

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

Name of Agency: Philippine Institute of Traditional and Alternative Health Care

Report Generated On: 2020

	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 Assigned Bid Cans	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed (Eligibility Gauge)	No. of Bid Opportunities Received as PMGPP	No. of Contract Award Failed as Awardable	Total No. of Contracts that Incurred negative disputes	Total No. of contracts with amendments to order or variation orders	No. of Contracts Awarded within prescribed timeframes
Category 1	Category 1	Category 1	Category 1	Category 1	Category 1	Category 1	Category 1	Category 1	Category 1	Category 1	Category 1	Category 1	Category 1
1. Supply Building													
1.1. Supply Building	0.00	0	0	0.00	0	0	0	0	0	0	0	0	0
1.2. Supply Building	0.00	0	0	0.00	0	0	0	0	0	0	0	0	0
1.3. Supply Building	0.00	0	0	0.00	0	0	0	0	0	0	0	0	0
1.4. Supply Building	0.00	0	0	0.00	0	0	0	0	0	0	0	0	0
Sub Total	0.00	0	0	0.00	0	0	0	0	0	0	0	0	0
2. Information Systems													
2.1. Information Systems (e.g. Software, IT)	0.00	0	0	0.00						0			
2.2. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.3. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.4. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.5. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.6. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.7. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.8. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.9. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.10. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.11. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.12. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.13. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.14. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.15. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.16. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.17. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.18. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.19. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
2.20. Information Systems (e.g. Software, IT)	0.00	0	0	0.00					0	0			
Sub Total	0.00	0	0	0.00					0	0			
3. Medical Services (PMGPP)													
3.1. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.2. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.3. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.4. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.5. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.6. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.7. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.8. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.9. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.10. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.11. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.12. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.13. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.14. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.15. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.16. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.17. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.18. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.19. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
3.20. Medical Services (PMGPP)	0.00	0	0	0.00					0	0			
Sub Total	0.00	0	0	0.00					0	0			
4. Medical Services (Non-PMGPP)													
4.1. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.2. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.3. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.4. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.5. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.6. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.7. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.8. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.9. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.10. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.11. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.12. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.13. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.14. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.15. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.16. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.17. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.18. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.19. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
4.20. Medical Services (Non-PMGPP)	0.00	0	0	0.00					0	0			
Sub Total	0.00	0	0	0.00					0	0			

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

Name of Agency: Philippine Institute of Traditional and Alternative Health Care

Report Generated On: 2018

3.3.3 Other Specialized Procurement (Others above 50%)	3,557,889.00	0	0	3,557,889.00					0			
3.3.4 Other Specialized Procurement (Others below 50%)	33,680.00	0	0	33,680.00					0			
Sub Total:	35,045,889.00	00	00	35,045,889.00					00	00		
3.4. Domestic Goods Procurement (1)	0.00	0.00	0.00	0.00		0	0	0				
3.4.1 International Goods	0.00	0.00	0.00	0.00		0	0	0				
Sub Total:	0.00	00	00	0.00								
3. Other Services	0.00	0.00	0.00	0.00								
Total	35,045,889.00	00	00	35,045,889.00								

¹ Should include foreign-funded publicly bid projects per procurement type

² All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BOP rates at the time the bids/quotations were submitted

JOSELYN MATEO A. Ochoa
Head, BAC Secretariat 2018

JOSELYN MATEO A. OCHOA (Head)
BAC Chairperson

Aracelis Palencia - De Guzman, MS, WHFP, LSP, WHSP, CHS, CHS
Director General

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE
INDICATORS (APCI)
QUESTIONNAIRE

Name of Agency: Philippine Institute of Traditional and Alternative Health Care
Name of Respondent: NPPTAHC concerned stakeholders

Date: August 23, 2018
Position: senior position

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? (3a)

- ☐ Agency prepares APP using the prescribed format
- ☐ Approved APP is posted at the Procuring Entity's Website
please provide <http://nptahc.gov.ph/wp-content/uploads/2018/08/2018-08-23-nptahc-approved.pdf>
- ☐ Submission of the approved APP to the GPPB within the prescribed deadline
please provide a 31-May-18

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? (3b)

- ☐ 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 a July 26, 2018
- ☐ 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? (2c)

- ☐ 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? (2d)

- ☐ Upon recommendation by the BAC, the HCPE issues a Certification regarding 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 HCPE to the GPPB
- ☐ Within 720 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? (3e)

- ☐ Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- ☐ Supplemental bid bulletin is 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 the following conditions? (3f)

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE
INDICATORS (APCP)
QUESTIONNAIRE

- ☐ The end-user submits final, approved and complete Purchase Request, 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 that are compatible with the existing fleet or equipment
- ☐ Bidding Documents and Requests for Proposal/Quotation are posted at the PhRGEPS 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: (AA)

- ☐ Office Order creating the Bids and Awards Committee
please provide C. OFFICE ORDER 2018-08
- ☐ 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. <u>MS. SHELBY ROSE R. MARRANO</u> | <u>March 12, 2018</u> |
| B. <u>MR. CECILIO W. DE LOS REYES</u> | <u>March 12, 2018</u> |
| C. <u>MR. LEONIL P. ROSARIO</u> | <u>March 12, 2018</u> |
| D. <u>MR. LYDIA M. CUSIMANI</u> | <u>March 12, 2018</u> |
| E. <u>MR. SIOBEN DENNIS R. ROMERO</u> | <u>March 12, 2018</u> |
| F. <u>MR. RA. YERONIMO TORRES</u> | <u>March 12, 2018</u> |
| G. _____ | _____ |

- ☐ Members of BAC meet qualifications
- ☐ Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (BB)

- ☐ Office Order creating of Bids and Awards Committee Secretariat or designating Procurement Unit to act as BAC Secretariat
please provide C. OFFICE ORDER 2018-08
- ☐ The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC None
- ☐ Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide March 12, 2018

8. Have you conducted any procurement activities on any of the following? (Bc)

If YES, please state at least one (1) item. Indicate the location below:

- | | |
|---|--|
| <input type="checkbox"/> Computer Monitors, Desktop Computers and Laptops | <input checked="" type="checkbox"/> Paints and Varnishes |
| <input type="checkbox"/> Air Conditioners | <input type="checkbox"/> Food and Catering Services |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Training Facilities / Hotels / Venues |
| <input type="checkbox"/> Fridges and Freezers | <input type="checkbox"/> Toilets and Urinals |
| <input type="checkbox"/> Copiers | <input type="checkbox"/> Ties/Uniforms and Work Clothes |

Do you use given technical specifications for the procurement activities of the non-CSE item?

- ☐ Yes ☒ No

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

- ☐ Agency has a working website
please provide public.gov.ph
- ☐ Procurement information is up-to-date

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE
INDICATORS (APCI)
QUESTIONNAIRE

☐ Information is easily accessible at no cost

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

☐ Agency prepares the PMRs

☐ PMRs are promptly submitted to the GPPB
please provide submission: 1st Sem - _____ and 2nd Sem - _____

☐ PMRs are posted in the agency website
please provide _____

☐ PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allocated timeframe, which of these conditions is/are met? (8a)

☐ There is an established procedure for needs analysis and/or market research

☐ There is a system to monitor timely delivery of goods, works, and consulting services

☐ Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

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

☐ Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitments

☐ Procuring entity communicates standards of evaluation to procurement personnel

☐ Procuring entity and procurement personnel acts on the results and takes corresponding action

13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the last three (3) years? (10b)

Percent of total _____ (00/100-100%)

☐ Head of Procuring entity (HCPPE)

☐ Bids and Awards Committee (BAC)

☐ BAC Secretariat/ Procurement/ Supply Unit

☐ BAC Technical/Working Group

☐ End-user Units

☐ Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

☐ Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year

☐ The PE promptly responds to all interested prospective bidder's inquiries and concerns, with available facilities and various communication channels

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE
INDICATORS (APCI)
QUESTIONNAIRE

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

- ☐ 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 whether the Implementing Unit has a system for keeping and maintaining procurement records, which of these conditions is/are present? (16a)

- ☐ There is a list of contract management related documents that are maintained for a period of at least five years
- ☐ The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- ☐ The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

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? (17a)

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

How was national infrastructure projects through the mode of procurement for the respondent?

- ☐ Yes ☐ No

If YES, please answer the following:

- ☐ Supervision of civil works is carried out by qualified construction supervisors
Name of Civil Works Supervisor Engr. JAMES KAGI CHAU CHOLA
- ☐ Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
No Engr. JAMES KAGI CHAU CHOLA

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? (18a) 30 days

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

- A. Eligibility Checking (For Consulting Services Only)
- B. Shortlisting (For Consulting Services Only)
- C. Pre-bid conference
- D. Preliminary examination of bids
- E. Bid evaluation
- F. Post-qualification

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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE
INDICATORS (APCFI)
QUESTIONNAIRE

20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (15a)

- ☐ Creation of Internal Audit Unit (IAU) in the agency
Agency Order/DMM Approval of IAU _____
- ☐ 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 auditor's report? (15b)

- ☐ Yes (percentage of COA recommendations responded to or implemented within six months)
0000000 %
- ☐ 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 HCPE resolved Protests within seven (7) calendar days per Section 55 of the RFR
- ☐ The IAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the RFR
- ☐ Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the COMB, CCA, GPPM or any quasi-judicial-administrative body

23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (15a)

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

Name of Agency: **Philippine Institute of Traditional and Alternative Health Care**
Date of Self Assessment: **January 31, 2018**

Name of Head/Assistant Head of Agency: _____
Position: **Head, BAC Secretariat**

No.	Assessment Conditions	Agency Score	APCR Rating*	Comments/Findings to the Indicators and Sub-Indicators	Supporting Information/Documentation (Link to)
PLC&S: INDICATOR 1 AND INDICATOR 2 PRELIMINARY					
Indicator 1: Competitive Bidding and/or Least Method of Procurement					
1.a	Percentage of competitive bidding and/or limited source bidding contracts in terms of amount of total procurement	0.00%	0.00	Out of PMP1,180,112.53 only PMP1,002,000.00 or 84.88% was allocated to Competitive Bidding, which eventually occurred in Section 5.2.2 (Negotiated Procurement) under Two-Source Bidding.	PMIs
1.b	Percentage of competitive bidding and/or limited source bidding contracts in terms of volume of total procurement	0.00%	0.00	Out of 42 projects only 5 or 1.19% are competitive bidding.	PMIs
Indicator 2: Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	0.00%	0.00	There were 2 shoppings, however, none were not awarded due to wrong procurement modeling, which is indicated in the CPAR.	PMIs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	99.00%	0.00	As indicated in the CPAR, 99.00% of projects are in Alternative Methods of Procurement.	PMIs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.00%	0.00	None	PMIs
2.d	Percentage of rapid order contracts in terms of amount of total procurement	0.00%	0.00	None	PMIs
2.e	Compliance with Request/Order procedures	n/a	n/a	None	Procurement documents relative to <u>Request/Order</u>
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a	None	Procurement documents relative to <u>limited Source Bidding</u>
Indicator 3: Competitiveness of the Bidding Process					
3.a	Average number of entities who acquired bidding documents	0.33	0.00	For 3 biddings, only 1 purchased Bids during competitive bidding particularly in the IAC projects.	Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	0.33	0.00	For 3 biddings, only 1 submitted its bid during competitive bidding particularly in the IAC projects. However, it was submitted late or no submission in the series of competitive biddings.	Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	-	0.00	None	Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Substantially Compliant	2.00	As indicated in the Questionnaire Number 5, none through Bids and IBs were posted in required portals, minutes of meetings are not done on time during other proceedings, and lack of timely responses.	Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Substantially Compliant	2.00	As indicated in the Questionnaire Number 6, none through Bids and IBs were posted in required portals and strict compliance with the requirements. IBs failed to submit complete documents, clear specifications, and no pre-bid conference.	Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average 1	0.00		
PLC&S: AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 3: Presence of Procurement Organization					
3.a	Existence of Bids and Awards Committee(s)	Not Compliant	0.00	Office Order 2018-08 and Certificate of Trainings are <u>absent</u> from the BAC.	Verify copy of Order creating BAC; Organizational Chart; and Constitution of the BAC
3.b	Presence of a BAC Secretariat or Procurement Unit	Substantially Compliant	2.00	Office Order 2018-08 and Certificate of Trainings are <u>absent</u> from the BAC.	Verify copy of Order creating BAC Secretariat; Organizational Chart; and Constitution of the BAC
Indicator 4: Procurement Planning and Implementation					
4.a	An approved APP that includes all types of procurement	Compliant	0.00	Attached hereto are copies of the APP and its supplements.	Copy of APP and its supplements (if

**ANNEX A
GOVERNMENT PROCUREMENT POLICY BOARD**

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

Name of Agency: Philippine Institute of Traditional and Alternative Health Care
Date of Self Assessment: January 31, 2019

Name of Head/Assistant Head of Agency: _____
Position: Head, PAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings on the Indicators and Sub-indicators	Supporting Information/Documentation (Link to)
5.a	Preparation of Annual Procurement Plan for Common-use Supplies and Equipment (APP-CUE) and Procurement of Common-use Supplies and Equipment through Procurement Service	Fully Compliant	5.00	Attached hereto are copies of the APP-CUE and PMS.	APP, APP-CUE, PMS
5.b	Issuing Green Specifications for GPPs identified non-CUE items are adopted	Not Compliant	0.00	Not having adopted and implemented.	ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement of goods.
Indicator 6. Use of Government Electronic Procurement Systems					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered agency	0.00%	0.00	For considerations on this, all those procurement that were required for posting were all posted.	Agency records and/or PhilGEPS records.
6.b	Percentage of contract award information posted by the PhilGEPS-registered agency	n/a	n/a	Technically, we are "0" on this.	Agency records and/or PhilGEPS records.
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	24.34%	1.00	As indicated in the CSRP, out of 20 posted projects under AMP only 7 awards were posted on PhilGEPS.	Agency records and/or PhilGEPS records.

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

Name of Agency: **Philippine Institute of Traditional and Alternative Health Care**
Date of Self Assessment: **January 31, 2019**

Name of Head: **Dr. Arlene D. Alcala**
Position Held: **BAC Secretariat**

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Sub-indicators	Supporting Information/Documentation (Link to)
Indicator 1: System for Quantitative and Qualitative Procurement Information					
1.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	5.00	All criteria are present	Identify specific procurement related portion in the agency website and provide website link
1.b	Preparation of Procurement Monitoring Reports using the GPPB prescribed format, submission to the GPPB, and dissemination to stakeholders	Partially Compliant	1.00	Private, failed to submit up with 2 PMRs, and submitted it on late	Copy of PMR and received copy that it was submitted to GPPB
		Aggregate 5	1.75		
PLAAR II: PROCUREMENT COMPLIANCE AND MARKET PLACE TOOL					
Indicator 2: Efficiency of Procurement Process					
2.a	Percentage of total amount of contracts signed within the assessment year against total amount in the assessment year	68.72%	1.00	Out of PMPA 1,801,212.53 only PMPA 1,267,536.18 were awarded	APP (including Supplemental amendments, if any) and PMRs
2.b	Percentage of total number of contracts signed against total number of procurement projects done through assessment year	0.00%	0.00	None	APP (including Supplemental amendments, if any) and PMRs
2.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/calculated timeframe	Not Compliant	0.00	PTGMC is still in the process of addressing these concerns	Agency Procedures/Systems for the conduct of remedy 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 3: Compliance with Procurement Requirements					
3.a	Percentage of contracts awarded within prescribed period of action to procure goods or services	n/a	n/a	Since there were failure of awards	PMRs
3.b	Percentage of contracts awarded within prescribed period of action to procure goods or services	n/a	n/a	Since there were failure of awards	PMRs
3.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a	Totally not applicable	PMRs
Indicator 4C: Capacity Building for Government Personnel and Private Sector Participants					
4C.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	5.00	Using the IPCR required by the CSC, the personnel involved in procurement indicated/said to be up-to-date with GPPB	Samples of forms used to evaluating procurement performance on top of or incorporated within the regular performance for procurement
4C.b	Percentage of participation of procurement staff in procurement training and/or performance evaluation	0.00%	0.00	This should be "0.00" not "0" considering we have complied with all documents	Link for copies of Office Orders, training modules, list of participants, certificates, etc.
4C.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	5.00	This should only be "Non-compliant" because we were able to comply with the criteria	Link 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	Substantially Compliant	2.00	With all the criteria, BAC Secretariat has existing and record management system	Verify actual procurement records and time to look to retrieve records (should be no more than two hours) Refer to Section 6.2 of User's Manual for list of procurement related documents for record-keeping and maintenance
11.b	Implementing Unit has, and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Substantially Compliant	2.00	Same with the UGAs, PMRs, or files	Verify actual contract management records and time to look to retrieve records should be no more than two hours
Indicator 12: Contract Management Procedures					
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, suspension of awards and evaluation of contractors' performance	Fully Compliant	5.00	Supposed to be PTGMC is not fully compliant with this indicator considering that it also not have defined procedures or standards on award contract	Verify copies of written procedures for quality control, acceptance and inspection; CNE evaluation forms

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

Name of Agency: **Philippine Institute of Traditional and Alternative Health Care**
 Date of Self Assessment: **January 31, 2019**

Name of the Assessor: **Dr. P. M. M. M.**
 Position: **Head, BAC Secretariat**

No.	Assessment Conditions	Agency Score	APCP Rating*	Comments/Findings to the Indicators and Sub-indicators	Supporting Information/Documentation (Link to)
12	Timely Payment of Procurement Contracts	On or before 30 days	3.00	After interviews with the Audit Committee, PTBAC Accounting is clear and the Date of Closing Business Letter is correct.	Back Source or Accounting Head of Agency for every quarter for the release of payments for procurement contracts.
		Average III	3.750		
INDICATOR 13: INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13.1: Openness Participation in Public Bidding					
13.1	Disclosures are included in local stages of procurement as prescribed in the IRR	Fully Compliant	3.00	Attached hereto are invitation letters to the Disclosures.	Verify copies of invitation letters to CDBs and professional associations and CDBs (list and average number of CDBs and PAs invited shall be noted).
Indicator 13.2: Internal and External Audit of Procurement Activities					
13.2	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	0.00	PTBAC is still in process of creating IAU.	Verify copy of order or check actual organizational chart showing IAU, audit reports, action plans and IAU responsibilities.
13.2	Audit Reports on procurement related transactions	Below 50-100% compliance	3.00	PTBAC has been responsive to all reports related to procurement.	Verify CDB Internal Audit Report on Action on Prior Year's Audit Recommendations.
Indicator 13.3: Capacity to Handle Procurement Related Complaints					
13.3	The Procurement Unit has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Substantially Compliant	2.00	PTBAC should be getting a score of "3.00" here because protest is not yet applicable to us since no bidder has filed.	Verify copies of BAC resolutions on Motion for Reconsideration, Protest and Complaints, Office Orders adopting measures to address
Indicator 13.4: Anti-Corruption Programs Related to Procurement					
13.4	Agency has a specific anti-corruption program/s related to procurement	Partially Compliant	1.00	Aside from "No-Gift Policy" no other anti-corruption program is being adopted.	Verify documentation of anti-corruption program.
		Average IV	1.000		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			1.61		

Summary of APCP Scores by Pillar

APCP Pillar	Actual Rating	Average Rating
I. Procurement and Management	3.000	3.750
II. Agency Institutional Framework and Management	3.000	3.750
III. Integrity, Transparency and Accountability	3.000	3.750
IV. Integrity and Transparency of Agency Procurement	3.000	1.000
Total of APCP (Actual + Average I + Average II + Average III + Average IV / 4)	3.000	3.438



Name of Agency: Pr

Sub-Indicators



1.a



A diagram consisting of a rectangular box with a black border. Inside the box, the text "1.b" is written in red. A vertical black line extends downwards from the bottom-left corner of the box. To the right of this line, the text "2.a" is written in black.

1.b

2.a

2.b

2.c



2.d

2.e



2.f

3.a

3.b
3.c

3.d
3.e

4.a

4.b



5.a



5.b

5.c
6.a

6.b

6.c

7.a

7.b

8.b
8.c



9.a

9.b



9.c

10.a



10.b

10.c

11.a
11.b



12.a



12.b

13.a



14.a

14.b

15.a
16.a

PRO

Philippine Institute of Traditional and Alternative Health Care

Key Area for Development

Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement

Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement

Percentage of shopping contracts in terms of amount of total procurement

Percentage of negotiated contracts in terms of amount of total procurement

Percentage of direct contracting in terms of amount of total procurement

Percentage of repeat order contracts in terms of amount of total procurement
Compliance with Repeat Order procedures

Compliance with Limited Source Bidding procedures

Average number of entities who acquired bidding documents

Average number of bidders who submitted bids
Average number of bidders who passed eligibility stage

Sufficiency of period to prepare bids

Use of proper and effective procurement documentation and technical specifications/requirements

Creation of Bids and Awards Committee(s)

Presence of a BAC Secretariat or Procurement Unit

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

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

Presence of website that provides up-to-date procurement information easily accessible at no cost

Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website

Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding

Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe

Percentage of contracts awarded within prescribed period of action to procure goods
Percentage of contracts awarded within prescribed period of action to procure infrastructure projects

Percentage of contracts awarded within prescribed period of action to procure consulting services

There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis

Percentage of participation of procurement staff in procurement training and/or professionalization program

The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity

The BAC Secretariat has a system for keeping and maintaining procurement records

Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records

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

Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits

Audit Reports on procurement related transactions

The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements

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

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION P

'e

Proposed Actions to Address Key Areas

In procurement planning, emphasize Competitive bidding as the default mode of procurement to limit the use of Alternative Modes of procurement (AMP). However, due to limited budget and minimal and seasonal/occasional requirements we are constrained to resort to AMP provided that we will be complying with the conditions set therein.

Same answer as stated in Item 1.a

Same answer as stated in Item 1.a

Hold a Procurement Forum with bidders to determine what causes low number of interested bidders to participate in the PITAHC's bidding

Hold a Procurement Forum with bidders to determine what causes low number of participation of bidders in the PITAHC's bidding

Hold a Procurement Forum with bidders to inform the prospective bidder of what causes low number of passing eligibility in the PITAHC's bidding

The BAC Secretariat failed in particular on the minutes preparation. Prioritization of work may be considered in addressing this concern

Come up with Guidelines on the Preparation of Technical Specifications. And request for comprehensive training on Technical Specifications

As of now, the BAC Secretariat only has members and no Head. There should be a new Office Order reconstituting the BAC Secretariat and designating its Head





Propose to draft Guidelines on the Preparation of Technical Specifications that will enjoin integration of green specifications

In procurement planning, identify in advance and emphasize items that will require posting. And request said particular person for PhilGEPS training

Assigned a particular person who will be responsible in posting contracts awards procorued through AMP. And requestsaid paricular person for PhilGEPS training

Assign particular person in the BAC Secretariat responsible in the preparation of the PMRs and ensure timely submission to the GPPB through Office Order

Due to limited budget and minimal and season/occasional requirements we are constrained to resort to AMP complying with the conditions set therein.

In procurement planning, identify in advance items which need market research.

Conduct/attend trainings/programs for procurement staff at least once a year

Assigned a particular person who will be responsible in procurement records management. And request said particular person for records management training

Assigned a particular person who will be responsible in procurement records management. And request said particular person for records management training

Draft manual for quality control, acceptance, and inspection of works and evaluation of contractor's performance

This will be part of the organizational development programme of
PITAHC

Technically, this should not be applicable to PITAHC since no protest has been filed for HoPE to decide within the prescribed period

This will be part of the Guidelines on Procurement Integrity

LAN TEMPLATE

Period: 2018

Responsible Entity	Timetable
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BAC and BAC Secretariat	Not Applicable
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BAC and BAC Secretariat	Not Applicable

BAC and BAC Secretariat	Not Applicable

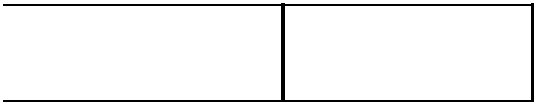
BAC and BAC Secretariat	Q3 2019

BAC and BAC Secretariat	Q3 2019
BAC and BAC Secretariat	Q3 2019

BAC and BAC Secretariat	Not Applicable
BAC, Tehcnical Working Group, and BAC Secretariat	Q2 2019

HoPE	Q1 2019

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HoPE, BAC, TWG, and BAC Secretariat	Q2 2019
BAC, and BAC Secretariat	Q4 2018 and Q2 2019

BAC, BAC Secretariat	Q2 2019

HoPe, BAC, and BAC Secretariat	Q1 2019

BAC and BAC Secretariat	Not Applicable
BAC and BAC Secretariat	Q4 2018

BAC, BAC Secretariat, Administrative Division	Q1 2019

BAC, BAC Secretariat, Administrative Division	Q2 2019
BAC, BAC Secretariat, Administrative Division	Q2 2019

BAC and BAC Secretariat	Q1 2019
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HoPE, Planning, Budget, and Administrative Divisions	Q3 2019

HoPE	Not Applicable
BAC and BAC Secretariat	Q2 2019

Resources Needed

None.

None.

None.



PhP20,000.00

PhP20,000.00
PhP20,000.00

None
PhP10,000

None





None.
PhP6,000.00 (For Training)

PhP6,000.00 (For Training)

None.







Accommodation, for training, office supplies

PhP6,000.00
PhP6,000.00

office supplies, procurement
references



None.

None.
None

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Philippine Institute of Traditional and Alternative Health Care

Period: 2018

Sub-Indicator s	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	In procurement planning, emphasize Competitive bidding as the default mode of procurement to limit the use of Alternative Modes of procurement (AMP). However, due to limited budget and minimal and seasonal/occasional requirements we are constraint to resort to AMP provided that we will be complying with the	BAC and BAC Secretariat	Not Applicable	None.

		conditions set therein.			
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Same answer as stated in Item 1.a	BAC and BAC Secretariat	Not Applicable	None.
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	Same answer as stated in Item 1.a	BAC and BAC Secretariat	Not Applicable	None.
2.c	Percentage of direct contracting in terms of amount of total procurement				
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents	Hold a Procurement Forum with	BAC and BAC Secretariat	Q3 2019	PhP20,000.00

		bidders to determine what causes low number of interested bidders to participate in the PITAHC's bidding			
3.b	Average number of bidders who submitted bids	Hold a Procurement Forum with bidders to determine what causes low number of participation of bidders in the PITAHC's bidding	BAC and BAC Secretariat	Q3 2019	PhP20,000.00
3.c	Average number of bidders who passed eligibility stage	Hold a Procurement Forum with bidders to inform the prospective bidder of what causes low number of passing eligibility in the PITAHC's bidding	BAC and BAC Secretariat	Q3 2019	PhP20,000.00
3.d	Sufficiency of period to prepare bids	The BAC Secretariat failed in particular on the minutes preparation. Prioritization of work may be considered in addressing this concern	BAC and BAC Secretariat	Not Applicable	None

3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Come up with Guidelines on the Preparation of Technical Specifications. And request for comprehensive training on Technical Specifications	BAC, Tehcnical Working Group, and BAC Secretariat	Q2 2019	PhP10,000
4.a	Creation of Bids and Awards Committee(s)				
4.b	Presence of a BAC Secretariat or Procurement Unit	As of now, the BAC Secretariat only has members and no Head. There should be a new Office Order reconstituting the BAC Secretariat and designating its Head	HoPE	Q1 2019	None
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-	Propose to draft Guidelines on the Preparation of	HoPE, BAC, TWG, and BAC Secretariat	Q2 2019	None.

	identified non-CSE items are adopted	Technical Specifications that will enjoin integration of green specifications			
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	In procurement planning, identify in advance and emphasize items that will require posting. And request said particular person for PhilGEPS training	BAC, and BAC Secretariat	Q4 2018 and Q2 2019	PhP6,000.00 (For Training)
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	Assigned a particular person who will be responsible in posting contracts awards procured through AMP. And request said particular person for PhilGEPS training	BAC, BAC Secretariat	Q2 2019	PhP6,000.00 (For Training)
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	Assign particular person in the BAC Secretariat responsible in the preparation of the PMRs and ensure timely submission to the GPPB through Office Order	HoPe, BAC, and BAC Secretariat	Q1 2019	None.
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Due to limited budget and minimal and season/occasional requirements we are constraint to resort to AMP complying with the conditions set therein.	BAC and BAC Secretariat	Not Applicable	
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	In procurement planning, identify in advance items which need market research.	BAC and BAC Secretariat	Q4 2018	
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	Conduct/attend trainings/programs for procurement staff at least once a year	BAC, BAC Secretariat, Administrative Division	Q1 2019	Accommodation, for training, office supplies
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	Assigned a particular person who will be responsible in procurement records management. And request said particular person for records management training	BAC, BAC Secretariat, Administrative Division	Q2 2019	Php6,000.00
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and	Assigned a particular person who will be responsible in procurement	BAC, BAC Secretariat, Administrative Division	Q2 2019	Php6,000.00

	easily retrievable contract management records	records management. And request said particular person for records management training			
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	Draft manual for quality control, acceptance, and inspection of works and evaluation of contractor's performance	BAC and BAC Secretariat	Q1 2019	office supplies, procurement references
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	This will be part of the organizational development programme of PITAHC	HoPE, Planning, Budget, and Administrative Divisions	Q3 2019	None.
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	Technically, this should not be applicable to PITAHC since no protest has been filed for HoPE to	HoPE	Not Applicable	None.

		decide within the prescribed period			
16.a	Agency has a specific anti-corruption program/s related to procurement	This will be part of the Guidelines on Procurement Integrity	BAC and BAC Secretariat	Q2 2019	None