Name of Agency: West Visavas State University - Main Campus and Satellite Campuses

ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

Period Covered: CY Z019

TOTAL 472,258,086.57 524	Others, specify:	Sub-Total 0.00 0	3.2. Alternative Wodes 0.00 0		, Foreign Funded Procurement**	Sub-Total 92,760,780.71 385	2.5.6 Other Negotiated Procurement (50K or less) 0.00 0	ve 50K)	56,467,268.04	2.5.3 Negotiation (TFB 53.1) 3,808,991.90 9	2.5.2 Negotiation (Recognized Government Printers) 150,000.00 1	2.5.1 Negotiation (Common-Use Supplies) 6,662,704.43 5	2.4. Limited Source Bidding 0.00 0	2.3.2 Repeat Order (50K or less) 211,368.50 10	1,190,840.00	2.2.2 Direct Contracting (50K or less) 112,124,00 4	2.2.1 Oirect Contracting (above 50K) 15,791,613.90 40	2.1.3 Other Shapping	2.1.2 Shopping (52.1 b above 50K) 8,030,569.94 37	2.1:1 Shopping (52.1 a above 50K) 335,300.00 4	. Alternative Modes	Sub-Total 379,497,285,86 139			1. Goods 252,370,285.86 115	252,370,285.86	Public Bidding*	Column 1 Column 2 Column 3		Approved APP Activities
486		0	0	0	語文を構造を	376	0	0	265	7	1	5	0	10	3	4	40		37	4		110	0	20.00	90	90		3 Column 4		Awarded
318,920,142,85		0.00	0.00	0.00	<b>一种,然后是是一种的</b>	80,690,870.17	0.00	0.00	48,065,595,59	1,370,557.90	150,000.00	6,391,688.74	0.00	211,368.50	1,190,840.00	111,334.00	15,781,757.90		7,092,077.54	325,650.00	日本の一個は、文明の	238,229,272.68	0.00	91,064,535.98	147,164,736.70	147,164,736.70		Column 5		Contracts Awarded
		の各名が金属を				TO THE REAL PROPERTY.								19 mm   19					のはいいのでは、			25	0	4	21	21	· · · · · · · · · · · · · · · · · · ·	Column 6		Biddings
<b>一种多型型器 以外</b>	· 网络加州 · · · · · · · · · · · · · · · · · · ·		0	0		日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日														1000年の第二日		341	0	69	272	272		Column 7	1000	Doce
			0	0		の語の一個の									が の の の の の の の の の の の の の の の の の の の				<b>阿斯斯斯斯</b>			316	0	99	257	257		Calumn 8		Submitted Bids
			0	0	が あいま 日本	の一般の一般の一般の一般の一般の一般の一般の一般の一般の一般の一般の一般の一般の						TOTAL STREET								国 教育 西京学芸		237	0	34	203	203		Column 9	Stage	passed Eligibility
						294	THE STATE OF THE PARTY OF THE P		272	9	Wood   Wood		0						13		は日本のないので	136	0	24	112	112		Column 10	rosted at rimders	Bartad at Bhildess
の				機能を指		336		c	264	7	の数のというの日		0	00	3	,1	39	0	13	1		110	0	20	90	90		Column 11	at PhilGEPS	AWAIG POSTED
の一般の一般の一般の														現場 教を 間が			1000年の日本					0	0	0	0	0		Column 12	sllppage	incurred negative
THE RESERVE OF THE PARTY OF THE	The Real Property   1000																	京 道で 人名 一部 対の	· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·	4	0	2	2	2		Column 13	entention of date	variation orders
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<sup>\*</sup> Should include foreign-funded publicly-bid projects per procurement type

SUC President IV/ Head of the Procuring Entity

<sup>\*\*</sup> 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

Name of Agenc		WVSU - MAIN AND SATELLITE CAMPUSES	Date:	March 19, 2020
Name of Respo	ndent:	JULIUS B. UNDAR	Position:	Chief Administrative Officer
Instruction: Put according to wh	a check ( aat is aske	(√) mark inside the box beside each condition/requirement me ed. Please note that all questions must be answered complete	et as provided below ely.	and then fill in the corresponding blanks
1. Do you have	ап аррго	oved APP that includes all types of procurement, given the follo	owing conditions? (	Sa)
1	Agency	prepares APP using the prescribed format		
1		ed APP is posted at the Procuring Entity's Website provide link: wvsu.edu.ph/tranparency-seal/		
7		ssion of the approved APP to the GPPB within the prescribed of the provide submission date:  January 31, 2019 and March		
2. Do you prepa Procure your Co	re an Ann ommon-Us	nual Procurement Plan for Common-Use Supplies and Equipm Use Supplies and Equipment from the Procurement Service? (	ment (APP-CSE) and (5b)	d
1	Agency	prepares APP-CSE using prescribed format		
1	its Guide	sion of the APP-CSE within the period prescribed by the Depa lelines for the Preparation of Annual Budget Execution Plans is se provide submission date: August 23, 2018		nd Management in
1	Proof of	f actual procurement of Common-Use Supplies and Equipmen	nt from DBM-PS	
3. In the conduct	t of procu	urement activities using Repeat Order, which of these conditio	ons is/are met? (2e)	
1	Original	contract awarded through competitive bidding		
7		ods under the original contract must be quantifiable, divisible a units per item	and consisting of at	least
7		t price is the same or lower than the original contract awarded ageous to the government after price verification	I through competitive	e bidding which is
1	The qua	antity of each item in the original contract should not exceed 2	25%	
7	original	y was used within 6 months from the contract effectivity date s contract, provided that there has been a partial delivery, inspe ne same period		
4. In the conduct	t of procu	urement activities using Limited Source Bidding (LSB), which o	of these conditions i	s/are met? (2f)
	Upon red	ecommendation by the BAC, the HOPE issues a Certification r	resorting to LSB as t	he proper modality
		ntion and Issuance of a List of Pre-Selected Suppliers/Consulta	ants by the PE or an	identified relevant
	Transmi	ittal of the Pre-Selected List by the HOPE to the GPPB		
	procurer	7cd from the receipt of the acknowledgement letter of the list to ment opportunity at the PhilGEPS website, agency website, if ithin the agency	•	•
5. In giving your	prospecti	tive bidders sufficient period to prepare their bids, which of the	ese conditions is/are	met? (3d)
7		documents are available at the time of advertisement/posting website;	g at the PhilGEPS w	ebsite or
1	Supplem	mental bid bulletins are issued at least seven (7) calendar days	s before bid opening	<b>)</b> ;
1	Minutes	s of pre-bid conference are readily available within five (5) day	rs.	

6. Do you prepa the following co	re proper and effective procurem nditions? (3e)	ent do	cumentation and technical specifications/requirements, given the
1	documents based on relevant cl	naracte	and complete Purchase Requests, Terms of Reference, and other ensities, functionality and/or performance requirements, as required commencement of the procurement activity
1	No reference to brand names, e	xcept 1	or items/parts that are compatible with the existing fleet or equipment
7	Bidding Documents and Reques Agency website, if applicable, a		Proposal/Quotation are posted at the PhilGEPS website, onspicuous places
7. In creating yo	ur BAC and BAC Secretariat which	h of th	ese conditions is/are present?
For BAC: (4a)			
1	Office Order creating the Bids a		
	please provide Office Order N	lo.: <u>E</u>	IOR Resolution No. 10-2019; please see additional documents for satellite campuses
1	There are at least five (5) memb		
	please provide members and the Name/s	eir resp	pective training dates:  Date of RA 9184-related training
A. D	r. Joel T. De Castro		April 27, 2017
В. 🔽	Ir. Louie F. Cervantes		November 05-09; 12-14, 2018
	fr. Romeo Y. Sollano, Jr.		November 05-09; 12-14, 2018
· ·	Irs. Nieva Jean G. Valencia		November 05-09; 12-14, 2018
	fr. Harlan C. Dureza		April 27, 2017
	lease see additional documents or satellite campuses		
<u> </u>	Members of BAC meet qualificate	tions	
7	Majority of the members of BAC	are tra	ained on R.A. 9184
For BAC Secre	etariat: (4b)		
[/]	Office Order creation of Rids and	4 Awar	ds Committee Secretariat or designing Procurement Unit to
ب	act as BAC Secretariat	AMU	as committee decretariat of designing Procurement Offic to
	please provide Office Order N	0.: в	OR Resolution No. 10-2019; please see additional documents for satellite campuses
_		-	
/	The Head of the BAC Secretaria		in the state of th
	please provide name of BAC s	sec He	AG: Julius B. Undar; please see additional documents for satellite campuses
1	Majority of the members of BAC		
	please provide training date:	HOV	. 05-09;12-14,2018;
8. Have you con-	ducted any procurement activities	on an	y of the following? (5c)
If YES, please	mark at least one (1) then, answ	er the o	question below.
	Computer Monitors, Desktop	$\Box$	Paints and Varnishes
	Computers and Laptops		Food and Catarina Captions
	Air Conditioners	ш	Food and Catering Services
		1	Training Facilities / Hotels / Venues
$\Box$	Vehicles	П	Toilets and Urinals
1	Fridges and Freezers		
7	Copiers	Ш	Textiles / Uniforms and Work Clothes
	oon tachning! coonifications for th	0.0000	uroment activity/line of the nee CCE Herrica
Do you use git	oon technical specifications for th	e hinci	urement activity/ies of the non-CSE item/s?
1	Yes		No

9. In determining these conditions	ng whether you provide up-to-date procurement information easily accessible at no cost, which of sis/are met? (7a)
1	Agency has a working website please provide link: wvsu.edu.ph
1	Procurement information is up-to-date
1	Information is easily accessible at no cost
10. In complying which of these of	with the preparation, posting and submission of your agency's Procurement Monitoring Report, conditions is/are met? (7b)
7	Agency prepares the PMRs
7	PMRs are promptly submitted to the GPPB please provide submission dates: 1st Sem - 7/12/2019 2nd Sem - 1/14/2020
1	PMRs are posted in the agency website please provide link: wvsu.edu.ph/transparency-seal/
1	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)
7	There is an established procedure for needs analysis and/or market research
7	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
7	Procuring entity communicates standards of evaluation to procurement personnel
7	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 tree (3) years? (10b)
	Date of most recent training: November 05-09;12-14,2018
	Head of Procuring Entity (HOPE)
/	Bids and Awards Committee (BAC)
7	BAC Secretariat/ Procurement/ Supply Unit
1	BAC Technical Working Group
1	End-user Unit/s
1	Other staff
14. Which of the procuring entity?	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

15. In determini which of these of	ing whether the BAC Secretariat has a system for keeping and maintaining procurement records, conditions is/are present? (11a)
7	There is a list of procurement related documents that are maintained for a period of at least five years
	The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
16. In determining which of these c	ng whether the Implementing Units has a system for keeping and maintaining procurement records, conditions is/are present? (11b)
1	There is a list of contract management related documents that are maintained for a period of at least five years
1	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
7	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
17. In determinir 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)
1	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?
1	Yes No
If YES, plea	ase answer the following:
/	Supervision of civil works is carried out by qualified construction supervisors  Name of Civil Works Supervisor: Engr. Gina O. Pahares - Head, Campus Physical Planning Office (CPPO)
7	Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)  Name of CPES Evaluator: Engr.Rolando S.Jamero,Mario M.Morano,Reginald S.Monsale,Arch,Luls Rabut III
18 How long wil	Il it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once
documents are o	
A. El B. St C. Pr D. Pr E. Bi	g Observers for the following procurement activities, which of these conditions is/are met? (13a) ligibility Checking (For Consulting Services Only) hortlisting (For Consulting Services Only) re-bid conference reliminary examination of bids d evaluation
F. PC	ost-qualification  Observers are invited to attend stages of procurement as prescribed in the IRR
[7]	Observers are allowed access to and be provided documents, free of charge, as stated in the IRR
	Observer reports, if any, are promptly acted upon by the procuring entity
	and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, ditions were present? (14a)
7	Creation of Internal Audit Unit (IAU) in the agency  Agency Order/DBM Approval of IAU position/s:  Memo No. 05-144;see additional documents for satellite campuses
	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

# AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE 21. Are COA recommendations responded to or implemented within six months of the submission of the auditors'

report? (1	4D)		
	1	Yes (percentage of COA recommendations responded to or implemented within six months)	
	7	No procurement related recommendations received	
22. In dete to comply	erminii with p	ng whether the Procuring Entity has an efficient procurement complaints system and has the capacity procedural requirements, which of conditions is/are present? (15a)	Ψ.
	1	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	
23. In dete conditions	rminir is/are	ng whether agency has a specific anti-corruption program/s related to procurement, which of these present? (16a)	
	1	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
			Back to "how to fill up"

#### ANNEX A

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

Name of Agency: <u>West Visayas State University - Main Campus and Satellite Campuses</u>
Date of Self Assessment: <u>March 19, 2020</u>

Name of Evaluator: <u>JULIUS B. UNDAR</u> Position: <u>Chief Administrative Officer</u>

	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be included in the Evaluation
	AR I. LEGISLATIVE AND REGULATORY FRAMEWORK cator 1. Competitive Bidding as Default Method of Procureme	nt			T Who to be minded in the Evaluation
	Percentage of competitive bidding and limited source bidding				
i.a	contracts in terms of amount of total procurement	76.26%	1.00		PMRs
.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	22.92%	1.00		PMRs
ndic	ator 2. Limited Use of Alternative Methods of Procurement				
.a	Percentage of shopping contracts in terms of amount of total procurement	2.37%	3.00		PMRs
.b	Percentage of negotiated contracts in terms of amount of total procurement	15.83%	0.00		PMRs
.с	Percentage of direct contracting in terms of amount of total procurement	5.09%	0.00		PMRs
.d	Percentage of repeat order contracts in terms of amount of total procurement	0,45%	3.00		PMRs
.e	Compliance with Repeat Order procedures	Compliant	3.00	X	Procurement documents relative to conduct of Repeat Order
.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to
					conduct of Limited Source Bidding
ndic	ator 3. Competitiveness of the Bidding Process		· · · · · · · · · · · · · · · · · · ·		
.a	Average number of entities who acquired bidding documents	2.45	0.00		Agency records and/or PhilGEPS records
d.b	Average number of bidders who submitted bids	2.27	1,00		Abstract of Bids or other agency records
l.c	Average number of bidders who passed eligibility stage	1.71	1.00		Abstract of Bids or other agency records
d.	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
,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 biddi
			(2) (3) (3) (4) (8)		documents
		Average i	1,58,4 (		
	R II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEME				
	RR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEME ator 4. Presence of Procurement Organizations				Verify copy of Order croating BAC
ndic					-
a.a	ator 4. Presence of Procurement Organizations	Fully Compliant Fully			Organizational Chart; and Certification of Training Verify copy of Order creating BAC
a.a	ator 4. Presence of Procurement Organizations  Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Organizational Chart; and Certification of Training
.a .b	ator 4. Presence of Procurement Organizations  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit	Fully Compliant Fully	3.00		Organizational Chart; and Certification o Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and
.a .b	ator 4. Presence of Procurement Organizations  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation	Fully Compliant Fully Compliant	3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
.a .b	ator 4. Presence of Procurement Organizations  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement	Fully Compliant Fully Compliant	3.00		Organizational Chart; and Certification of Training  Verify copy of Order creating BAC Secretariat; Organizational Chart; and
.a .b	ator 4. Presence of Procurement Organizations  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation	Fully Compliant Fully Compliant	3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training  Copy of APP and its supplements (if any)
.a .b	ator 4. Presence of Procurement Organizations  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement	Fully Compliant Fully Compliant Compliant	3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
.a .b	ator 4. Presence of Procurement Organizations  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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	Fully Compliant Fully Compliant Compliant Fully	3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training  Copy of APP and its supplements (if any)  APP, APP-CSE, PMR
.a .b	creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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  Existing Green Specifications for GPPB-identified non-CSE	Fully Compliant Fully Compliant Compliant Fully	3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training  Copy of APP and its supplements (if any)
.a .b .a	ator 4. Presence of Procurement Organizations  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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	Fully Compliant  Fully Compliant  Compliant  Fully Compliant	3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training  Copy of APP and its supplements (if any)  APP, APP-CSE, PMR  ITBs and/or RFQs clearly indicate the use of green technical
.a .b	creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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  Existing Green Specifications for GPPB-identified non-CSE	Fully Compliant  Fully Compliant  Compliant  Fully Compliant	3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training  Copy of APP and its supplements (if any)  APP, APP-CSE, PMR  ITBs and/or RFQs clearly indicate the use of green technical
.a .b	creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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  Existing Green Specifications for GPPB-identified non-CSE items are adopted	Fully Compliant  Fully Compliant  Compliant  Fully Compliant	3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training  Copy of APP and its supplements (if any)  APP, APP-CSE, PMR  ITBs and/or RFQs clearly indicate the use of green technical
b b	creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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  Existing Green Specifications for GPPB-identified non-CSE items are adopted  ator 6. Use of Government Electronic Procurement System Percentage of bid opportunities posted by the PhilGEPS-	Fully Compliant  Fully Compliant  Compliant  Fully Compliant	3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training  Copy of APP and its supplements (if any)  APP, APP-CSE, PMR  ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activi
.b .b .b	creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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  Existing Green Specifications for GPPB-identified non-CSE items are adopted  ator 6. Use of Government Electronic Procurement System  Percentage of bid opportunities posted by the PhilGEPS- registered Agency Percentage of contract award information posted by the	Fully Compliant  Fully Compliant  Compliant  Compliant  Compliant  Compliant	3.00 3.00 3.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training  Copy of APP and its supplements (if any)  APP, APP-CSE, PMR  ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity.  Agency records and/or PhilGEPS records
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ndic 1.a 1.b ndic 5.a 5.c	Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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  Existing Green Specifications for GPPB-identified non-CSE items are adopted  ator 6. Use of Government Electronic Procurement System Percentage of bid opportunities posted by the PhilGEPS- registered Agency Percentage of contract award information posted by the PhilGEPS-registered Agency Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Fully Compliant  Fully Compliant  Compliant  Compliant  Compliant  Compliant  400,00%  91.85%	3.00 3.00 3.00 3.00 3.00 3.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training  Copy of APP and its supplements (if any)  APP, APP-CSE, PMR  ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity  Agency records and/or PhilGEPS records  Agency records and/or PhilGEPS records  Agency records and/or PhilGEPS records  Identify specific procurement-related portion in the agency website and specification of the procurement o
.b .b .c .dic	Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement 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  Existing Green Specifications for GPPB-identified non-CSE items are adopted  ator 6. Use of Government Electronic Procurement System Percentage of bid opportunities posted by the PhilGEPS- registered Agency Percentage of contract award information posted by the PhilGEPS-registered Agency Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency  ator 7. System for Disseminating and Monitoring Procuremer 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	Fully Compliant  Fully Compliant  Compliant  Compliant  Compliant  Compliant  Compliant  Compliant  Compliant  Fully  Compliant  Fully  Compliant  Fully  Fully  Compliant  Fully  Compliant	3.00 3.00 3.00 3.00 3.00 3.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training  Copy of APP and its supplements (if any)  APP, APP-CSE, PMR  ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity and procured and/or PhilGEPS records. Agency records and/or PhilGEPS records. Agency records and/or PhilGEPS records. Identify specific procurement-related portion in the agency website and specific website links.  Copy of PMR and received copy that it website inks.
.b .b .c .dic	Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  ator 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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  Existing Green Specifications for GPPB-identified non-CSE items are adopted  ator 6. Use of Government Electronic Procurement System Percentage of bid opportunities posted by the PhilGEPS- registered Agency Percentage of contract award information posted by the PhilGEPS-registered Agency Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency  ator 7. System for Disseminating and Monitoring Procurement Presence of website that provides up-to-date procurement information easily accessible at no cost Preparation of Procurement Monitoring Reports using the	Fully Compliant  Fully Compliant	3.00 3.00 3.00 3.00 3.00 3.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training  Copy of APP and its supplements (if any)  APP, APP-CSE, PMR  ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity and procurement activity and procured and/or PhilGEPS records and/or PhilGEPS records Agency records and/or PhilGEPS rec

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

Name of Agency: <u>West Visayas State University - Main Campus and Satellite Campuses</u>
Date of Self Assessment: <u>March 19, 2020</u>

Name of Evaluator: <u>JULIUS B. UNDAR</u> Position: <u>Chief Administrative Officer</u>

	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation
_	R III. PROCUREMENT OPERATIONS AND MARKET PRACTICES stor 8. Efficiency of Procurement Processes				
l.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	67.53%	2.00		APP (including Supplemental amendments if any) and PMRs
,b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	79.14%	0.00		APP(including Supplemental amendments, if any)and PMRs
.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 variation to order amount to 10% or less
7					
ndic	ntor 9. Compliance with Procurement Timeframes				
.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00		PMRs
.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00		PMRs
.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a	2,3, 8, 2, 2, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	PMRs
	detroit to procure consuming services		POWER TOWN		
ndic	tor 10. Capacity Building for Government Personnel and Priv	rate Sector Part	icipants		
l0.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00	ь.	Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
ю,ь	Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
0.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
_					A
ndic	ator 11. Management of Procurement and Contract Manager	nent Records			V
					Verify actual procurement records and time it took to retrieve records (should be
l1.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents fo record-keeping and maintenance.
			3.00		Refer to Section 4.1 of User's Manual for list of procurement-related documents fo record-keeping and maintenance.  Verify actual contract management records and time it took to retrieve
_	maintaining procurement records  Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable	Compliant Fully			Refer to Section 4.1 of User's Manual for list of procurement-related documents fo record-keeping and maintenance.  Verify actual contract management records and time it took to retrieve
L1.b	maintaining procurement records  Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable	Compliant Fully	3.00		Refer to Section 4.1 of User's Manual for list of procurement-related documents fo record-keeping and maintenance.  Verify actual contract management
.1.b	maintaining procurement records  Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Compliant Fully	3.00	i i	Refer to Section 4.1 of User's Manual for list of procurement-related documents fo record-keeping and maintenance.  Verify actual contract management records and time it took to retrieve
ndie	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records  ator 12. Contract Management Procedures  Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of	Fully Compliant  Fully  Fully	3,00		Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.  Verify actual contract management records and time it took to retrieve records should be no more than two hour verify copies of written procedures for quality control, acceptance and inspection
.1.b ndie	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records  ator 12. Contract Management Procedures  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  Fully Compliant  On or before 30 days	3.00		Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.  Verify actual contract management records and time it took to retrieve records should be no more than two hout the verify copies of written procedures for quality control, acceptance and inspectio CPES evaluation formsz  Ask Finance or Accounting Head of Agency for average period for the release of
.1.b ndie	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records  ator 12. Contract Management Procedures  Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance  Timely Payment of Procurement Contracts	Fully Compliant  Fully Compliant  On or before 30 days	3.00		Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.  Verify actual contract management records and time it took to retrieve records should be no more than two hout the verify copies of written procedures for quality control, acceptance and inspectio CPES evaluation formsz  Ask Finance or Accounting Head of Agency for average period for the release of
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records  ator 12. Contract Management Procedures  Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance  Timely Payment of Procurement Contracts	Fully Compliant  Fully Compliant  On or before 30 days	3.00		Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.  Verify actual contract management records and time it took to retrieve records should be no more than two hout the verify copies of written procedures for quality control, acceptance and inspectio CPES evaluation formsz  Ask Finance or Accounting Head of Agency for average period for the release of
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12.a 12.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records  ator 12. Contract Management Procedures  Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance  Timely Payment of Procurement Contracts  IR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCURED Cator 13. Observer Participation in Public Bidding  Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant  Fully Compliant  On or before 30 days  Average III MENT SYSTEM  Fully Compliant	3.00 3.00 3.00		Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.  Verify actual contract management records and time it took to retrieve records should be no more than two hou verify copies of written procedures for quality control, acceptance and inspection CPES evaluation forms.  Ask Finance or Accounting Head of Agent for average period for the release of payments for procurement contracts.  Verify copies of Invitation Letters to CSO and professional associations and COA (List and average number of CSOs and PA

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

Name of Agency: West Visayas State University - Main Campus and Satellite Campuses
Date of Self Assessment: March 19, 2020

Name of Evaluator: <u>JULIUS B. UNDAR</u> Position: <u>Chief Administrative Officer</u>

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 15. Capacity to Handle Procurement Related Complaints				
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 mesures to address procurement-related complaints
Indic	ator 16. Anti-Corruption Programs Related to Procurement				
16.a	Agency has a specific anti-corruption program/s related to procurement	Partially Compliant	1.00		Verify documentation of anti-corruption program
		Average IV	247	- Volume Volume	
GRAI	ND TOTAL (Avarege i + Average ii + Average iii + Average iv /	4)	2.29		

#### Summary of APCPI Scores by Pillar

	APCPI Pillars	Ideal Rating	Agency Rating
ı	Legislative and Regulatory Framework	3.00	1.58
lt	Agency Institutional Framework and Management Capacity	3.00	3.00
li	Procurement Operations and Market Practices	3.00	2.42
٧	Integrity and Transparency of Agency Procurement Systems	3.00	2.17
	Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.29



Back to "how to fill up"

			The state of the s	*how to ff
- Assessment Conditions	Poor/Not Compilant (0)	Acceptable (1)	Satisfactory (2)	Very Set)stactory/Compliant (
LAN I. LEGISLATIVE AND REGULATORY FRAMEWORK	0		2	3.00
Sector 1. Competitive Bidding as Default Mathod of Procurement				
Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Below 70,00%	Between 70.00-80.99%	Between 81.00-90.99%	Between 91.00-100%
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 50,80%
cater 2. Limited Use of Alternative Methods of Procurement				
Percentage of shopping contracts in terms of amount of total procurement	Above 7,00%	Between 6 00-7 00 %		
			Between 4.00-5.99 %	Below 4,00%
Percentage of negotiated contracts in terms of amount of total procurement	Above 15,00%	Batween 11.00 -15,00%	Between 6.00-10.99%	Below 6 00%
Percentage of clirect contracting in terms of amount of total procurement	Above 4,00%	Between 3,00-4,00%	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 1.00-2.59%	Below 1,00%
Compliance with Repeat Grider processures	Not Compliane			Compliant
Compliance with United Source Bidding procedures	Not Compliant			Compliant
cator 3. Competitiveness of the Bidding Process				
Average number of entities who acquired hidding documents Average number of bidden who submitted bids	Below 3.00 Below 2.00	3.00-3.99 2.00-2.99	4.00-5.99 3.00-4.99	6.00 and above 5.00 and above
Average number of bidders who passed eligibility stage Sufficiency of period to prepare bids	Below 1 00	1,00 – 1.99 Partially Compliant	2.00-2.99	3.00 and above
Use of proper and effective procurement documentation and technical	Not Compliant Not Compliant	Partially Compliant	Substantially Compliant Substantially Compliant	Fully Compliant Fully Compliant
specifications/requirements			austinium Companie	Puny Con qualit
AR II AGENCY INSTITUTIONAL SPANNINGER AND MANAGEMENT CARACITY				
AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY ator 4. Presence of Procurement Organizations				
Creation of Bads and Awards Committee(s) Prosence of a BAC Secretariat or Procurement Unit	Not Compliant Not Compliant	Partially Compliant	Substantially Compilant	Fully Compliant
	not complain:	Partially Compilant	Substantially Compliant	Fully Compliant
ator 5. Procurement Manning and Implementation An approved APP that Includes all types of procurement	Not Compliant			Comple
Preparation of Annual Procurement Plan for Common-Use Supplies and		0-410.0		Compliant
Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Not Compilant	Partially Compliant	Substantially Compliant	Fully Compliant
Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compilant		The state of the s	Compliant
The state of the s				
stor G. Use of Government Electronic Procurement System				
Percentage of bid apportunities poeted by the Philipper-registered Agency	Below 70,99%	Between 71 00-80.99%	Between 81.00-90 99%	Above 91 00%
Percentage of contract award information posted by the PhilidEPS-registered	A-1:			
Agency	Balow 20.00%	Between 20.00- 50.99%	Between 51,00-80,00%	Above 80.00%
Percentage of contract awards procured through alternative methods posted by the PhilSEPS-registered Agency	Below 20,00%	Between 20,00 - 50,99%	Between 51.00-80.00%	Above 80,00%
cator 7. System for Disseminating and Monitoring Procurement Information				
Presence of website that provides up-to-date procurement information easily	Not Compliant	Partially Compilant	Substantially Compliant	Fully Compilant
accessible at no cost	Hat antipute	Carciony Composite	Substituting Companie	rully compliant
Preparation of Procurement Monitoring Reports using the GPPB-prescribed				
formut, submission to the GPPB, and posting in agency website  LAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES  Keylor B. LTBisiency of Procurement Processes	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES CORD B. L'INdiency of Procurement Processes Procurating of that almount of contracts signed within the assessment year against total amount in the approved APPs.	Below 40,00% or above 1,00,00%	Berween 40.00-60.99%	Batween 61.00%-80.00%	Above 80 00%
AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES color B. Efficiency of Procurement Processes Preventage of that Janourus of contracts signed within the assessment year statest total amount in the appropriat APPs. Percentage of total number of contracts signed against total number of procurement profess done through competitive bidding				
AR III. PROCLIREMENT OPERATIONS AND MARKET PRACTICES cater B. Iffidinery of Procurement Processes Preventage of trust amount of contracts signed within the assessment year stablest total amount in that appropried APPs Percentage of trust number of commarcis signed against total number of procurement profess done through competitive bidding Planned procurement activities although desired contract ourcomes and	Below 40,00% or above 1,00,00%	Berween 40.00-60.99%	Batween 61.00%-80.00%	Above 80 00%
AR III. PROCLIREMENT OPERATIONS AND MARKET PRACTICES cutor B. Indicatory of Procurement Processes Preventage of trust amount of contracts signed within the assessment year states total amount in the appropriate APPs Fercentage of trust number of commarcis signed against total number of procurement profests done through competitive bidding Planned procurement activities although desired contract outcomes and objections within the target/allotted timeframe	Below 40,00% or above 100,00% Below 90,00%	Between 40.00-60.99% Between 90.00-92.99%	Batween 61.00% -80.00% Batween 93.00-95.00%	Above 80,00% Above 95,00%
AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES cator B. Efficiency of Procurement Processes Procurating of total amount of contracts signed within the assessment year spaces total amount to the appropriate APPs Percentage of total number of contracts signed against total number of procurating of total number of contracts signed against total number of procurament protects done through competitive bidding Planned procurement activities achieved desired contract outcomes and objectives within the terrent/allored timeframes corter 9. Compliance with Procurement Timeframes	Below 40.00% or above 1.00.00%  Below 90.00%  Nox Compliant	Between 40.00-60.55% Between 90.00-92.95% Partially Compilant	Batween 61,00% -80,00% Between 93,00-95,00% Substantially Compllent	Above 90,00% Above 95,00% Fully Compliant
AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES canor B. Efficiency of Procurement Processes Titldency of Procurement Processes Transfers total amount of contracts signed within the assessment year stalests total amount in the approved APPs Teverstage of total number of contracts signed against total number of procurement projects done through competitive bidding Flamed procurement activities achieved desired contract outcomes and objections within the transpositioned principane. Contract S. Compiliance with Procurement Timerirames Percentage of contracts awarded within prescribed period of action to procure goods	Below 40.00% or above 1.00.00%  Below 90.00%  Nox Compliant  Below 90.00%	Between 40.00-60.39%  Between 90.00-92.99%  Partially Compilant  Between 90.00 to 95.99%	Between 61,00%-80,00%  Between 93,00-95,00%  Substantially Compllent  Between 96,00 to 99,89%	Above 80 00% Above 95.00% Fully Compilant
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# Annex D

# PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: West Visavas State University - Main and Satellite Campuses

Period: CY 2019

Adoption of Consolidated Project-Procurement (Strict Implementation of Project-Procurement (Strict Implementation of Administration and Finance, Can Administration and Finance, Can Administration and Finance, Can Administrative as Administration and Finance, Can Admin	Administration and Finance, Campus Administrator, Administrative and Administrator, Administrative and 2020. To begin by end of the mance Division, Procurement Unit 2nd Quarter uppor, FDU  Administrator, Administrative and 2020. To begin by end of the ministrator, Supply Office & End-user Units, Uppor, FDU
Adoption of Consolidated Project-Procurement (Strict Implementation of Pubic Bidding as the Default Mode): Strictly implement the planned-scheduled public procurement with public bidding as the default mode ensuring the 90-10 ratio both for the quantity/number project-procurement Hnance Division, Procurement and the total amount of projects. Conduct review/evaluation and monitoring, Supply Office & End-user Units, of the implemenation of the planned program/activities.	HOPE, BAC, VP's, VP for Administration and Finance, Campus e Administrator, Administrative and ement Finance Division, Procurement Unit nitoring, Supply Office & End-user Units, UPDO, FDU
Adoption of Consolidated Project-Procurement (Strict Implementation of Administration and Finance, Carresteduled public procurement with public bidding as the default mode ensuring the 90-10 ratio both for the quantity/number project-procurement finance Division, Procurement and the total amount of projects. Conduct review/evaluation and monitoring, Supply Office & End-user Units, of the implemenation of the planned program/activities.	Administration and Finance, Campus End of every Quarter of FY Administrator, <u>Administrative and 2020.</u> To begin by end of th Finance Division, <u>Procurement Unit 2nd Quarter of the Individual Calledone</u> , Supply Office & End-user Units, UPDO, FDU
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Proposed Actions to Address Key Areas Respons	Responsible Entity

5.c	5.b	5.a	4.6	4.8	3.e	3,d	3.c	3.b	ພ	Sub-Indicators
Existing Green Specifications for GPPB-identified non-CSE Items are adopted	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	An approved APP that includes all types of procurement	Presence of a BAC Secretariat or Procurement Unit	Creation of Bids and Awards Committee(s)	Use of proper and effective procurement documentation and technical specifications/requirements	Sufficiency of period to prepare bids	Average number of bidders who passed eligibility stage	Average number of bidders who submitted bids	Average number of entitles who acquired bidding documents	Key Area for Development
							Adoption of Consolidated Project-Procurement (Strict Implementation of Public Bidding as the Default Mode): Strictly implement the planned-scheduled public procurement with public bidding as the default mode ensuring the 90-10 ratio both for the quantity/number project-procurement (Finance Division, Procurement) and the total amount of projects. Conduct review/evaluation and monitoring, Supply Office & End-user Units, Of the implemenation of the planned program/activities.	Adoption of Consolidated Project-Procurement (Strict Implementation of Pubic Bidding as the Default Mode):Strictly implement the planned-scheduled public procurement with public bidding as the default mode ensuring the 90-10 ratio both for the quantity/number project-procurement   Finance Division, Procurement and the total amount of projects. Conduct review/evaluation and monitoring, Supply Office & End-user Units, of the implemenation of the planned program/activities.	Adoption of Consolidated Project-Procurement (Strict Implementation of Public Bidding as the Default Mode): Strictly implement the planned-scheduled public procurement with public bidding as the default mode ensuring the 90-10 ratio both for the quantity/number project-procurement ensuring the 90-10 ratio both for the quantity/number project-procurement and the total amount of projects. Conduct review/evaluation and monitoring , Supply Office & End-user Units, Of the implemenation of the planned program/activities.	Proposed Actions to Address Key Areas
							HOPE, <u>BAC</u> , VP's, VP for Administration and Finance, Campus Administrator, <u>Administrative and</u> Finance <u>Division</u> , <u>Procurement Units</u> , Supply Office & End-user Units, UPDO, FDU	HOPE, BAC, VP's, VP for Administration and Finance, Campus Administrator, Administrative and Finance Division, Procurement Unit g, Supply Office & End-user Units, UPDO, FDU	HOPE, BAC, VP's, VP for Administration and Finance, Campus Administrator, Administrative and Finance Division, Procurement Unit g, Supply Office & End-user Units, UPDO, FDU	Responsible Entity
	1	П					End of every Quarter of FY 2020. To begin by end of the 2nd Quarter	End of every Quarter of FY 2020. To begin by end of the 2nd Quarter	End of every Quarter of FY 2020. To begin by end of the 2nd Quarter	Timetable
							Meals/Snack for Meeting     Office Supplies and Equipment	Meals/Snack for Meeting     Office Supplies and Equipment	Meals/Snack for Meeting     Office Supplies and Equipment	Resources Needed

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Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
6.3	Percentage of bid opportunities posted by the PhilGEPS-registered Agency				
4.6	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				
8.5	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Adoption of Consolidated Project-Procurement (Strict Implementation of Public Bidding as the Default Mode):Strictly implement the planned-scheduled public procurement with public bidding as the default mode ensuring the 90-10 ratio both for the quantity/number project-procurement Finance Division, Procurement and the total amount of projects. Conduct review/evaluation and monitoring, Supply Office & End-user Units, of the implementation of the planned program/activities.	Id Id In It	End of every Quarter of FY 2020. To begin by end of the 2nd Quarter	Meals/Snack for Meeting     Office Supplies and Equipment
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				
9.6	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		1		
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis				

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Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	1. Continuing Professional Development Program/ <u>CPDP</u> (For All Non-academic Personnel Involved in Procurement) 2. Top Management Procurement[TMPT] Training/Seminar	HOPE, <u>BAC</u> , VP's, VP for Administration and Finance, Campus Initial Implementation starting Administrator, <u>Administrative and.</u> Finance Division, <u>Procurement Unit</u> 2020 , Supply Office & End-user Units	Initial Implementation starting 3rd up to 4th Quarter of FY 2020	Approved Budget/Financial/Training Design (Outside and Institutional Training)
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity			-	
11.4	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			7	
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		T T		
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