

FOR : ELMIRA S. CRUZ-CAISIDO
Deputy Executive Director IV
Government procurement Policy Board Technical Support Office (GPPB-TSO)
Unit 2506 Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas center, Pasig
City, Philippines 1605

FROM : The Regional Director

SUBJECT : Agency Procurement Compliance and Performance Indicator (APCPI)

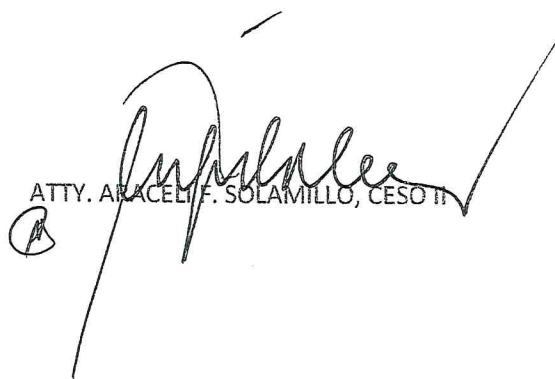
DATE : July 12, 2018

We are submitting herewith attached, signed and approved copy of APCPI Self-Assessment Form, APCPI Questionnaire, Consolidated Procurement Monitoring Report for 1st semester FY 2018 of DSWD Field Office IX.

The said document will be sent through email at apcpi@gppb.gov.ph and procurement@dswd.gov.ph within the day.

Please acknowledge receipt.

Thank you.


ATTY. ARACELI F. SOLAMILLO, CESO II

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

Name of Agency: DSWD FO-9
Date of Self Assessment: 7/10/2018

Name of Evaluator: Ma. Corazon G. Sumicad
Position: Vice-Chairperson /CAO

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	1.83%	0.00	No Limited Source Bidding	PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	0.38%	0.00	No Limited Source Bidding	PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	36.15%	0.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	39.90%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	1.69%	2.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a	No Repeat order	Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a	No Limited Source Bidding	Procurement documents relative to conduct of Limited Source Bidding
Indicator 3. Competitiveness of the Bidding Process					
3.a	Average number of entities who acquired bidding documents	1.88	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.88	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.50	1.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I	1.09		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation					
5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully Compliant	3.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
Indicator 6. Use of Government Electronic Procurement System					

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

Name of Agency: Dep For
Date of Self Assessment: 7/10/18

Name of Evaluator: Ma. Corazon G. Sumicad
Position: Vice-Chairperson /CAO

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	42.71%	0.00		Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	33.63%	1.00		Agency records and/or PhilGEPS records

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

Name of Agency: DND FO-9
Date of Self Assessment: 7-10-2018

Name of Evaluator: Ma. Corazon G. Sumicad
Position: Vice-Chairperson /CAO

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be included in the Evaluation)
Indicator 7. System for Disseminating and Monitoring Procurement Information					
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
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	2.50		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	72.14%	2.00		APP (including Supplemental amendments, if any) and PMRs
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	37.50%	0.00		APP(including Supplemental amendments, if any)and PMRs
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less
Indicator 9. Compliance with Procurement Timeframes					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00		PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	n/a	n/a		PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					

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

Name of Agency: ISUD 709
Date of Self Assessment: 7-10-2018

Name of Evaluator: Ma. Corazon G. Sumicad
Position: Vice-Chairperson /CAO

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	2.36		

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

Name of Agency: DSWD FO-9
Date of Self Assessment: 9-10-2018

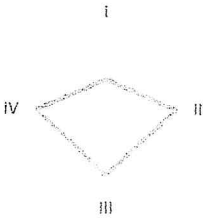
Name of Evaluator: Ma. Corazon G. Sumicad
Position: Vice-Chairperson /CAO

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
Indicator 14. Internal and External Audit of Procurement Activities					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 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
Indicator 16. Anti-Corruption Programs Related to Procurement					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
Average IV			2.50		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.11		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.09
II Agency Insitutional Framework and Management Capacity	3.00	2.50
III Procurement Operations and Market Practices	3.00	2.36
IV Integrity and Transparency of Agency Procurement Systems	3.00	2.50
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.11

Agency Rating



AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Name of Agency: DSWD FIELD OFFICE-IX
Name of Respondent: MA. CORAZON G. SUMICAD

Date: July 10, 2018
Position: VICE CHAIR / CAO

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)

- ☒ Agency prepares APP using the prescribed format
- ☒ Approved APP is posted at the Procuring Entity's Website
please provide link: <https://fo9.dswd.gov.ph/wp-content/uploads/2018/07/APP2018-DSWD-REGION-IX.pdf>
- ☒ Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: November 27, 2017

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)

- ☒ Agency prepares APP-CSE using prescribed format
- ☒ 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: Nov. 27, 2017
- ☒ Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)

- ☒ Original contract awarded through competitive bidding
- ☒ The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- ☒ 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
- ☒ The quantity of each item in the original contract should not exceed 25%
- ☒ 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)

- ☒ Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality
- ☒ Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- ☒ Transmittal of the Pre-Selected List by the HOPE to the GPPB
- ☒ 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)

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

- ☒ Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- ☒ Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;
- ☒ Minutes of pre-bid conference are readily available within five (5) days.

6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the following conditions? (3e)

- ☒ The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity
- ☒ No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment
- ☒ Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

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

For BAC: (4a)

- ☒ Office Order creating the Bids and Awards Committee
please provide Office Order No.: Regional Special Order # 0161
- ☒ There are at least five (5) members of the BAC
please provide members and their respective training dates:

Name/s	Date of RA 9184-related training
A. RIDUAN P. HADJIMUDDIN	<u>Oct 24-29, 2016 / Dec 4-8, 2017</u>
B. MA. CORAZON SUMICAD	<u>Oct 24-29, 2016 / Dec 4-8, 2017</u>
C. FATIMA S. CAMINAN	<u>Oct 24-29, 2016 / Dec 4-8, 2017</u>
D. FE. L DELACRUZ	<u>new member as of may 8, 2018</u>
E. JAYSON L. ELIAS	<u>new member as of may 8, 2018</u>
F. _____	_____
G. _____	_____
- ☒ Members of BAC meet qualifications
- ☒ Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

- ☒ Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat
please provide Office Order No.: Regional Special Order # 0161
- ☒ The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: MARILOU M. PEPITO
- ☒ Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: Oct 24-29, 2016 / Dec 4-8, 2017

8. Have you conducted any procurement activities on any of the following? (5c)
If YES, please mark at least one (1) then, answer the question below.

- ☒ Computer Monitors, Desktop
- ☒ Paints and Varnishes

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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

- ☒ Creation of Internal Audit Unit (IAU) in the agency
Agency Order/DBM Approval of IAU position/s: Management and Audit Analyst II
- ☒ Conduct of audit of procurement processes and transactions by the IAU within the last three years
- ☒ Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

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

- ☒ 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)

- ☒ The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- ☒ The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- ☒ Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body

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

- ☒ Agency has a specific office responsible for the implementation of good governance programs
- ☒ Agency implements a specific good governance program including anti-corruption and integrity development
- ☒ Agency implements specific policies and procedures in place for detection and prevention of corruption

ANNEX 8
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

1ST SEMESTER OF CY 2018

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
1. Public Bidding*														
1.1. Goods		14,610,951.50	8	3	1,232,605.00	3	15	15	12	8	3	0	0	3
1.2. Works														
1.3. Consulting Services														
Sub-Total		14,610,951.50	8	3	1,232,605.00	3	15	15	12	8	3	0	0	3
2. Alternative Modes														
2.1.1 Shopping (52.1 a above 50K)														
2.1.2 Shopping (52.1 b above 50K)		23,619,037.55	115	135	19,717,045.00					115	115			
2.1.3 Other Shopping		6,002,301.83	188	201	4,642,278.00									
2.2.1 Direct Contracting (above 50K)		1,137,883.85	24	24	1,137,883.85									
2.2.2 Direct Contracting (50K or less)														
2.3.1 Repeat Order (above 50K)														
2.3.2 Repeat Order (50K or less)														
2.4. Limited Source Bidding														
2.5.1 Negotiation (Common-Use Supplies)														
2.5.2 Negotiation (Recognized Government Printers)														
2.5.3 Negotiation (IFB 53.1)														
2.5.4 Negotiation (SVP 53.2 above 50K)		27,835,095.00	165	183	23,973,462.00									
2.5.5 Other Negotiated Procurement (Others above 50K)		3,387,782.40	142	156	2,864,543.00									
2.5.6 Other Negotiated Procurement (50K or less)		61,982,100.63	634	699	52,383,711.85					115	115			
Sub-Total														
3. Foreign Funded Procurement**														
3.1. Public-Bid														
3.2. Alternative Modes		16,816,276.84	88	88	13,769,533.84		264	264	264					
Sub-Total		16,816,276.84	88	88	13,769,533.84		264	264	264					
4. Others, specify:														
TOTAL		93,409,318.97	730	790	67,385,850.69									

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

MARILOU M. PEPITO
HEAD, BAC Secretariat

MA. CORAZON G. SUMILAO
BAC VICE-CHAIRPERSON

ATTY. MARCELLE SOLAMILLO
REGIONAL DIRECTOR

ANNEX B

DSWD FIELD OFFICE IX Procurement Monitoring Report as of July 10, 2018

Code (UACSP AP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Actual Procurement Activity												Source of Funds		ABC (Php)	
				Pre-Proc Conference	Adopt of IB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Inspection & Acceptance	Total	MOOE		
COMPLETED PROCUREMENT ACTIVITIES																			
0	PROCUREMENT OF DSWD FO IX DISASTER STOCKPILE LOT 1,2 & 3	DRRMD	COMPETITIVE BIDDING	26-Mar-18	28-Mar-18	05-Apr-18	17-Apr-18	17-Apr-18	17-Apr-18	APRIL 19, 2018 (DBEAM MSDE FOR LOT 3) & APRIL 28, 2018 (FORTUNE GROUP FOR LOT2 & LOT 1)	09-May-18	MAY 17, 2018 (DBEAM GEN. MSDE FOR LOT 3) & MAY 18, 2018 (FORTUNE GROUP FOR LOT2 & LOT1)	MAY 25, 2018 (DBEAM GEN. MSDE FOR LOT 3) & JUNE 1, 2018 (FORTUNE GROUP FOR LOT2 & LOT1)	MAY 30, 2018 (DBEAM GEN. MSDEFOR LOT 3) & JUNE 6,2018 (FORTUNE GROUP FOR LOT2 & LOT 1)	MAY 30, 2018 (DBEAM GEN. MSDE FOR LOT 3) & JUNE 6,2018 (FORTUNE GROUP FOR LOT2 & LOT1)	CMF- DISASTER	1,609,536.50 MOOE		
Total Allotted Budget of Procurement Activities																		1,609,536.50	
Total Contract Price of Procurement Activities Conducted																		1,232,605.00	
Total Savings (Total Allotted Budget - Total Contract Price)																		376,931.50	
ON-GOING PROCUREMENT ACTIVITIES																			
1	PROCUREMENT OF BEDDINGS AND OTHER SUPPLIES FOR PCDP	PCDP	COMPETITIVE BIDDING	31-May-18	04-Jun-18	13-Jun-18	25-Jun-18	25-Jun-18	25-Jun-18	09-Jul-18						CMF-CY	4,610,000.00 MOOE		
2	PROCUREMENT OF KITCHEN UTENSILS FOR PCDP	PCDP	COMPETITIVE BIDDING	19-Jun-18	27-Jun-18	05-Jul-18										CMF-CY	2,237,000.00 MOOE		
3	PROCUREMENT OF FOOD STUFF, PERSONNAL APPARELS AND OTHER RELATED MATERIALS FOR HOME FOR WOMEN	HW	COMPETITIVE BIDDING	19-Jun-18	27-Jun-18	05-Jul-18										CY-DR	4,908,515.00 MOOE		
4	PROCUREMENT OF MEALS AND ACCOMMODATION FOR THE CONDUCT OF PREW OF INDIGENT SENIOR CITIZENS (2ND PUBLIC BIDDING)	SOCIAL PENSION	COMPETITIVE BIDDING	19-Jun-18	27-Jun-18	05-Jul-18										CY-DR	1,245,900.00 MOOE		
Total Allotted Budget of On-going Procurement Activities																		13,001,415.00	

Prepared by:

MARLOU M. PEPI TO
HEAD, BAC Secretariat

Recommended for Approval by:

MA. CORAZON G. SUMICAD
VICE-CHAIRPERSON

[illegible]

total Allotted Budget of Procurement Activities	1,609,536.50
± Price of Procurement Activities Conducted	1,232,605.00
(Total Allotted Budget - Total Contract Price)	376,931.50

[illegible]

4

APPROVED

ATTY. ARACELI F. SOLAMILLO, CESO II
REGIONAL DIRECTOR

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT PO IX

Period: 1st SEM.

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	Agreement Method of procurement; explore the possibility of Multi-year procurement, coordinate with central office -procurement service for conduct numerous procurement planning; institute the ordering			
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Agreement Method of procurement; explore the possibility of Multi-year procurement, coordinate with central office -procurement service for conduct numerous procurement planning; institute the ordering			
2.a	Percentage of shopping contracts in terms of amount of total procurement	Agreement Method of procurement; explore the possibility of Multi-year procurement, coordinate with central office -procurement service for conduct numerous procurement planning; institute the ordering			
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Agreement Method of procurement; explore the possibility of Multi-year procurement, coordinate with central office -procurement service for conduct numerous procurement planning; institute the ordering			
2.c	Percentage of direct contracting in terms of amount of total procurement	Agreement Method of procurement; explore the possibility of Multi-year procurement, coordinate with central office -procurement service for conduct numerous procurement planning; institute the ordering			
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents	conduct numerous procurement planning; institute the ordering Agreement Method of procurement; explore the possibility of Multi-year procurement, coordinate with central office -procurement service for			
3.b	Average number of bidders who submitted bids	conduct numerous procurement planning; institute the ordering Agreement Method of procurement; explore the possibility of Multi-year procurement, coordinate with central office -procurement service for			
3.c	Average number of bidders who passed eligibility stage	conduct numerous procurement planning; institute the ordering Agreement Method of procurement; explore the possibility of Multi-year procurement, coordinate with central office -procurement service for			
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	The agency incharge of philgeps should improve their website			
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost				
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding.	Conduct meticulous procurement planning, enstature ordering agreement method of procurement, coordinate with central office procurement service for technical assistance			
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe				
9.a	Percentage of contracts awarded within prescribed period of action to procure goods				
9.b	Percentage of contracts awarded within prescribed period of action to procure Infrastructure projects				
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services				
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis				
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	facilitate training on RA 9184 in coordination with CBU			
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity				
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records				

11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records					
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance					
12.b	Timely Payment of Procurement Contracts					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits					
14.b	Audit Reports on procurement related transactions					
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					