

03-16 #24

I-FO-142-PS-A-MEP-23-03-08829-9

**ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT**

Name of Agency: Department of Social Welfare and Development - Field Office 1

Period Covered: CY

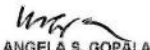
2022

	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	Ave. No. of Days for Approval of Resolution/Is suance of	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to Resolve Requests for Reconsideration s / Protests	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	Column 15	Column 16	Column 17	Column 18
1. Public Bidding*											1. Public Bidding*						
1.1. Goods	318,042,074.06	13	9	257,209,592.55	4	98	98	71	13	13	0	0					9
1.2. Works	0.00	0	0	0.00	0	0	0	0	0	0	0	0					0
1.3. Consulting Services	0.00	0	0	0.00	0	0	0	0	0	0	0	0					0
Sub-Total	318,042,074.06	13	9	257,209,592.55	4	98	98	71	13	13	0	0					9
2. Alternative Modes																	
2.1.1 Shopping (52.1 a above 50K)	0.00	0	0	0.00						0							
2.1.2 Shopping (52.1 b above 50K)	3,366,103.51	28	28	1,174,099.94					28	28							
2.1.3 Other Shopping	0.00	0	0	0.00													
2.2.1 Direct Contracting (above 50K)	1,433,992.00	3	3	1,267,336.00													
2.2.2 Direct Contracting (50K or less)	34,355.06	1	1	34,355.06													
2.3.1 Repeat Order (above 50K)	8,001,399.04	24	24	8,001,399.04													
2.3.2 Repeat Order (50K or less)	20,272.50	1	1	20,272.50													
2.4. Limited Source Bidding	0.00	0	0	0.00					0	0							
2.5.1 Negotiation (Common-Use Supplies)	0.00	0	0	0.00													
2.5.2 Negotiation (Recognized Government Printers)	0.00	0	0	0.00													
2.5.3 Negotiation (TFB 53.1)	0.00	0	0	0.00					0	0							
2.5.4 Negotiation (SVP 53.9 above 50K)	18,355,570.14	99	99	14,698,122.59					99	99							
2.5.5 Other Negotiated Procurement (Others above 50K)	10,338,160.00	75	75	9,849,259.03						75							
2.5.6 Other Negotiated Procurement (50K or less)	4,159,856.69	214	214	4,092,789.96													
Sub-Total	45,709,718.94	445	445	39,137,634.12					445	382							
3. Foreign Funded Procurement**																	
3.1. Publicly-Bid	0.00	0	0	0.00		0	0	0									
3.2. Alternative Modes	7,996,174.80	23	23	6,930,399.67		23	23	23									
Sub-Total	7,996,174.80	23	23	6,930,399.67													
4. Others, specify:											4. Others, specify:						
TOTAL	371,747,967.80	481	477	303,277,626.34							TOTAL						

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

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


HERMINIGILDA L. SONSON
AO V/Head, Procurement Section


MARIE ANGELA S. GOPALAN
Regional Director

Name of Agency: Department of Social Welfare and Development - Field Office 1
 Name of Respondent: HERMINIGILDA L. SONSON

Date: 15-Mar-23
 Position: Administrative Officer V

Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)	Compliant
<input type="checkbox"/> Agency prepares APP using the prescribed format	
<input type="checkbox"/> Approved APP is posted at the Procuring Entity's Website please provide link: <u>https://fo1.dswd.gov.ph/about-us/transparency-seal-2/</u>	
<input type="checkbox"/> Submission of the approved APP to the GPPB within the prescribed deadline please provide submission date: <u>10 January 2022</u>	
2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (5b)	Fully Compliant Fully Compliant
<input type="checkbox"/> Agency prepares APP-CSE using prescribed format	1
<input type="checkbox"/> Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually please provide submission date: <u>19 September 2022</u>	1
<input type="checkbox"/> Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS	3
3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)	Compliant Compliant
<input type="checkbox"/> Original contract awarded through competitive bidding	
<input type="checkbox"/> The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item	
<input type="checkbox"/> The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification	
<input type="checkbox"/> The quantity of each item in the original contract should not exceed 25%	
<input type="checkbox"/> Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period	
4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)	n/a Compliant
<input type="checkbox"/> Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality	
<input type="checkbox"/> Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority	
<input type="checkbox"/> Transmittal of the Pre-Selected List by the HOPE to the GPPB	
<input type="checkbox"/> Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPS website, agency website, if available and at any conspicuous place within the agency	
5. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)	Fully Compliant 1
<input type="checkbox"/> Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;	
<input type="checkbox"/> Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;	1
<input type="checkbox"/> Minutes of pre-bid conference are readily available within five (5) days.	1
6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the the following conditions? (3e)	3 Fully Compliant
<input type="checkbox"/> 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	
<input type="checkbox"/> No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment	
<input type="checkbox"/> 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)	

<input checked="" type="checkbox"/> Office Order creating the Bids and Awards Committee	Fully Compliant																
please provide Office Order No.: <u>Regional Special Order No. 000001 series of 2022</u>	1																
<input checked="" type="checkbox"/> There are at least five (5) members of the BAC	1																
please provide members and their respective training dates:																	
<table border="0"> <tr> <th>Name/s</th> <th>Date of RA 9184-related training</th> </tr> <tr> <td>A. <u>MELECIO C. UBILAS JR</u></td> <td><u>20-23, 27-30 April 2022</u></td> </tr> <tr> <td>B. <u>CRISANTO B. MORTERA</u></td> <td><u>07-10 June 2022</u></td> </tr> <tr> <td>C. <u>VIRGINIA P. SESAY</u></td> <td><u>07-10 June 2022</u></td> </tr> <tr> <td>D. <u>CLARIVEL C. BANZUELA</u></td> <td><u>07-10 June 2022</u></td> </tr> <tr> <td>E. <u>MARICEL S. CALEJA</u></td> <td><u>07-10 June 2022</u></td> </tr> <tr> <td>F. <u>MARY GRACE A. RENDON</u></td> <td><u>07-10 June 2022</u></td> </tr> <tr> <td>G. <u>EDITHA B. VERCELES</u></td> <td><u>07-10 June 2022</u></td> </tr> </table>	Name/s	Date of RA 9184-related training	A. <u>MELECIO C. UBILAS JR</u>	<u>20-23, 27-30 April 2022</u>	B. <u>CRISANTO B. MORTERA</u>	<u>07-10 June 2022</u>	C. <u>VIRGINIA P. SESAY</u>	<u>07-10 June 2022</u>	D. <u>CLARIVEL C. BANZUELA</u>	<u>07-10 June 2022</u>	E. <u>MARICEL S. CALEJA</u>	<u>07-10 June 2022</u>	F. <u>MARY GRACE A. RENDON</u>	<u>07-10 June 2022</u>	G. <u>EDITHA B. VERCELES</u>	<u>07-10 June 2022</u>	
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<input checked="" type="checkbox"/> Members of BAC meet qualifications	1																
<input checked="" type="checkbox"/> Majority of the members of BAC are trained on R.A. 9184	1																
	4																
For BAC Secretariat: (4b)																	
<input checked="" type="checkbox"/> Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat	Fully Compliant																
please provide Office Order No.: <u>Regional Special Order No. 000001 series of 2022</u>	1																
<input checked="" type="checkbox"/> The Head of the BAC Secretariat meets the minimum qualifications	1																
please provide name of BAC Sec Head: <u>HERMINIGILDA L. SONSON</u>																	
<input checked="" type="checkbox"/> Majority of the members of BAC Secretariat are trained on R.A. 9184	1																
please provide training date: <u>07-10 June 2022</u>																	
	3																
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.																	
<input checked="" type="checkbox"/> Computer Monitors, Desktop Computers and Laptops <input checked="" type="checkbox"/> Paints and Varnishes <input checked="" type="checkbox"/> Food and Catering Services <input checked="" type="checkbox"/> Air Conditioners <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues <input checked="" type="checkbox"/> Vehicles <input type="checkbox"/> Toilets and Urinals <input checked="" type="checkbox"/> Fridges and Freezers <input checked="" type="checkbox"/> Textiles / Uniforms and Work Clothes <input checked="" type="checkbox"/> Copiers	Compliant																
Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?																	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Compliant																
9. In determining whether you provide up-to-date procurement information easily accessible at no cost, which of these conditions is/are met? (7a)	Fully Compliant																
<input checked="" type="checkbox"/> Agency has a working website	1																
please provide link: <u>https://fo1.dswd.gov.ph/</u>																	
<input checked="" type="checkbox"/> Procurement information is up-to-date	1																
<input checked="" type="checkbox"/> Information is easily accessible at no cost	1																
	3																
10. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)	Fully Compliant																
<input checked="" type="checkbox"/> Agency prepares the PMRs	1																
<input checked="" type="checkbox"/> PMRs are promptly submitted to the GPPB	1																
please provide submission dates: 1st Sem - <u>11-Jul-22</u> 2nd Sem - <u>13-Jan-23</u>																	
<input checked="" type="checkbox"/> PMRs are posted in the agency website	1																
please provide link: <u>https://fo1.dswd.gov.ph/about-us/transparency-seal-2/</u>																	
<input checked="" type="checkbox"/> PMRs are prepared using the prescribed format	1																
	4																
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)	Fully Compliant																
<input checked="" type="checkbox"/> There is an established procedure for needs analysis and/or market research	1																
<input checked="" type="checkbox"/> There is a system to monitor timely delivery of goods, works, and consulting services	1																
<input checked="" type="checkbox"/> Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions,	1																

If any, in competitively bid contracts		3
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12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

<input checked="" type="checkbox"/> Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s	Fully Compliant
<input type="checkbox"/> Procuring entity communicates standards of evaluation to procurement personnel	1
<input type="checkbox"/> Procuring entity and procurement personnel acts on the results and takes corresponding action	1
	3

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: <u>07-10 June 2022</u>	0.00
<input type="checkbox"/> Head of Procuring Entity (HOPE)	0
<input type="checkbox"/> Bids and Awards Committee (BAC)	0.25
<input type="checkbox"/> BAC Secretariat/ Procurement/ Supply Unit	0.20
<input type="checkbox"/> BAC Technical Working Group	0.20
<input type="checkbox"/> End-user Unit/s	0.15
<input type="checkbox"/> Other staff	0.15
	0.05

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)

<input type="checkbox"/> Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year	Compliant
<input type="checkbox"/> The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels	1
	1

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

<input type="checkbox"/> There is a list of procurement related documents that are maintained for a period of at least five years	Fully Compliant
<input type="checkbox"/> 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	1
<input type="checkbox"/> The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel	1
	3

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

<input type="checkbox"/> There is a list of contract management related documents that are maintained for a period of at least five years	Fully Compliant
<input type="checkbox"/> 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	1
<input type="checkbox"/> The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel	1
	3

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

<input type="checkbox"/> Agency has written procedures for quality control, acceptance and inspection of goods, services and works	Substantially Compliant
	1

Have you procured Infrastructure projects through any mode of procurement for the past year?

☒ Yes ☐ No

If YES, please answer the following:

<input type="checkbox"/> Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: <u>Engr. Franc Anthony Galao</u>	1
<input type="checkbox"/> Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: _____	0
	2

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) 15 days

	On or before 30 days
	15

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)

A. Eligibility Checking (For Consulting Services Only)	
B. Shortlisting (For Consulting Services Only)	
C. Pre-bid conference	Fully Compliant

D. Preliminary examination of bids
E. Bid evaluation
F. Post-qualification

3

☐ Observers are invited to attend stages of procurement as prescribed in the IRR

1

☐ Observers are allowed access to and be provided documents, free of charge, as stated in the IRR

1

☐ Observer reports, if any, are promptly acted upon by the procuring entity

1

20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (14a)

Fully Compliant

☐ Creation of Internal Audit Unit (IAU) in the agency
Agency Order/DBM Approval of IAU position/s:

Regional Special Order 00197 (DSWD Field Office 1 Quality Management System (QMS) Internal Quality Audit (IAQ) Team)

1

☐ Conduct of audit of procurement processes and transactions by the IAU within the last three years

1

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

1

3

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

Above 90-100% compliance

☐ Yes (percentage of COA recommendations responded to or implemented within six months)
100 %

☐ No procurement related recommendations received

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

Fully Compliant

☐ The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR

1

☐ The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR

1

☐ 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

1

3

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

Fully Compliant

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

1

☐ Agency implements a specific good governance program including anti-corruption and integrity development

1

☐ Agency implements specific policies and procedures in place for detection and prevention of corruption

1

3

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

Name of Agency: Department of Social Welfare and Development - Field Office 1

Name of Evaluator: **HERMINIGILDA L. SONSON**

Date of Self Assessment: **15 March 2023**

Position: **ADMINISTRATIVE OFFICER V**

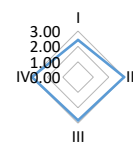
No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Comments	Supporting Information/Documentation (Not to be Included in the Evaluation Form Submitted to GPPB)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK						
Indicator 1. Competitive Bidding as Default Method of Procurement						
1.1.a	Percentage of competitive bidding and limited source	84.81%	2.00			PMRs
2.1.b	Percentage of competitive bidding and limited source	1.89%	0.00			PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement						
3.2.a	Percentage of shopping contracts in terms of amount of total procurement	0.39%	3.00			PMRs
4.2.b	Percentage of negotiated contracts in terms of amount of total procurement	9.44%	1.00			PMRs
5.2.c	Percentage of direct contracting in terms of amount of total procurement	0.43%	3.00			PMRs
6.2.d	Percentage of repeat order contracts in terms of amount of total procurement	2.64%	2.00			PMRs
7.2.e	Compliance with Repeat Order procedures	Compliant	3.00			PMRS
8.2.f	Compliance with Limited Source Bidding procedures			No procurement activity was conducted through Limited Source Bidding procedures.		N/A
Indicator 3. Competitiveness of the Bidding Process						
9.3.a	Average number of entities who acquired bidding documents	7.54	3.00			Agency records and/or PhilGEPS records
10.3.b	Average number of bidders who submitted bids	7.54	3.00			Abstract of Bids or other agency records
11.3.c	Average number of bidders who passed eligibility stage	5.46	3.00			Abstract of Bids or other agency records
12.3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00			Agency records and/or PhilGEPS records
13.3.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
		Average I	2.42			
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY						
Indicator 4. Presence of Procurement Organizations						
14.4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00			Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
15.4.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
Indicator 5. Procurement Planning and Implementation						
16.5.a	An approved APP that includes all types of procurement	Compliant	3.00			Copy of APP and its supplements (if any)
17.5.b	Preparation of Annual Procurement Plan for Common-	Fully	3.00			APP, APP-CSE, PMR
18.5.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
Indicator 6. Use of Government Electronic Procurement System						
19.6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	3.00			Agency records and/or PhilGEPS records
20.6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00			Agency records and/or PhilGEPS records
21.6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	100.00%	3.00			Agency records and/or PhilGEPS records
Indicator 7. System for Disseminating and Monitoring Procurement Information						
22.7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00			Identify specific procurement-related portion in the agency website and specific website links
23.7.b	Preparation of Procurement Monitoring Reports using the GPPB-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	3.00			
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES						
Indicator 8. Efficiency of Procurement Processes						
24.8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	81.58%	3.00			APP (including Supplemental amendments, if any) and PMRs
25.8.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

26	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
Indicator 9. Compliance with Procurement Timeframes						
27	9.a	Percentage of contracts awarded within prescribed	90.00%	2.00		PMRs
28	9.b	Percentage of contracts awarded within prescribed	n/a			PMRs
29	9.c	Percentage of contracts awarded within prescribed	n/a		no consulting services	PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants						
30	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
31	10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Substantially Compliant	3.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
32	10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records						
33	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.
34	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
Indicator 12. Contract Management Procedures						
35	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	Substantially Compliant	2.00		Verify copies of written procedures for quality control, acceptance and inspection;
36	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
				Average III	2.82	
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM						
Indicator 13. Observer Participation in Public Bidding						
37	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.)
Indicator 14. Internal and External Audit of Procurement Activities						
38	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, audit reports, action plans and IAU recommendations
39	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
Indicator 15. Capacity to Handle Procurement Related Complaints						
40	15.a	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 measures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement						
41	16.a	Agency has a specific anti-corruption program/s related	Fully	3.00		Verify documentation of anti-corruption program
				Average IV	3.00	
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)				2.81		

Summary of APCPI Scores by Pillar

	APCPI Pillars	Ideal Rating	Agency Rating
Pillar I	Legislative and Regulatory Framework	3.00	2.42
Pillar II	Agency Institutional Framework and Management	3.00	3.00
Pillar III	Procurement Operations and Market Practices	3.00	2.82
Pillar IV	Integrity and Transparency of Agency Procurement	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4		3.00	2.81

Agency Rating



Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - FIELD OFFICE 1

Period: CY 2022

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	Conduct competitive bidding as a default mode of procurement when applicable and the principles of economy and efficiency has been met.	Bids and Awards Committee (BAC) and Procurement Section	CY 2023	Completion of manpower complement and provision of system for procurement (e-procurement).
1.b	Percentage of competitive bidding and limited 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	Resort only to Negotiated Procurement when all the conditions for alternative mode of procurement has been met.	BAC and Procurement Section	CY 2023	
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	Resort only to Repeat Order when all the conditions for alternative mode of procurement has been met.	BAC and Procurement Section	CY 2023	
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.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs				
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	Constant monitoring of public bidding activities to meet the timelines	Procurement Section	within CY 2023	
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	The personnel in charge in infrastructure projects shall undergo CPES training and certification.	Administrative Division and Building and Grounds Management Section	within CY 2023	
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				
15.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				