
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency				
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency				
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost				
7.b	Preparation of Procurement Monitoring Reports using the GPPB- prescribed format, submission to the GPPB, and posting in agency website				
. 1.		consolidate APP in order to use competitive bidding as the mode of procurement for majority of the projects	BAC, BAC Sec, TWG, End-Users, Technical Representatives	immediately	Personal Computer
	Electrical designation of the Electrical Control of the Control of	consolidate APP in order to produce items based on the desired timeframe of the end-users for majority of the projects	BAC, BAC Sec, TWG, End-Users, Technical Representatives	Immediately	Personal Computer
9.a	Percentage of contracts awarded within prescribed period of action to procure goods				
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects				
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services				
lü.s	There is a system within the produced entity to evaluate the economics of producement purposed to a regular ob-	strict submission of IPCR of procurement personnel twice every year	BAC, BAC Sec, TWG, End-Users, Technical Representatives	July, January	None
!0.b	Parcentage of participation of producement staff in producement training and/or professionalization program	attend workshop/writeshop on topics related to RA 9184	BAC, BAC Sec, TWG, End-Users, Technical Representatives	January-March	Venue, Food, Supplies and Mater
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity				
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records				

11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records				
12.a	A second has defined procedures or standards in such areas as	conduct workshop/writeshop on establishing procedures or standards in areas such as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	BAC, BAC Sec, TWG, End-Users, Technical Representatives	immediately	Venue, Food, Supplies and Materials
12.b		immediate submission of procurement documents to different concerned units (e.g. SPU, Accounting, FMSS)	BAC, BAC Sec, TWG, End-Users, Technical Representatives	immediately	None
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	invite observers in all stages of procurement (e.g. pre-bid conference, bid opening)	BAC, BAC Sec, TWG, End-Users, Technical Representatives	immediately	None
1 4 .a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits				
14.b	Audit Reports on procurement related transactions				
<u>i</u> 5 a	The Procuring Entity has an efficient procurement complaints system; and has the capacity to comply with procedural requirements.	conduct workshop/writeshop on creating an efficient procurement complaints system in order to have a capacity to comply with the procedura requirements	BAC, BAC Sec, TWG, End-Users, Technical Representatives	immediately	Venue, Food, Supplies and Materials
15.4	Appendy color species, and consignion program, contained to produce on the en-	conduct workshop/writeshop on creating a specific anti-corruption program/s related to procurement	BAC, BAC Sec, TWG, End-Users, Technical Representatives	immediately	Venue, Food, Supplies and Materials

Name of Agency:					Date:	
Name of Respon	ident:	Zenaida Q. Reyes	Rosemarievic V. Diaz		Position:	BAC Chairpersons
		 mark inside the box besided. Please note that all quest. 			ided below and	d then fill in the corresponding blanks
1. Do you have a	an approv	ed APP that includes all typ	es of procurement, give	en the following cor	ditions? (5a)	
\checkmark	Agency ;	prepares APP using the pres	scribed format			
Approved APP is posted at the Procuring Entity's Website please provide link: www.pnu.edu.ph						•
		ion of the approved APP to provide submission date:	the GPPB within the pr August 30, 2018	rescribed deadline		
		ual Procurement Plan for C se Supplies and Equipment			P-CSE) and	
✓	Agency	prepares APP-CSE using p	rescribed format			
✓	its Guide	sion of the APP-CSE within the side of the Preparation of the provide submission date:	•		=	lanagement in
$\overline{\checkmark}$	Proof of	actual procurement of Com	mon-Use Supplies and	Equipment from D	BM-PS	
3. In the conduct	t of procu	rement activities using Rep	eat Order, which of the	se conditions is/are	met? (2e)	
	Original contract awarded through competitive bidding					
	The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item					
		t price is the same or lower ageous to the government at		ct awarded through	competitive bi	dding which is
	The qua	antity of each item in the orig	ginal contract should no	ot exceed 25%		
	original	y was used within 6 months contract, provided that there he same period				
4. In the conduc	ct of procu	urement activities using Lim	ited Source Bidding (LS	SB), which of these	conditions is/a	re met? (2f)
	Upon re	ecommendation by the BAC	, the HOPE issues a Ce	ertification resorting	to LSB as the	proper modality
		ation and Issuance of a List ment authority	of Pre-Selected Supplie	ers/Consultants by	the PE or an id	entified relevant
	Transm	nittal of the Pre-Selected Lis	t by the HOPE to the G	PPB		
	procure	7cd from the receipt of the a ement opportunity at the Phi vithin the agency				
5. In giving you	ır prospec	tive bidders sufficient period	d to prepare their bids,	which of these cond	ditions is/are m	et? (3d)
V		g documents are available a v website;	t the time of advertisen	nent/posting at the l	PhilGEPS webs	site or
V	Supple	mental bid bulletins are issu	ied at least seven (7) c	alendar days before	e bid opening;	
✓	Minute	s of pre-bid conference are	readily available within	five (5) days.		

6. Do you prepar the following cor		nt doci	umentation and technical specifications/requirements, given the		
7	documents based on relevant cha	aracter	nd complete Purchase Requests, Terms of Reference, and other ristics, functionality and/or performance requirements, as required ommencement of the procurement activity		
$\overline{\checkmark}$	No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment				
V	Bidding Documents and Request Agency website, if applicable, and		roposal/Quotation are posted at the PhilGEPS website, nspicuous places		
7. In creating you	ur BAC and BAC Secretariat which	of the	ese conditions is/are present?		
For BAC: (4a)					
✓	Office Order creating the Bids an please provide Office Order No		rds Committee NU Special Order No. 120, Series of 2018		
7	There are at least five (5) members please provide members and the				
A 7	Name/s enaida Q. Reyes		Date of RA 9184-related training		
	Rosemarievic V. Diaz		August 14-17, 2018 August 14-17, 2018		
	surora B. Fulgencio		August 14-17, 2018		
D. F	Ronald Allan S. Mabunga		August 14-17, 2018		
	Gina D. Cruz		August 14-17, 2018		
_	enny C. Malitao		August 14-17, 2018		
G. <u>L</u>	eonora P. Narag		August 14-17, 2018		
✓	Members of BAC meet qualificati	ons			
\checkmark	Majority of the members of BAC	are tra	ined on R.A. 9184		
For BAC Secr	retariat: (4b)				
[7]	Office Order creating of Rids and	Awar	ds Committee Secretariat or designing Procurement Unit to		
لبا	act as BAC Secretariat	, war	as committee assistance of assigning in occurrence on the		
		р.: <u>Р</u>	NU Special Order No. 120. Series of 2018		
	The Head of the DAC Connetonic		Abo asisissus sustifications		
Ľ	The Head of the BAC Secretaria please provide name of BAC S		,		
	F F				
✓	Majority of the members of BAC please provide training date:		ariat are trained on R.A. 9184 just 14-17, 2018		
8. Have you cor	nducted any procurement activities	on an	y of the following? (5c)		
If YES, please	e mark at least one (1) then, answ	er the	question below.		
✓	Computer Monitors, Desktop		Paints and Varnishes		
	Computers and Laptops	\checkmark	Food and Catering Services		
	Air Conditioners	\checkmark	Training Facilities / Hotels / Venues		
	Vehicles		Toilets and Urinals		
✓	Fridges and Freezers		Textiles / Uniforms and Work Clothes		
\checkmark	Copiers	ш			
Do you use g	reen technical specifications for th	e proc	urement activity/ies of the non-CSE item/s?		
	Yes	/	No		

9. In determining these conditions	g whether you provide up-to-date procurement information easily accessible at no cost, which of is/are met? (7a)
✓	Agency has a working website please provide link: www.pnu.edu.ph
\checkmark	Procurement information is up-to-date
✓	Information is easily accessible at no cost
	with the preparation, posting and submission of your agency's Procurement Monitoring Report, and itions is/are met? (7b)
✓	Agency prepares the PMRs
/	PMRs are promptly submitted to the GPPB please provide submission dates: 1st Sem - August 30, 2018 2nd Sem - January 31, 2019
	PMRs are posted in the agency website please provide link: www.pnu.edu.ph
7	PMRs are prepared using the prescribed format
	of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, onditions is/are met? (8c)
	There is an established procedure for needs analysis and/or market research
	There is a system to monitor timely delivery of goods, works, and consulting services
$\overline{\checkmark}$	Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts
12. In evaluating	the performance of your procurement personnel, which of these conditions is/are present? (10a)
V	Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
	Procuring entity communicates standards of evaluation to procurement personnel
	Procuring entity and procurement personnel acts on the results and takes corresponding action
	e following procurement personnel have participated in any procurement training and/or professionalization program hree (3) years? (10b)
	Date of most recent training: August 14-17, 2018
\checkmark	Head of Procuring Entity (HOPE)
\checkmark	Bids and Awards Committee (BAC)
\checkmark	BAC Secretariat/ Procurement/ Supply Unit
	BAC Technical Working Group
\checkmark	End-user Unit/s
7	Other staff
14. Which of th procuring entity	e following is/are practised in order to ensure the private sector access to the procurement opportunities of the ? (10c)
	Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year
7	The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels

	g whether the BAC Secretariat has a system for keeping and maintaining procurement records, and inditions is/are present? (11a)
7	There is a list of procurement related documents that are maintained for a period of at least five years
V	The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
$\overline{}$	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ng whether the Implementing Units has a system for keeping and maintaining procurement records, conditions is/are present? (11b)
✓	There is a list of contract management related documents that are maintained for a period of at least five years
\checkmark	The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
\subseteq	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
17. In determinity of goods, works	ng if the agency has defined procedures or standards for quality control, acceptance and inspection and services, which of these conditions is/are present? (12a)
✓	Agency has written procedures for quality control, acceptance and inspection of goods, services and works
Have you pro	cured Infrastructure projects through any mode of procurement for the past year?
Have you pro	Yes No
	Yes No
	Yes No ase answer the following: Supervision of civil works is carried out by qualified construction supervisors
If YES, ple:	Yes No ase answer the following: Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: Alfredo Alarcon Jr. Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
18. How long w documents are 19.When ir P A. E B. S C. F D. F E. E	Yes No ase answer the following: Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: Alfredo Alarcon Jr. Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: ill it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once
18. How long w documents are 19.When ir P A. E B. S C. F D. F E. E	Yes No ase answer the following: Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: ill it take for your agency to release the final payment to your supplier/service provider or contractor/consultant,once complete? (12b) days cligibility Checking (For Consulting Services Only) Shortlisting (For Consulting Services Only) Pre-bid conference Preliminary examination of bids Bid evaluation
If YES, pleated and the second	Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: Alfredo Alarcon Jr. Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: ill it take for your agency to release the final payment to your supplier/service provider or contractor/consultant,once complete? (12b) within 30 days cligibility Checking (For Consulting Services Only) chortlisting (For Consulting Services Only) cre-bid conference retiminary examination of bids did evaluation cost-qualification

	nd operating your Internal Audit Unit (IAU) that performs ditions were present? (14a)	specialized procurement audits.
	Creation of Internal Audit Unit (IAU) in the agency Agency Order/DBM Approval of IAU position/s:	Organizational Structure
\checkmark	Conduct of audit of procurement processes and transaction	ctions by the IAU within the last three years
7	Internal audit recommendations on procurement-related of the internal auditor's report	d matters are implemented within 6 months of the submission
21. Are COA recreport? (14b)	commendations responded to or implemented within six	months of the submission of the auditors'
	Yes (percentage of COA recommendations responded %	to or implemented within six months)
V	No procurement related recommendations received	
22. In determining to comply with p	ng whether the Procuring Entity has an efficient procurer procedural requirements, which of conditions is/are prese	ment complaints system and has the capacity int? (15a)
NA	The HOPE resolved Protests within seven (7) calendar	days per Section 55 of the IRR
7	The BAC resolved Requests for Reconsideration within	n seven (7) calendar days per Section 55 of the IRR
	Procuring entity acts upon and adopts specific measur referrals, subpoenas by the Omb, COA, GPPB or any	
	ing whether agency has a specific anti-corruption programe present? (16a)	m/s related to producement, which of these
	Agency has a specific office responsible for the implen	nentation of good governance programs
\checkmark	Agency implements a specific good governance progr	am including anti-corruption and integrity development
	Agency implements specific policies and procedures in	n place for detection and prevention of corruption

How to fill-up the AutoChecker

- ☑ What you need:
 - ☑ Documents for the year being assessed
 - ☑ Knowledge of agency/office practices concerning
- ☑ Filling-up Annex A APCPI Self-assessment Form (Africa to the control of the
- ☑ Filling-up Annex B.1 Consolidated Procurement Michael Procure
- ☑ Filling-up Annex B.2 APCPI Questionnaire (Questionnaire (Ques
- ☑ Filling-up Annex C APCPI Revised Scoring and Ration (1)
- ☑ Filling-up Annex D Procurement Capacity Developer

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

Name of Agency:	Name of Evaluator:
Date of Self Assessment:	Position:

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the	Supporting Information/Documentation
DULL	R I. LEGISLATIVE AND REGULATORY FRAMEWORK	,		Indicators and Subindicators	(Not to be Included in the Evaluation
	ator 1. Competitive Bidding as Default Method of Procuremen	nt			
	Percentage of competitive bidding and limited source				
1.a	bidding contracts in terms of amount of total procurement	71.04%	1.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	35.29%	1.00		PMRs
		•			
Indic	ator 2. Limited Use of Alternative Methods of Procurement				1
2.a	Percentage of shopping contracts in terms of amount of total procurement Percentage of negotiated contracts in terms of amount of	0.00%	3.00		PMRs
2.b	total procurement Percentage of direct contracting in terms of amount of total	26.96%	00.0		PMRs
2.c	procurement Percentage of repeat order contracts in terms of amount of	0.00%	3,00		PMRs
2.d	total procurement	0.00%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order Procurement documents relative to
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		conduct of Limited Source Bidding
	Maria and a second a second and				and and an Middle
indic	ator 3. Competitiveness of the Bidding Process		,		1
3.a	Average number of entities who acquired bidding documents	1.50	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.50	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.50	1.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
ļ		A			
PHIA	I AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEME		1.64		
-	ator 4. Presence of Procurement Organizations				
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
		· · · · · · · · · · · · · · · · · · ·			Continuation of Human
indíc	ator 5. Procurement Planning and Implementation			· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·
5.a	An approved APP that includes all types of procurement Preparation of Annual Procurement Plan for Common-Use	Compliant	3.00		Copy of APP and its supplements (if any)
5.b	Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully Compliant	3,00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
India	ator 6. Use of Government Electronic Procurement System		<u> </u>		
	Percentage of bid opportunities posted by the PhilGEPS-	40.000/	0.00		Aconcy records and for Philotops
6.a	registered Agency	40.00%	0.00		Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	66.67%	2.00		Agency records and/or PhilGEPS records
6,c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	0.00%	0.00		Agency records and/or PhilGEPS records
1= -1"	7 Custom for Dissouring the and Marite in Dec	t Informati-			
7.a	ator 7. System for Disseminating and Monitoring Procurement Presence of website that provides up-to-date procurement	Fully	3.00		Identify specific procurement-related portion in the agency website and specific
7.b	information easily accessible at no cost Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and	Compliant	3.00		website links Copy of PMR and received copy that it was
ļ.,	posting in agency website	Compliant	5,63		submitted to GPPB
		Average II	230		

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

Name of Agency:	Name of Evaluator:
Date of Self Assessment:	Position:

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting information/Documentation (Not to be Included in the Evaluation
	AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES ator 8. Efficiency of Procurement Processes				
muk		I			
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	92.60%	3.00		APP (including Supplemental amendments, if any) and PMRs
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	100.00%	3.00		APP(including Supplemental amendments, if any)and PMRs
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less
	ator 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of		<u> </u>	· · · · · · · · · · · · · · · · · · ·	
9.a	action to procure goods Percentage of contracts awarded within prescribed period of	100.00%	3.00		PMRs
9.b	action to procure infrastructure projects	100.00%	3.00	TTP-1	PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
Indic	ator 10. Capacity Building for Government Personnel and Priv	rate Sector Parti	cipants		
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	#VALUE!	#VALUE!		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
10. c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00		Ask for copies of documentation of activities for bidders
	throcaring entity				
Indic	ator 11. Management of Procurement and Contract Manager	nent Records			
11.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.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable 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
Indic	ator 12. Contract Management Procedures				
12.a	Agency has defined procedures or standards in such areas as 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 formsz
12.b	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
077.		Average III	avalur)		
	AR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCURES cator 13. Observer Participation in Public Bidding	NENI SYSTEM	••	· · · · · · · · · · · · · · · · · · ·	
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00	12.00-2.00	Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
					Street Section for High Chips
					· · · · · · · · · · · · · · · · · · ·

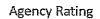
ANNEX A GOVERNMENT PROCUREMENT POLICY BOARD Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

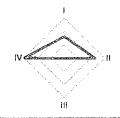
Name of Agency:	Name of Evaluator:
Date of Self Assessment:	Position:

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
Indic	ator 14. Internal and External Audit of Procurement Activities				
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, auidt reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Above 90- 100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indic	ator 15. Capacity to Handle Procurement Related Complaints				
	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting mesures to address procurement-related complaints
Indic	ator 16. Anti-Corruption Programs Related to Procurement				
16.a	procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		Average IV	3.00		
GRAI	ND TOTAL (Avarege i + Average ii + Average iii + Average iV /	4)	#VALUE!		

Summary of APCPI Scores by Pillar

	APCPI Pillars	Ideal Rating	Agency Rating
l	Legislative and Regulatory Framework	3.00	1.64
Ħ	Agency Insitutional Framework and Management Capacity	3.00	2.30
m	Procurement Operations and Market Practices	3.00	#VALUE!
N	Integrity and Transparency of Agency Procurement Systems	3.00	3.00
	Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	#VALUE!





ANNEX B GOVERNMENT PROCUREMENT POLICY BOARD CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency:												Period Covered: <u>CY</u>	<u> </u>
			الله المادين ا					و براید و با ایک ایک ایک ایک ایک ایک ایک ایک ایک ای				in particular security of the second security of the second second second second second second second second s	
	Totel Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bld Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities Posted at PhilGEPS	No. of Contract Award Posted at PhilGEPS	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	No. of Contracts Awarded within prescribed timeframes
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
1. Public Bidding*			Proposition of the second seco					No de Observ	WWW WINDOWS	10000			A Paris Care
1.1. Goods	5,200,000.00	4	4	5,151,322.32	1	5	5	5	4	4		1	4
1.2. Works	4,172,531.00	2	2	3,777,935,80	0	4	4	4	2				2
1.3. Consulting Services	0.00	0	0	0,00	0								
Suk-Total	9,372,531.00	6	6	8,929,258.12	1	g.	9	9	5	4	٥	1	6
2. Alternative Modes													
2.1.1 Shopping (52.1 a above 50K)													
2.1.2 Shopping (52.1 b above 50K)					i i		探告送您 图						
2.1.3 Other Shopping											12 13 15 21 21 18		
2.2.1 Direct Contracting (above 50K)							B 315 1912 3						
2.2.2 Direct Contracting (50K or less)							AND ENGLISH				MARINE VIEW		
2.3.1 Repeat Order (above 50K)			T			Lawswin	EL MARKAGE TOPA	986 A (2 154)					
2.3.2 Repeat Order (50K or less)					\$25 (Cata Aug.)	Augusta Augus					ESCAPANA SE		and the second second
2.4. Limited Source Bidding						kara da ka	Regular States						
2.5.1 Negotiation (Common-Use Supplies)			1										
2.5.2 Negotiation (Recognized Government Printers)				<u> </u>									
2.5.3 Negotiation (TFB 53.1)											电影 医多克克斯		
2.5.4 Negotiation (SVP 53.9 above 50K)	3,722,945.00	9	9	3,388,637.16		The contract the party	PROPERTY OF THE PROPERTY OF						
2.5.5 Other Negotlated Procurement (Others above 50K)					M				ore order		PROFESSION OF		
2.5.6 Other Negotiated Procurement (50K or less)			1			ka Banda			MARKA STATE		VISTA OF CONTROL		MERRING TON
Sub-Total	3,722,945.00	9	9	3,388,637.16					0	0		An engage and allow	
3. Foreign Funded Procurement**		Andrew States	Hazira da										
3.1. Publicly-Bid										Maria Sala			
3.2. Alternative Modes													
Sub-Total	0.00	0	0	0.00									
4. Others, specify:	478,845.39	2	2	251,585.55							(12)		
TOTAL	13,574,321.39	1.7	17	12,569,480.83	在解析的的表现在是对于				ENGLISH ASSOCIATION		THE PROPERTY OF THE PARTY OF	CONTRACTOR CONTRACTOR	DEFENDENCE OF A ST

(Designation)

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Io. Assessment Conditions	Poor/Aint Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
MILIAR I. LEGISLATIVE AND REGULATORY FRANKEWORK Indicator 1. Competitive Bidding as Default Method of Procurement				· · · · · · · · · · · · · · · · · · ·
Percentage of competitive bidding and limited source bidding contracts in	Below 70.00%	Between 70.00-80.99%	Between 81.90-90.99%	Between 91.00-100%
terms of amount of total procurement Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement.	Below 20.00%	Between 20.00-39.99%	Between 40.00-50.00%	Above 50.00%
ndicator 2. Limited Use of Alternative Methods of Procurement				
3 Percentage of shopping contracts in terms of amount of total procurement	Above 7.00%	Between 5.00-7.00 %	Between 4.00-5.99 %	Below 4.00%
4 Percentage of negotiated contracts in terms of amount of total procurement	Above 15.60%	Between 11.00 -15.00%	Between 5.00-10.99%	Below 6.00%
				
5 Percentage of direct contracting in terms of amount of total procurement Percentage of repeat order contracts in terms of amount of total	Above 4.60%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
procurement	Above 4.00%	Between 3.00-4.80%	Between 1.00-2.99%	Below 1.00%
7 Compliance with Repeat Order procedures 8 Compliance with Limited Source Bidding procedures	Not Compliant Not Compliant			Compliant Compliant
				Complain
9 Average number of entities who acquired bidding documents	Below 3.00	3.00-3.99	4.00-5.99	6.00 and above
10 Average number of bidders who submitted bids 11 Average number of bidders who passed eligibility stage	Below 2.00 Below 1.00	2.00-2.99 1.00 – 1.99	3.00-4.99 2.00-2.99	5.00 and above 3.00 and above
12 Sufficiency of period to prepare bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Use of proper and effective procurement documentation and technical				· · · · · · · · · · · · · · · · · · ·
	Nat Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
ILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY adicator 4. Presence of Procurement Organizations				
14 Creation of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
15 Presence of a BAC Secretariat or Procurement Unit	Not Compliant	Postinity Campliant		·····
13 Presence of a DAC Secretarias of Procurament Onti	Not Compilate	Partially Compliant	Substantially Compliant	Fully Compliant
ndicator 5. Procurement Planning and Implementation				
16 An approved APP that includes all types of procurement Preparation of Annual Procurement Plan for Common-Use Supplies and	Not Compliant			Compliant
17 Equipment (APP-CSE) and Procurement of Common-Use Supplies and	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Equipment from the Procurement Service	Not Compliant			Camultan
Two reads of seen opening done in the resemble of the reads are adopted	Not Compliant			Compliant
ndicator 6. Use of Government Electronic Procurement System				
19 Percentage of bid opportunities posted by the PhilGEPS-registered Agency	8elow 70.99%	Between 71.00-80.99%	Between 81.00-90.99%	Above 91.00%
Percentage of contract award information posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20,00- 50,99%	Between 51.80-80.00%	Above 80.00%
Percentage of contract awards procured through afternative methods posted by the PhilGEPS-registered Agency	Below 28.00%	Between 20.00 - 50.99%	Between 51.00-80.00%	Above 80.00%
			<u> </u>	
ndicator 7. System for Disseminating and Monitoring Procurement information Presence of website that provides up-to-date procurement information easily				
accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Preparation of Procurement Monitoring Reports using the GPP8-prescribed format, submission to the GPP8, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
to may susmission to the ort of and pooring in agency wassace				
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES Redicator S. Efficiency of Procurement Processes			·	
Percentage of total amount of contracts signed within the assessment year	Below 40.00% or above 100.00%	Between 40.00- 50.99%	Between 61,00% -80,00%	Above 80.00%
against total amount in the approved APPs 25 Percentage of total number of contracts signed against total number of	Below 90.00%	Between 90.00- 92,99%	Between 93.00-95.00%	Above 95.00%
procurement projects done through competitive bidding		56tween 50:00 52:3570		MODINE 23-00/W
objectives within the target/allotted timeframe		ŧ	Substantially Compliant	
Tendescrates assesses euc en Partanorien rausan ausa	Not Compliant	Partially Compliant	Suparantinal Combinition	Fully Compliant
	Not Compliant	Partially Compliant	Substantiesh Combinent	Fully Compliant
ndicator 9. Compliance with Procurement Timeframes 77 Percentage of contracts awarded within prescribed period of action to	Below 90.00%	Partially Compliant Between 90.00 to 95.99%	Between 96.00 to 99.99%	Fully Compliant
ndicator 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods	Below 90,00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
productor 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects. Description of contracts awarded within prescribed period of action to procure infrastructure projects.	Below 90.00% Below 90.00%			
productor 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects. Percentage of contracts awarded within prescribed period of action to procure infrastructure projects.	Below 90,00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
productor 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services	Below 90.00% Below 90.00% Below 90.00%	Between 90.00 to 95.99% Setween 90.00 to 95.99%	Between 96.00 to 99.99% Between 96.00 to 99.99%	100% 160%
productor 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services Addicator 10. Capacity Building for Government Personnel and Private Sector Partiagor There is a system within the procuring entity to evaluate the performance of	Below 90.00% Below 90.00% Below 90.00%	Between 90.00 to 95.99% Setween 90.00 to 95.99% Between 90.00 to 95.99%	Between 95.00 to 99.99% Between 95.00 to 99.99% Batween 95.00 to 99.99%	100% 160% 100%
productor 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services procure consulting services andicator 10. Capacity Building for Government Personnel and Private Sector Partial procurement personnel on a regular basis There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Below 90.00% Below 90.00% Below 90.00% Copants Not Compliant	Between 90.00 to 95.99% Between 90.00 to 95.99% Between 90.00 to 95.99% Partially Compliant	Between 96.00 to 99.99% Between 96.00 to 99.99% Between 96.00 to 99.99% Substantially Compliant	100% 160% 100% Fully Compliant
pedicator 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services addicator 10. Capacity Building for Government Personnel and Private Sector Partiagory There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Below 90.00% Below 90.00% Below 90.00%	Between 90.00 to 95.99% Setween 90.00 to 95.99% Between 90.00 to 95.99%	Between 95.00 to 99.99% Between 95.00 to 99.99% Batween 95.00 to 99.99%	100% 160% 100%
procure goods Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis Percentage of participation of procurement staff in procurement training and/or professionalization program. The procuring entity has open dialogue with private sector and ensures	Below 90.00% Below 90.00% Below 90.00% Copants Not Compliant	Between 90.00 to 95.99% Between 90.00 to 95.99% Between 90.00 to 95.99% Partially Compliant	Between 96.00 to 99.99% Between 96.00 to 99.99% Between 96.00 to 99.99% Substantially Compliant	100% 160% 100% Fully Compliant
procure goods Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis Percentage of participation of procurement staff in procurement training and/or professionalization program.	Below 90.00% Below 90.00% Below 90.00% dipants Not Compliant Less than 60.00% Trained	Between 90.00 to 95.99% Between 90.00 to 95.99% Between 90.00 to 95.99% Partially Compliant	Between 96.00 to 99.99% Between 96.00 to 99.99% Between 96.00 to 99.99% Substantially Compliant	100% 160% 100% Fully Compliant Setiween 91.00-100% Trained
procure goods Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis Percentage of participation of procurement staff in procurement training and/or professionalization program The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Below 90.00% Below 90.00% Below 90.00% dipants Not Compliant Less than 60.00% Trained	Between 90.00 to 95.99% Between 90.00 to 95.99% Between 90.00 to 95.99% Partially Compliant	Between 96.00 to 99.99% Between 96.00 to 99.99% Between 96.00 to 99.99% Substantially Compliant	100% 160% 100% Fully Compliant Setiween 91.00-100% Trained
procure goods Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services Indicator 10. Capacity Building for Government Personnel and Private Sector Partial Percentage of participation of procurement personnel on a regular basis The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity Indicator 11. Management of Procurement and Contract Management Records The BAC Secretariat has a system for keeping and maintaining procurement	Below 90.00% Below 90.00% Below 90.00% dipants Not Compliant Less than 60.00% Trained	Between 90.00 to 95.99% Between 90.00 to 95.99% Between 90.00 to 95.99% Partially Compliant	Between 96.00 to 99.99% Between 96.00 to 99.99% Between 96.00 to 99.99% Substantially Compliant	100% 160% 100% Fully Compliant Setiween 91.00-100% Trained
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Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency:				Period:		
Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed	
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement					
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement					
7.7	Percentage of shopping contracts in terms of amount of total procurement					
2.b	Percentage of negotiated contracts in terms of amount of total procurement					
2.c	Percentage of direct contracting in terms of amount of total procurement					
2.d	Percentage of repeat order contracts in terms of amount of total procurement					
2.e	Compliance with Repeat Order procedures					
2.f	Compliance with Limited Source Bidding procedures				-	
3 .a	Average number of entities who acquired bidding documents					
3.b	Average number of bidders who submitted bids					
3.c	Average number of bidders who passed eligibility stage					
3.d	Sufficiency of period to prepare bids					
3.e	Use of proper and effective procurement documentation and technical specifications/requirements					
4.a	Creation of Bids and Awards Committee(s)					
4.b	Presence of a BAC Secretariat or Procurement Unit					

5.a	An approved APP that includes all types of procurement			·
5.b	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			
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted			
6.a	Percentage of bid opportunities posted by the PhilGEPS- registered Agency			
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency			
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency			
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	,		
7.b	Preparation of Procurement Monitoring Reports using the GPPB- prescribed format, submission to the GPPB, and posting in agency website			_
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding			
8,c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe			
9.a	Percentage of contracts awarded within prescribed period of action to procure goods			
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	·		
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services			
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis			
10. b	Percentage of participation of procurement staff in procurement training and/or professionalization program			
10 ,c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity			
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records			

11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records			
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance			
12.b	Timely Payment of Procurement Contracts			
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR			
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	·		
14.b	Audit Reports on procurement related transactions			
1 5.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements			
16.a	Agency has a specific anti-corruption program/s related to procurement			

Name of Agency: Name of Respondent:		Date: Position:	<mm dd="" yy=""></mm>
•			
	t a check (\checkmark) mark inside the box beside each condition/requirement methat is asked. Please note that all questions must be answered completely		hen fill in the corresponding blanks
1. Do you have	an approved APP that includes all types of procurement, given the follow	wing conditions? (5a)	
٧	Agency prepares APP using the prescribed format		
V	Approved APP is posted at the Procuring Entity's Website please provide link: northluzon.pnu.edu.ph		
V	Submission of the approved APP to the GPPB within the prescribed de please provide submission date: PNU MANILA	eadline	
	are an Annual Procurement Plan for Common-Use Supplies and Equipm common-Use Supplies and Equipment from the Procurement Service? (5	• •	
V	Agency prepares APP-CSE using prescribed format		
√.	Submission of the APP-CSE within the period prescribed by the Deparits Guidelines for the Preparation of Annual Budget Execution Plans is please provide submission date: PNU MANILA	-	nagement in
V	Proof of actual procurement of Common-Use Supplies and Equipment	t from DBM-PS	
3. In the conduc	ct of procurement activities using Repeat Order, which of these condition	ns is/are met? (2e)	
V	Original contract awarded through competitive bidding		
1	The goods under the original contract must be quantifiable, divisible ar four (4) units per item	nd consisting of at least	
V	The unit price is the same or lower than the original contract awarded advantageous to the government after price verification	through competitive biddi	ng which is
V	The quantity of each item in the original contract should not exceed 25	5%	
V	Modality was used within 6 months from the contract effectivity date st original contract, provided that there has been a partial delivery, inspec- within the same period	-	
4. In the conduc	ct of procurement activities using Limited Source Bidding (LSB), which o	of these conditions is/are i	net? (2f)
$\overline{\mathbf{V}}$	Upon recommendation by the BAC, the HOPE issues a Certification re	esorting to LSB as the pro	oper modality
V	Preparation and Issuance of a List of Pre-Selected Suppliers/Consulta government authority	ents by the PE or an ident	ified relevant
$\sqrt{}$	Transmittal of the Pre-Selected List by the HOPE to the GPPB		
V	Within 7cd from the receipt of the acknowledgement letter of the list by procurement opportunity at the PhilGEPS website, agency website, if a place within the agency		
5. In giving your	r prospective bidders sufficient period to prepare their bids, which of the	se conditions is/are met?	(3d)
V	Bidding documents are available at the time of advertisement/posting a Agency website;	at the PhilGEPS website	or
\checkmark	Supplemental bid bulletins are issued at least seven (7) calendar days	s before bid opening;	
V	Minutes of pre-bid conference are readily available within five (5) days	S .	
6. Do you prepa the following co	are proper and effective procurement documentation and technical speci anditions? (3e)	ifications/requirements, g	iven the
4	The end-user submits final, approved and complete Purchase Reques	sts, Terms of Reference,	and other

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places 7. 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 please provide Office Order No.: 235 There are at least five (5) members of the BAC please provide members and their respective training dates: Date of RA 9184-related training A. Marvin E. Lucena August 9-10, 2018 B. Nicette N. Ganal August 9-10, 2018 Carlito G. Miguel August 9-10, 2018 Olive Joy F. Andaya August 9-10, 2018 Ma. Lina P. Sario August 9-10, 2018 F. Mary Ann M. Balayan August 9-10, 2018 Richard R. Guiab August 9-10, 2018 Members of BAC meet qualifications 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 please provide Office Order No.: 235 The Head of the BAC Secretariat meets the minimum qualifications please provide name of BAC Sec Head: Franklin R. Dayawon Jr. Majority of the members of BAC Secretariat are trained on R.A. 9184 please provide training date: August 9-10, 2018 8. Have you conducted any procurement activities on any of the following? (5c) If YES, please mark at least one (1) then, answer the question below. Computer Monitors, Desktop Paints and Varnishes Computers and Laptops Food and Catering Services Air Conditioners Training Facilities / Hotels / Venues Vehicles Toilets and Urinals Fridges and Freezers Textiles / Uniforms and Work Clothes Copiers Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s? No 9. 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 please provide link: northluzon.pnu.edu.ph

Procurement information is up-to-date

Information is easily accessible at no cost

which of these conditions is/are met? (7b)

[V	Agency prepares the PMRs
[PMRs are promptly submitted to the GPPB
		please provide submission dates: 1st Sem - PNU Main 2nd Sem - PNU Main
	2.00	PMRs are posted in the agency website please provide link: pnu.edu.ph
	V	PMRs are prepared using the prescribed format
		f procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, onditions is/are met? (8c)
I	V	There is an established procedure for needs analysis and/or market research
[V	There is a system to monitor timely delivery of goods, works, and consulting services
[Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts
12. In evalu	ıating	the performance of your procurement personnel, which of these conditions is/are present? (10a)
[V	Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
	٧	Procuring entity communicates standards of evaluation to procurement personnel
I	V	Procuring entity and procurement personnel acts on the results and takes corresponding action
		following procurement personnel have participated in any procurement training and/or professionalization program ree (3) years? (10b)
		Date of most recent training: <09/10/18>
I	V	Head of Procuring Entity (HOPE)
[V	Bids and Awards Committee (BAC)
	V	BAC Secretariat/ Procurement/ Supply Unit
[$\sqrt{}$	BAC Technical Working Group
[٧	End-user Unit/s
	V	Other staff
14. Which o		following is/are practised in order to ensure the private sector access to the procurement opportunities of the (10c)
]	V	Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year
	V	The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels

15. In determining whether the BAC Secretariat has a system for keeping and maintaining procurement records,

which of these conditions is/are present? (11a)

V	There is a list of procurement related documents that are maintained for a period of at least five years
V	The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
4	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ng whether the Implementing Units has a system for keeping and maintaining procurement records, conditions is/are present? (11b)
V	There is a list of contract management related documents that are maintained for a period of at least five years
V	The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
V	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ng if the agency has defined procedures or standards for quality control, acceptance and inspection and services, which of these conditions is/are present? (12a)
V	Agency has written procedures for quality control, acceptance and inspection of goods, services and works
Have you prod	cured Infrastructure projects through any mode of procurement for the past year?
-	
√	Yes No
lf YES, plea	Yes No No se answer the following:
lf YES, plea	
lf YES, plea	se answer the following: Supervision of civil works is carried out by qualified construction supervisors
18. How long wil	Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: Engr. Christian Cariño Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
18. How long wildocuments are of 19. When inviting A. El B. Si C. Pi D. Pi E. Bi	Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: Engr. Christian Cariño Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: DPWH It take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once
18. How long wildocuments are of 19. When inviting A. El B. Si C. Pi D. Pi E. Bi	Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: Engr. Christian Carifio Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: DPWH It it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once complete? (12b) 15 days GObservers for the following procurement activities, which of these conditions is/are met? (13a) igibility Checking (For Consulting Services Only) re-bid conference reliminary examination of bids devaluation
18. How long wildocuments are of 19. When inviting A. El B. Si C. Pi D. Pi E. Bi	Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: Engr. Christian Cariño Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: DPWH It it take for your agency to release the final payment to your supplier/service provider or contractor/consultant,once complete? (12b) Observers for the following procurement activities, which of these conditions is/are met? (13a) igibility Checking (For Consulting Services Only) re-bid conference reliminary examination of bids d evaluation pet-qualification

	nd operating your Internal Audit Unit (IAU) that performs ditions were present? (14a)	specialized procurement audits,
V	Creation of Internal Audit Unit (IAU) in the agency Agency Order/DBM Approval of IAU position/s:	Circular Letter 2008-5 April 14, 2008
4	Conduct of audit of procurement processes and transact	tions by the IAU within the last three years
V	Internal audit recommendations on procurement-related of the internal auditor's report	matters are implemented within 6 months of the submission
21. Are COA rec report? (14b)	commendations responded to or implemented within six r	nonths of the submission of the auditors'
	Yes (percentage of COA recommendations responded **%	o or implemented within six months)
V	No procurement related recommendations received	
	ng whether the Procuring Entity has an efficient procurer procedural requirements, which of conditions is/are prese	
7	The HOPE resolved Protests within seven (7) calendar	days per Section 55 of the IRR
V	The BAC resolved Requests for Reconsideration within	seven (7) calendar days per Section 55 of the IRR
$\sqrt{}$	Procuring entity acts upon and adopts specific measure referrals, subpoenas by the Omb, COA, GPPB or any q	•
23. In determinit conditions is/are	ng whether agency has a specific anti-corruption program present? (16a)	n/s related to procurement, which of these
V	Agency has a specific office responsible for the implementation	entation of good governance programs
1	Agency implements a specific good governance program	n including anti-corruption and integrity development
V	Agency implements specific policies and procedures in	place for detection and prevention of corruption

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

Name of Agency: PHILIPPINE NORMAL UNIVERSITY-MINDANAO	Name of Evaluator:
Date of Self Assessment:	Position:

No.]	Comments/Findings to the	Supporting Information/Documentation
	Assessment Conditions	Agency Score	APCPI Rating*	Indicators and SubIndicators	(Not to be included in the Evaluation
	AR I. LEGISLATIVE AND REGULATORY FRAMEWORK				
ndie	ator 1. Competitive Bidding as Default Method of Procureme	nt			
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	35.69%	0.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	1.12%	0.00		PMRs
ndie	ator 2. Limited Use of Alternative Methods of Procurement				
2.a	Percentage of shopping contracts in terms of amount of total procurement	29.76%	0.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	32.98%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	1.57%	2.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
Indi	ator 3. Competitiveness of the Bidding Process				
3.a	Average number of entities who acquired bidding documents	3.00	1.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	2.00	1.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	2.00	2.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
			100		
Dii i	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEM	Average I	1,36		
	cator 4. Presence of Procurement Organizations	LIVI CALACITI			
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4,b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and
	1			, , ,	Certification of Training
ndi	cator 5. Procurement Planning and Implementation				
5.a	An approved APP that includes all types of procurement	Not Compliant	0.00		Copy of APP and its supplements (if any)
5.b	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	Not Compliant	0.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant	100		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
	cator 6. Use of Government Electronic Procurement System Percentage of hid opportunities posted by the PhiliGEPS.		ļ 	•	ĺ
	Percentage of bid opportunities posted by the PhilGEPS- registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
indie 6.a 6.b	Percentage of bid opportunities posted by the PhilGEPS-	100.00%	3.00		Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records
6.a	Percentage of bid opportunities posted by the PhilGEPS- registered Agency Percentage of contract award information posted by the				

ANNEX A GOVERNMENT PROCUREMENT POLICY BOARD

Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

ame of Agency: PHILIPPINE NORMAL UNIVERSITY-MINDANAO	Name of Evaluator:
ate of Self Assessment:	Position:

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be included in the Evaluation
Indic	ator 7. System for Disseminating and Monitoring Procuremen	nt information			
	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
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Partially Compliant	1.00	*	Copy of PMR and received copy that it was submitted to GPPB
		Average II	1.60		
PILLA	R III. PROCUREMENT OPERATIONS AND MARKET PRACTICES	Average II			
indic	ator 8. Efficiency of Procurement Processes				
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	85.56%	3.00		APP (including Supplemental amendments, if any) and PMRs
. 1	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	100.00%	3.00		APP(including Supplemental amendments, if any)and PMRs
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Substantially Compliant	2.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services
			1		Contracts with amendments and variations to order amount to 10% or less
اـــا				· · · · · · · · · · · · · · · · · · ·	variations to order amount to 10% of less
Indica	ator 9. Compliance with Procurement Timeframes			· · · · · · · · · · · · · · · · · · ·	
9.a	Percentage of contracts awarded within prescribed period of	n/a	n/a	· · · · · · · · · · · · · · · · · · ·	PMRs
	action to procure goods Percentage of contracts awarded within prescribed period of				r was
113.N I	action to procure infrastructure projects	100.00%	3.00		PMRs
19.C I	Percentage of contracts awarded within prescribed period of	n/a	n/a		PMRs
 	action to procure consulting services				
Indica	ator 10. Capacity Building for Government Personnel and Pri	ate Sector Part			
	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.6	Percentage of participation of procurement staff in procurement training and/or professionalization program	6.06%	0.00	18 t Painter - 4 - 4 - 3 t Painter	Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indic	ator 11. Management of Procurement and Contract Manager	nent Records	F		
	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.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable 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
	ator 12. Contract Management Procedures				
12.a	Agency has defined procedures or standards in such areas as 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 formsz
12.b	Timely Payment of Procurement Contracts	After 45 days	0.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	2,36		· · · · · · · · · · · · · · · · · · ·

ANNEX A

GOVERNMENT PROCUREMENT POLICY BOARD

Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

	e of Agency: PHILIPPINE NORMAL UNIVERSITY-MINDANAO of Self Assessment:				Name of Evaluator: Position:
No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be included in the Evaluation
-	AR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUR	EMENT SYSTEM			
Indi	cator 13. Observer Participation in Public Bidding				
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully 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.)
			14.0		
Indic	ator 14. Internal and External Audit of Procurement Activiti	es			
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	0.00		Verify copy of Order or show actual organizational chart showing IAU, auidt reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Between 61- 70.99% compliance	1.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
India	ator 15. Capacity to Handle Procurement Related Complain	ts	•		
15.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 Motior for Reconsiderations, Protests and Complaints; Office Orders adopting mesures to address procurement-related

1.00

1.58

Not Compliant

Average IV

Summary of APCPI Scores by Pillar

procurement

Indicator 16. Anti-Corruption Programs Related to Procurement

16.a Agency has a specific anti-corruption program/s related to

GRAND TOTAL (Avarege I + Average II + Average III + Average IV / 4)

	APCPI Pillars	Ideal Rating	Agency Rating
l	Legislative and Regulatory Framework	3.00	1.36
1l	Agency Insitutional Framework and Management Capacity	3.00	1.60
Ш	Procurement Operations and Market Practices	3.00	2.36
IV	Integrity and Transparency of Agency Procurement Systems	3.00	1.00
	Total (Pillar I+Pillar II+Pillar III+ PillariV)/4	3,00	1.58



Verify documentation of anti-corruption

ANNEX B GOVERNMENT PROCUREMENT POLICY BOARD CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: PHILIPPINE NORMAL UNIVERSITY-MINDANAO

Period Covered: CY 20

	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Falled Biddings	Total No. of Entitles who Acquired Bid Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities Posted at PhilGEPS	No. of Contract Award Posted at PhilGEPS	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orde
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Calumn 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13
1. Public Bidding*			Lieu et et et et et e		Santania (1964)		E. Ariesadovi Padalini	il.			lated managers of the s	Continue part in 12 mar
1.1. Goods	0.00	0	0	0.00	0	0	0	0	Ö	0	0	0
1.2. Works	3,100,000.00	1	1	2,848,285.57	0	3	2	2	i	1	0	0
1.3. Consulting Services	0.00	0	0	0.00	0	0	0	Ó	Q .	0	0	0
Sub-Total	3,100,000.00	1	1	2,848,285.57	0	3	2	2	1	1	0	0
2. Alternative Modes												Rus et de la company
2.1.1 Shopping (52.1 a above 50K)	0.00	0	0	0.00	re symbol					0		
2.1,2 Shopping (52.1 b above 50K)	3,253,000.00	22	22	2,375,106.82					22	0		
2.1.3 Other Shopping	0.00	0	0	0.00						0		
2.2.1 Direct Contracting (above 50K)	0.00	O	0	0.00						0		
2.2.2 Direct Contracting (50K or less)	150,000.00	7	7	125,219.92						0		
2.3.1 Repeat Order (above 50K)	0,00	0	0	0.00						0		
2.3.2 Repeat Order (50K or less)	0.00	0	0	0.00						0		
2.4. Limited Source Bidding	0.00	0	0	0.00		kvara (Every)			Ō	0		
2.5.1 Negotiation (Common-Use Supplies)	300,000.00	14	14	267,937.25				HOME AND DESCRIPTION		RATE (\$150)		
2.5.2 Negotiation (Recognized Government Printers)	0.00	0	0	0.00					f San	ESTATES TH		
2.5.3 Negotiation (TFB 53.1)	0.00	0	0	0.00			Programme was sometimes	MOTOR CONTRACTOR	Ó	0		
2.5.4 Negotiation (SVP 53.9 above 50K)	1,945,000.00	8	8	1,826,305.00	F# 7 6 7 9 9	KANANGARAKAN			8	0		
2,5.5 Other Negotlated Procurement (Others above 50K)	0.00	Ö	0	0.00	Paris 25 27 28 28 28	WENTER BUYER	earnight odd 1900	Obviewa na kara		0		
2.5.6 Other Negotlated Procurement (50K or less)	893,000.00	51	51	805,780.13						0 - 0		
Sub-Total	6,541,000.00	102	102	5,400,349.12	rupanasaasa	PRINCEYS STON		FEATUR GOTTON	30	0		
3. Foreign Funded Procurement**			MS-BIG-MENA	Modern Wolferson		MARKE OF STATE	1775 41 5 84 9 49 5	NOT BUTCHE	PANTAL STOWNS AND			
3.1. Publicly-Bid	0.00	0	0	0.00		0	0	0	Valendary vale	N AS STATE		
3.2. Afternative Modes	0.00	0	0	0.00	Karalan darah	0	0	O			KORNÁMETY SOM	MENTER ENTRE DE PAR
Sub-Total	0.00	0	0	0.00			ritra de la compansión de		moen deven		Y STEASTANCES	ningara baranganga
4. Others, specify:					TENNONE SELECT	242 248 5541		Wali wa wa wa kata wa ka			ome om re	
TOTAL	9,641,000.00	103	103	8,248,634.69	ra systems	MARIE AND		Editorio Editorio I	NG SVETTARKS			

^{*} Should include foreign-funded publicly-bid projects per procurement type

(Designation)	(Designation)	(Designation)

^{**} 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

1				Notes and Section 1985	
No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
			1	2	3
	AR I. LEGISLATIVE AND REGULATORY FRAMEWORK				
Indic	ator 1. Competitive Bidding as Default Method of Procurement				
1 1	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Below 70.90%	Between 76.00-80.99%	Between 81.00-90.99%	Between 91.00-100%
2	Percentage of competitive bidding and limited source bidding contracts in	h	-	1	
	terms of volume of total procurement	Below 20.06%	Between 20.00-39.99%	Between 40.00-50.00%	Above 50.00%
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Indic	ator 2. Limited Use of Alternative Methods of Procurement				
3	Percentage of shopping contracts in terms of amount of total procurement	Above 7.00%	Between 6.00-7.00 %	Between 4.02-5.99 %	Below 4.00%
4	Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 11.00 -15.00%	Between 6.00-10.99%	Below 6.00%
5	Description of divertical testing in terms of a manual of the land	Above 4.00%	B		
	Percentage of direct contracting in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2,99%	Below 1.60%
6	Percentage of repeat order contracts in terms of amount of total	Above 4.00%	Between 3.00-4.00%	Вейween 1.00-2.99%	Below 1.00%
7	procurement Compliance with Repeat Order procedures				
	Compliance with Limited Source Bidding procedures	Not Compliant Not Compliant			Compliant
٣	Companies was Diffee Course blooms processes	ног сыпривис			Compliant
Indic	ator 3. Competitiveness of the Bidding Process		*		· · · · · · · · · · · · · · · · · · ·
9	Average number of entities who acquired bidding documents	Below 3.00	3.00-3.99	4.00-5.99	6.00 and above
	Average number of bidders who submitted bids	Below 2.00	2.00-2.99	3.00-4.99	5.00 and above
	Average number of bidders who passed eligibility stage	Below 1.00	1.00-1.99	2.00-2.99	3.00 and above
12	Sufficiency of period to prepare bids Use of proper and effective procurement documentation and technical	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
13	specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
\vdash	specifications) requirements		1	<u> </u>	
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	R II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY				
Indic	ator 4. Presence of Procurement Organizations				
	Creation of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
15	Presence of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
]pelie	ator 5. Procurement Planning and Implementation				
	An approved APP that includes all types of procurement	Not Compliant	T	T	Compliant
	Preparation of Annual Procurement Plan for Common-Use Supplies and	THE COST PRINTE			Compliant
17	Equipment (APP-CSE) and Procurement of Common-Use Supplies and	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
	Equipment from the Procurement Service				- way compately
18	Existing Green Specifications for GPP8-identified non-CSE items are adopted	Not Compliant	1	1	F P
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in all as	ator C the of Cayoung ask C				
-	ator 6. Use of Government Electronic Procurement System			1	
19	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Below 70.99%	Setween 71.00-80.99%	Between 81.00-90,99%	Above 91.00%
20	Percentage of contract award information posted by the Phil@EPS-registered				
20	Agency	Below 20.00%	Between 20.00- 50.99%	Between 51.00-80.00%	Above 80.00%
21	Percentage of contract awards procured through alternative methods posted	Below 20.00%	Between 20.00 - 50.99%	Between 51.00-80.00%	AL pp pgp
	by the PhilGEPS-registered Agency	DEID19 203/0/8	Between 20.00 - 30.33%	Between 51.00-80.00%	Above 80.06%
-	1 7 6 1 6 66 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2	···· · · · · · · · · · · · · · · · · ·			
	ator 7. System for Disseminating and Monitoring Procurement Information				
22	Presence of website that provides up-to-date procurement information easily accessible at no cost.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
\vdash					
23	Preparation of Procurement Monitoring Reports using the GPPB-prescribed	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
\Box	format, submission to the GPPB, and posting in agency website			, , ,	,
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inar a s	DEL DOCCUCENTAL DEPARTMENT AND LANDET DOLCTOCK	····			
	AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES				
	ator 8. Efficiency of Procurement Processes				
	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year	Below 40.60% or above 109.00%	Setween 40.00-60.99%	Setween 61.00% -80.00%	Above 88.86%
Indica 24	ator 8. Efficiency of Procurement Processes				
	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Below 40.00% or above 100.00% Below 90.00%	Between 40.00- 60.99% Between 90.00- 92.99%	Between 61.00% -80.00% Between 93.00-95.00%	Above 80.00% Above 95.00%
Indica 24	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and		Between 90.00- 92.99%	Between 93.00-95,00%	Above 95.00%
24 25	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Below 90.00%			
24 25 26	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Below 90.00%	Between 90.00- 92.99%	Between 93.00-95,00%	Above 95.00%
24 25 26	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compliance with Procurement Timeframes	Below 99.00% Not Compliant	Between 90.00-92.99% Partially Compliant	Between 93.00-95.00% Substantially Compliant	Above 95.00% Fully Compliant
24 25 26	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Below 90.00%	Between 90.00- 92.99%	Between 93.00-95,00%	Above 95.00%
24 25 26 Indica 27	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to	Below 90.00% Not Compliant Below 90.00%	Partially Compliant Between 90.00 to 95.99%	Between 93.00-95.00% Substantially Compliant Between 96.00 to 99,99%	Above 95.00% Fully Compliant 100%
24 25 26	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Below 99.00% Not Compliant	Between 90.00-92.99% Partially Compliant	Between 93.00-95.00% Substantially Compliant	Above 95.00% Fully Compliant
24 25 26 Indica 27	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Petrentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Below 90.00% Not Compliant Below 90.00%	Partially Compliant Between 90.00 to 95.99%	Between 93.00-95.00% Substantially Compliant Between 96.00 to 99,99%	Above 95.00% Fully Compliant 100%
24 25 26 Indica 27 28	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Below 90.00% Mot Compliant Below 90.80% Below 90.00%	Between 90.00- 92.99% Partially Compliant Between 90.00 to 95.99% Between 90.00 to 95.99%	Between 93.00-95.00% Substantially Compliant Between 96.00 to 99.99% Between 96.00 to 99.99%	Above 95.00% Fully Compliant 100%
24 25 26 Indica 27 28 29	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned proucement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting sarvices	Below 90.00% Not Compliant Below 90.00% Below 90.00% Below 90.00%	Between 90.00- 92.99% Partially Compliant Between 90.00 to 95.99% Between 90.00 to 95.99%	Between 93.00-95.00% Substantially Compliant Between 96.00 to 99.99% Between 96.00 to 99.99%	Above 95.00% Fully Compliant 100%
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24 25 26 Indica 27 28 29 Indica	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned proucement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting sarvices	Below 90.00% Not Compliant Below 90.00% Below 90.00% Below 90.00%	Between 90.00- 92.99% Partially Compliant Between 90.00 to 95.99% Between 90.00 to 95.99%	Between 93.00-95.00% Substantially Compliant Between 96.00 to 99.99% Between 96.00 to 99.99%	Above 95.00% Fully Compliant 100%
24 25 26 Indica 27 28 29 Indica 30	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compilance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting sarvices ator 10. Capacity Building for Government Personnel and Private Sector Pertic There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis Percentage of participation of procurement staff in procurement training	Below 90.00% Mot Compliant Below 90.00% Below 90.00% Joants Not Compliant	Between 90.00- 92.99% Partially Compliant Between 90.00 to 95.99% Between 90.00 to 95.99% Setween 90.00 to 95.99% Partially Compliant	Between 93.00-95.00% Substantially Compliant Between 96.00 to 99.99% Between 96.00 to 99.99% Between 95.00 to 99.99% Substantially Compliant	Above 95.00% Fully Compliant 100% 100% Fully Compliant
24 25 26 Indica 27 28 29 Indica	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned proucement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compliance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting sarvices ator 10. Capacity Building for Government Personnel and Private Sector Partic There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Below 90.00% Not Compliant Below 90.00% Below 90.00% Below 90.00%	Between 90.00-92.99% Partially Compliant Between 90.00 to 95.99% Between 90.00 to 95.99% Setween 90.00 to 95.99%	Between 93.00-95.00% Substantially Compliant Between 96.00 to 99.99% Between 96.00 to 99.99% Between 96.00 to 99.99%	Above 95.00% Fully Compliant 100% 100%
24 25 26 Indic 27 28 29 Indic 30 31	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compilance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting sarvices ator 10. Capacity Building for Government Personnel and Private Sector Portic There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis Percentage of participation of procurement staff in procurement training and/or professionalization program	Below 90.00% Not Compliant Below 90.00% Below 90.00% Selow 90.00% Ipants Not Compliant Less than 60.00% Treined	Between 90.00- 92.99% Partially Compliant Between 90.00 to 95.99% Between 90.00 to 95.99% Setween 90.00 to 95.99% Partially Compliant	Between 93.00-95.00% Substantially Compliant Between 96.00 to 99.99% Between 96.00 to 99.99% Between 95.00 to 99.99% Substantially Compliant	Above 95.00% Fully Compliant 100% 100% 100% Fully Compliant Between 91.00-100% Trained
24 25 26 Indica 27 28 29 Indica 30	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compilance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting sarvices ator 10. Capacity Building for Government Personnel and Private Sector Pertic There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis Percentage of participation of procurement staff in procurement training	Below 90.00% Mot Compliant Below 90.00% Below 90.00% Joants Not Compliant	Between 90.00- 92.99% Partially Compliant Between 90.00 to 95.99% Between 90.00 to 95.99% Setween 90.00 to 95.99% Partially Compliant	Between 93.00-95.00% Substantially Compliant Between 96.00 to 99.99% Between 96.00 to 99.99% Between 95.00 to 99.99% Substantially Compliant	Above 95.00% Fully Compliant 100% 100% Fully Compliant
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24 25 26 Indica 27 28 29 Indica 30 31 32	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned proucurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compilance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services ator 10. Capacity Building for Government Personnel and Private Sector Pertic There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis Percentage of participation of procurement staff in procurement training and/or professionalization program The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Below 90.00% Not Compliant Below 90.00% Below 90.00% Selow 90.00% Ipants Not Compliant Less than 60.00% Treined	Between 90.00- 92.99% Partially Compliant Between 90.00 to 95.99% Between 90.00 to 95.99% Setween 90.00 to 95.99% Partially Compliant	Between 93.00-95.00% Substantially Compliant Between 96.00 to 99.99% Between 96.00 to 99.99% Between 95.00 to 99.99% Substantially Compliant	Above 95.00% Fully Compliant 100% 100% 100% Fully Compliant Between 91.00-100% Trained
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Indicate	ator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding Planned proucurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe ator 9. Compilance with Procurement Timeframes Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of action to procure consulting services actor 10. Capacity Building for Government Personnel and Private Sector Pertic There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis Percentage of participation of procurement staff in procurement training and/or professionalization program The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity has open dialogue with private sector and ensures access to the procurement of Procurement and Contract Management Records The BAC Secretariat has a system for keeping and maintaining procurement records Implementing Units bas and is implementing a system for keeping and	Below 90.00% Not Compliant Below 90.00% Below 90.00% Below 90.00% Ipants Not Compliant Less than 60.00% Treined Not Compliant	Between 90.00-92.99% Partially Compliant Between 90.00 to 95.99% Between 90.00 to 95.99% Setween 90.00 to 95.99% Partially Compliant Between 60.00-75.99% Trained	Between 93.00-95.00% Substantially Compliant Between 96.00 to 99,99% Between 96.00 to 99,99% Between 95.00 to 99,99% Substantially Compliant Between 76-90% of staff trained	Above 95.00% Fully Compliant 100% 100% 100% Fully Compliant Between 91.00-100% Trained Compliant
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Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

PHILIPPINE NORMAL UNIVERSITY-MINDANAO

Period:	
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Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement		The state of the s	ranetable	Resources Needed
1.b	Percentage of competitive bidding and ilmited source bidding contracts in terms of volume of total procurement				
2.a	Percentage of shopping contracts in terms of amount of total procurement				
2,b	Percentage of negotiated contracts in terms of amount of total procurement				
2.c	Percentage of direct contracting in terms of amount of total procurement				
2.d	Percentage of repeat order contracts in terms of amount of total procurement		V 1 8 W 10 W		
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents				
3.b	Average number of bidders who submitted bids				
3.c	Average number of bidders who passed eligibility stage				
3.d S	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and echnical specifications/requirements				
4.a C	reation of Bids and Awards Committee(s)				
4,b Pi	resence of a BAC Secretariator Procurement Unit				
]	<u>L</u>				

Name of Agency:			PHILIPPINE NORMAL UNIVERSITY-MINDANAO				Date:				
Name of R	espor	ndent:		VIVI	NIA B. DAUG			Position:		BAC Chair	
Instruction: according t	: Put a to wha	a check (• at is asked	√) mark insid d. Please not	le the box be e that all que	eside each coi estions must L	ndition/requirem se answered con	ent met as pro mpletely.	vided below a	and then fill in th	ne corresponding	blanks
1. Do you h	nave a	an approve	ed APP that	includes all t	types of procu	rement, given th	ne following co	nditions? (5a))		
	✓	Agency p	orepares APF	ousing the p	rescribed forr	nat					
-	<u> </u>		d APP is pos	ted at the Pr	ocuring Entity	's Website					
	✓		ion of the ap			within the presc	ribed deadline				
						e Supplies and I ocurement Serv		P-CSE) and			
	\checkmark	Agency p	orepares API	P-CSE using	prescribed fo	rmat					
	7	its Guide		Preparation	of Annual Bud	rescribed by the			Management in	1	
	✓	Proof of a	actual procur	ement of Co	mmon-Use S	upplies and Equ	ipment from D	BM-PS			
3. In the co	nduct	t of procur	ement activi	ties using Re	epeat Order, v	which of these co	onditions is/are	e met? (2e)			
		Original o	contract awa	rded through	competitive t	oidding					
			ds under the inits per item		ract must be o	quantifiable, divi	sible and cons	isting of at lea	ast		
ļ					r than the orig after price ver	ginal contract aw ification	arded through	ı competitive t	oidding which is		
į		The quan	ntity of each i	tem in the or	riginal contrac	t should not exc	eed 25%				
}		original c		ided that the		ntract effectivity a partial delivery			_		
4. In the co	nduct	t of procur	ement activit	ties using Lir	mited Source I	Bidding (LSB), v	vhich of these	conditions is/a	are met? (2f)		
]		Upon rec	ommendatio	n by the BA	C, the HOPE i	ssues a Certific	ation resorting	to LSB as the	proper modalit	ty	
			ion and Issua ent authority	ance of a Lis	t of Pre-Selec	ted Suppliers/Co	onsultants by t	he PE or an id	dentified relevar	nt	
		Transmitt	tal of the Pre	-Selected Lis	st by the HOP	E to the GPPB					
		procurem		nity at the Ph		ment letter of the					
5. In giving	your	prospectiv	ve bidders su	ifficient perio	od to prepare t	heir bids, which	of these cond	itions is/are m	net? (3d)		
	✓	Bidding d Agency w		e available a	at the time of a	advertisement/p	osting at the P	hilGEPS webs	site or		
	√	Suppleme	ental bid bull	etins are iss	ued at least so	even (7) calenda	ar days before	bid opening;			
	✓	Minutes o	of pre-bid cor	nference are	readily availa	ble within five (5	ō) days.				
6. Do you p				procuremen	t documentati	on and technica	al specification	s/requirement	s, given the		

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places 7. 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 please provide Office Order No.: PNU Special Order There are at least five (5) members of the BAC please provide members and their respective training dates: Name/s Date of RA 9184-related training A. MA. TERESA P. BAYLON(Chair) July 4-5, 2018 B. MAY Q. APAT(Vice-Chair/End-User) August 14-17, 2018 C. ROSE D. ARQUION(Member) July 4-5, 2018 D. ELVIRA V. CHUA(Member) July 4-5, 2018 CESARIO C. GALANIDA(Member) E. July 4-5, 2018 VIVINIA B. DAUG (New BAC Chair) F. August 14-17, 2018 G. CORNELIO L. LABAO, JR.(New BAC Member) July 4-5, 2018 Members of BAC meet qualifications 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 please provide Office Order No.: 271, series of 2018 The Head of the BAC Secretariat meets the minimum qualifications please provide name of BAC Sec Head: MARIFE G. PADILLA Majority of the members of BAC Secretariat are trained on R.A. 9184 please provide training date: July 4-5, 2018 8. Have you conducted any procurement activities on any of the following? (5c) If YES, please mark at least one (1) then, answer the question below. Computer Monitors, Desktop Paints and Varnishes Computers and Laptops Food and Catering Services Air Conditioners Training Facilities / Hotels / Venues Vehicles Toilets and Urinals Fridges and Freezers Textiles / Uniforms and Work Clothes Copiers Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s? Yes No 9. 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 please provide link: www.pnu.edu.ph Procurement information is up-to-date

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) **QUESTIONNAIRE** Information is easily accessible at no cost 10. 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 please provide submission dates: 1st Sem - 2nd Sem -PMRs are posted in the agency website please provide link: PMRs are prepared using the prescribed format 11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c) There is an established procedure for needs analysis and/or market research There is a system to monitor timely delivery of goods, works, and consulting services Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts 12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a) Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s Procuring entity communicates standards of evaluation to procurement personnel Procuring entity and procurement personnel acts on the results and takes corresponding action 13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b) Date of most recent training: August 14-17, 2018 Head of Procuring Entity (HOPE) Bids and Awards Committee (BAC) BAC Secretariat/ Procurement/ Supply Unit **BAC Technical Working Group** End-user Unit/s Other staff 14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c) Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective

The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and

bidders at least once a year

various communication channels

15. 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 procurement related years	documents that are maintained for a period of at least five
	✓	The documents are kept in a duly des filing cabinets and electronic copies in	ignated and secure location with hard copies kept in appropriate dedicated computers
	√	The documents are properly filed, seg audit personnel	regated, easy to retrieve and accessible to authorized users and
		ing whether the Implementing Units has conditions is/are present? (11b)	a system for keeping and maintaining procurement records,
	Y	There is a list of contract management five years	t related documents that are maintained for a period of at least
	7	The documents are kept in a duly des filing cabinets and electronic copies in	ignated and secure location with hard copies kept in appropriate addicated computers
	√	The documents are properly filed, seg audit personnel	regated, easy to retrieve and accessible to authorized users and
		ng if the agency has defined procedure and services, which of these condition	s or standards for quality control, acceptance and inspection s is/are present? (12a)
		Agency has written procedures for qu	ality control, acceptance and inspection of goods, services and works
Have yo	ou prod	cured Infrastructure projects through ar	ny mode of procurement for the past year?
			y mode of production the past year;
		Yes	No No
If YE	S, plea		
If YE	S, plea	Yes ase answer the following:	
If YE	S, plea	Yes ase answer the following: Supervision of civil works is carried or Name of Civil Works Supervisor:	No
8. How l	ong wi	Yes Supervision of civil works is carried or Name of Civil Works Supervisor: Agency implements CPES for its work (applicable for works only) Name of CPES Evaluator:	No It by qualified construction supervisors
8. How le	ong wills are dinviting A. El B. Si C. Pi D. Pi E. Bi	Yes Supervision of civil works is carried or Name of Civil Works Supervisor: Agency implements CPES for its work (applicable for works only) Name of CPES Evaluator: Ill it take for your agency to release the complete? (12b) maximum	It by qualified construction supervisors as projects and uses results to check contractors' qualifications final payment to your supplier/service provider or contractor/consultant,once of 3 working days ent activities, which of these conditions is/are met? (13a) ces Only)
8. How le	ong wills are dinviting A. El B. Si C. Pi D. Pi E. Bi	Supervision of civil works is carried or Name of Civil Works Supervisor: Agency implements CPES for its work (applicable for works only) Name of CPES Evaluator: Ill it take for your agency to release the complete? (12b) g Observers for the following procurem ligibility Checking (For Consulting Services On re-bid conference reliminary examination of bids id evaluation ost-qualification	It by qualified construction supervisors as projects and uses results to check contractors' qualifications final payment to your supplier/service provider or contractor/consultant,once of 3 working days ent activities, which of these conditions is/are met? (13a) ces Only)
8. How le	ong will is are dinvitting A. El B. Si C. Pl D. Pl E. Bi F. Pc	Agency implements CPES for its work (applicable for works only) Name of CPES Evaluator: Ill it take for your agency to release the complete? (12b) g Observers for the following procurem ligibility Checking (For Consulting Services On the conference reliminary examination of bids id evaluation Observers are invited to attend stages.	It by qualified construction supervisors as projects and uses results to check contractors' qualifications final payment to your supplier/service provider or contractor/consultant, once of 3 working days ent activities, which of these conditions is/are met? (13a) ces Only) y)
8. How le	ong will is are dinvitting A. El B. Si C. Pl D. Pl E. Bi F. Pc	Agency implements CPES for its work (applicable for works only) Name of CPES Evaluator: Ill it take for your agency to release the complete? (12b) g Observers for the following procurem ligibility Checking (For Consulting Services On the conference reliminary examination of bids id evaluation Observers are invited to attend stages.	It by qualified construction supervisors Its projects and uses results to check contractors' qualifications If the payment to your supplier/service provider or contractor/consultant, once of 3 working days In activities, which of these conditions is/are met? (13a) Its cost only) Its of procurement as prescribed in the IRR Its provided documents, free of charge, as stated in the IRR

	nd operating your Internal Audit Unit (IAU) that performs specialized procurement audits, ditions were present? (14a)
	Creation of Internal Audit Unit (IAU) in the agency Agency Order/DBM Approval of IAU position/s:
	Conduct of audit of procurement processes and transactions by the IAU within the last three years
	Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report
21. Are COA recreport? (14b)	commendations responded to or implemented within six months of the submission of the auditors'
7	Yes (percentage of COA recommendations responded to or implemented within six months) %
	No procurement related recommendations received
22. In determining to comply with p	ng whether the Procuring Entity has an efficient procurement complaints system and has the capacity rocedural requirements, which of conditions is/are present? (15a)
	The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
✓	The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
✓	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
23. In determinir conditions is/are	ng whether agency has a specific anti-corruption program/s related to procurement, which of these present? (16a)
	Agency has a specific office responsible for the implementation of good governance programs
	Agency implements a specific good governance program including anti-corruption and integrity development
	Agency implements specific policies and procedures in place for detection and prevention of corruption