

ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH

Period Covered: CY 2019

	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bid Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities Posted at PhilGEPS	No. of Contract Award Posted at PhilGEPS	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	No. of Contracts Awarded within prescribed timeframes
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
1. Public Bidding*													
1.1. Goods	3,080,000.00	5	3	1,386,485.00	2	3	3	2	5	3	0	0	3
1.2. Works	3,500,000.00	1	1	1,900,000.00	0	3	3	3	1	1	0	0	1
1.3. Consulting Services	0.00	0	0	0.00	0	0	0	0	0	0	0	0	0
Sub-Total	6,580,000.00	6	4	3,286,485.00	2	6	6	5	6	4	0	0	4
2. Alternative Modes													
2.1.1 Shopping (52.1 a above 50K)	0.00	0	0	0.00						0			
2.1.2 Shopping (52.1 b above 50K)	0.00	0	0	0.00					0	0			
2.1.3 Other Shopping	234,063.20	71	71	234,063.20						0			
2.2.1 Direct Contracting (above 50K)	0.00	0	0	0						0			
2.2.2 Direct Contracting (50K or less)	0.00	0	0	0						0			
2.3.1 Repeat Order (above 50K)	0.00	0	0	-						0			
2.3.2 Repeat Order (50K or less)	0.00	0	0	0						0			
2.4. Limited Source Bidding	0.00	0	0	-						0			
2.5.1 Negotiation (Common-Use Supplies)	1,899,730.60	70	70	1,899,730.60						0			
2.5.2 Negotiation (Recognized Government Printers)	0.00	0	0	0.00									
2.5.3 Negotiation (TFB 53.1)	1,330,000	2	2	661,940.00					2	2			
2.5.4 Negotiation (SVP 53.9 above 50K)	2,360,763.44	11	11	2,269,037.00					11	0			
2.5.5 Other Negotiated Procurement (Others above 50K)	0.00	0	0	0.00						0			
2.5.6 Other Negotiated Procurement (50K or less)	1,899,730.60	70	70	1,899,730.60									
Sub-Total	7,724,287.84	224	224	6,964,501.40					11	0			
3. Foreign Funded Procurement**													
3.1. Publicly-Bid	0.00	0	0	0.00		0	0	0					
3.2. Alternative Modes	0.00	0	0	0.00		0	0	0					
Sub-Total	0.00	0	0	0.00									
4. Others, specify:													
TOTAL	14,304,287.84	230	228	10,250,986.40									

* 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



Ma. Teresa M. Torres
Head, BAC Secretariat



Emeline Rose Mariano
BAC Chairperson



DR. ANNABELLE P. DE GUZMAN, FPAPF, MHA, MA Mod (UK), CESE
Director General
Head of Procuring Entity

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: _ PITAHC

Period: 2019

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	Ensure that projects will be lumpsum so that we could have more Competitive Bidding than Small Value Procurement. This has to be reiterated during the Planning	Management Services Division	1st Quarter of 2019	Venue & Catering Services (Online Conference platform)
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Ensure that projects will be lumpsum so that we could have more Competitive Bidding than Small Value Procurement. This has to be reiterated during the Planning	Management Services Division	1st Quarter of 2019	Venue & Catering Services (Online Conference platform)
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Ensure that projects will be lumpsum so that we could have more Competitive Bidding than Small Value Procurement. This has to be reiterated during the Planning	Management Services Division	1st Quarter of 2019	Venue & Catering Services (Online Conference platform)
3.a	Average number of entities who acquired bidding documents	Revisited the specifications and market research to reflect actual market prices to attract prospective bidders. Training will be needed for this.	Management Services Division	1st Quarter of 2019	Venue & Catering Services (Online Conference platform)
3.b	Average number of bidders who submitted bids	Revisited the specifications and market research to reflect actual market prices to attract prospective bidders. Training will be needed for this.	Management Services Division	1st Quarter of 2019	Venue & Catering Services (Online Conference platform)
3.c	Average number of bidders who passed eligibility stage	Revisited the specifications and market research to reflect actual market prices to attract prospective bidders. Training will be needed for this.	Management Services Division	1st Quarter of 2019	Venue & Catering Services (Online Conference platform)
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Another special training for this.	Management Services Division	1st Quarter of 2019	Venue & Catering Services (Online Conference platform)
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	BAC Secretariat should have one individual who will concentrate on posting from bid opportunities up to award	BAC Secretariat	2nd Quarter of 2019	Hiring of Contractual Job Order
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	BAC Secretariat should have one individual who will concentrate on monitoring procurement activities from procurement processing up to contract implementation	BAC Secretariat	2nd Quarter of 2019	Hiring of Contractual Job Order
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Ensure that projects will be lumpsum so that we could have more Competitive Bidding than Small Value Procurement. This has to be reiterated during the Planning	Management Services Division	1st Quarter of 2019	Venue & Catering Services (Online Conference platform)
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	PITAHC should establish procedure for needs analysis and/or market research	Management Services Division	1st Quarter of 2019	Venue & Catering Services (Online Conference platform)
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	PITAHC must conduct procurement training	Management Services Division	1st Quarter of 2019	Venue & Catering Services (Online Conference platform)
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Procure filing Cabinet and hard drive for the storage of the procurement documents (printed and electronic)	BAC Secretariat	2nd Quarter of 2019	Request for the Budget
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	CPES must be implemented in PITAHC by outsourcing from DPWH the system and hire Engineer who will look into the construction projects of the Institute.	Administrative Division	3rd Quarter of 2019	Coordinate with the DPWH for the CPES and hire Engineer
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Creation of New Plantilla will be needed	ManCom	3rd Quarter of 2019	Request for the Budget
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	BAC has been responsive to the issues raised by the bidders not to elevate this to the HOPE as a form of protest. PITAHC should be given points for this and should be considered as one of the areas to improve	N/A	N/A	N/A
16.a	Agency has a specific anti-corruption program/s related to procurement	PITAHC will coordinate with the Office of the Ombudsman and Commission on Audit to come up what will be the appropriate anti-corruption programs related to our procurement	BAC and BAC Seretariat	2nd Quarter of 2019	Schedule appointment with OMB and COA



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

Name of Agency:
Date January 31, 2021

Name of Evaluator: _MA. TERESA M. TORRES
Position: HEAD, BAC SECRETARIAT

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					
1.1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	39.35%	0.00	Out of PhP10,250,986.40 of amount of total procurement only PhP3,286,485.00 or 39.35% were subjected to Competitive Bidding	PMRs
2.1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	2.53%	0.00	Out of 228 of total procurement only 4 or 2.53% were subjected to Competitive Bidding	PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
3.2.a	Percentage of shopping contracts in terms of amount of total procurement	2.80%	3.00	Out of PhP10,250,986.40 of amount of total procurement only PhP234,063.20 or 2.80% were subjected to Shopping contracts	PMRs
4.2.b	Percentage of negotiated contracts in terms of amount of total procurement	57.84%	0.00	Out of PhP10,250,986.40 of amount of total procurement only PhP6,730,437.8 were subjected to negotiated contracts	PMRs
5.2.c	Percentage of direct contracting in terms of amount of total procurement	0.00%	3.00	Out of PhP10,250,986.40 of amount of total procurement PITAHC has no direct Contracting	PMRs
6.2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00	Out of PhP10,250,986.40 of amount of total procurement PITAHC has no direct Contracting	PMRs
7.2.e	Compliance with Repeat Order procedures	n/a	n/a	PITAHC did not resort to Repeat Order	Procurement documents relative to conduct of Repeat Order
8.2.f	Compliance with Limited Source Bidding procedures	n/a	n/a	PITAHC did not resort to Limited Source Bidding	Procurement documents relative to conduct of Limited Source Bidding
Indicator 3. Competitiveness of the Bidding Process					
9.3.a	Average number of entities who acquired bidding documents	1.00	0.00	Low bidders' participation	Agency records and/or PhilGEPS records
10.3.b	Average number of bidders who submitted bids	1.00	0.00	Low bidders' participation	Abstract of Bids or other agency records
11.3.c	Average number of bidders who passed eligibility stage	0.83	0.00	Low bidders' passing rate on the eligibility	Abstract of Bids or other agency records
12.3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00	Complying with the procurement timelines in terms of time preparation given to the bidders	Agency records and/or PhilGEPS records
13.3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00	PITAHC has a system that stages of review and documentary requirements are being implemented before actual procurement processing is made	Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents

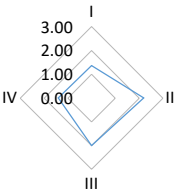
			Average I	1.36		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY						
Indicator 4. Presence of Procurement Organizations						
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00	Created through PITAHC Office Order 2019-205 dated 1 July 2019	Verify copy of Order creating BAC; Organizational Chart; and Certification of Training	
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00	Created through PITAHC Office Order 2019-205 dated 1 July 2019	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	All PAPs are reflected in the 2019 APP for procurement	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	The BAC Secretariat together with the Supply Officer prepared the APP-CSE and it is timely submitted last 25 July 2018	APP, APP-CSE, PMR	
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant	0.00	PITAHC has not yet implementing the Green Specifications	ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity	
Indicator 6. Use of Government Electronic Procurement System						
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	3.00	All bid opportunities required to be advertised were posted in PhilGEPS	Agency records and/or PhilGEPS records	
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00	All contract award required to be advertised were posted in PhilGEPS for Competitive Bidding and Negotiated Procurement.	Agency records and/or PhilGEPS records	
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	0.00%	0.00	PITAHC failed to post all contract awards required to be advertised were posted in PhilGEPS for alternative methods mostly those projects awarded through SVP	Agency records and/or PhilGEPS records	
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	We do have all procurement related information posted in PITAHC's website www.pitahc.gov.ph	Identify specific procurement-related portion in the agency website and specific website links	
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Partially Compliant	1.00	PITAHC BAC Secretariat has been consistently submitting PMRs to GPPB	Copy of PMR and received copy that it was submitted to GPPB	
			Average II	2.20		
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	71.66%	2.00	Please see data in the CPMR	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	66.67%	0.00	Please see data in the CPMR	APP(including Supplemental amendments, if any)and PMRs	
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Not Compliant	0.00	PITAHC has no established procedure for needs analysis and/or market research	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	PITAHC has been consistent in following the prescribed procurement timelines	PMRs	
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00	PITAHC has been consistent in following the prescribed procurement timelines	PMRs	

29	9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a	PITAHC had no procurement on Consultancy Services through Competitive Bidding	PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants						
30	10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00	PITAHC made it part of the IPCR	Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
31	10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00	PITAHC conducted procurement training in 2018 and none for 2019	Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
32	10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00	PITAHC BAC and its Secretariat were ready to address all concerns of the bidders regarding procurement matters	Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records						
33	11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Substantially Compliant	2.00	PITAHC BAC Secretariat was not able to keep the documents in a duly designated and secure location with hard copies kept in appropriate	Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
34	11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00	PITAHC has centralized Records Management system	Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures						
35	12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Substantially Compliant	2.00	PITAHC has written procedures for quality control, acceptance and inspection of goods, services and works	Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
36	12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00	Accounting and Cashier Sections can process payment less than 15 days if all required documents are completely submitted	Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
			Average III	2.00		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM						
Indicator 13. Observer Participation in Public Bidding						
37	13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00	BAC Seretariat invited Observers ahead of time by indicating in the letter all procurement stages their presence is required	Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
Indicator 14. Internal and External Audit of Procurement Activities						
38	14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	0.00	PITAHC has no IAU yet	Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
39	14.b	Audit Reports on procurement related transactions	Above 90-100% compliance	3.00	No procurement findings	Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints						
40	15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Partially Compliant	1.00	PITAHC has not yet received protest from the erring bidder. However, the BAC was efficient to response on time to the Request for Reconsideration.	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						
41	16.a	Agency has a specific anti-corruption program/s related to procurement	Not Compliant	0.00	PITAHC has been implemnting Agency implements a specific good governance program including anti-corruption and integrity development such as No Gift Policy	Verify documentation of anti-corruption program
			Average IV	1.40		
GRAND TOTAL (Avarege I + Average II + Average III + Average IV / 4)				1.74		

Summary of APCPI Scores by Pillar

	APCPI Pillars	Ideal Rating	Agency Rating
Pillar I	Legislative and Regulatory Framework	3.00	1.36
Pillar II	Agency Insitutional Framework and Management Capacity	3.00	2.20
Pillar III	Procurement Operations and Market Practices	3.00	2.00
Pillar IV	Integrity and Transparency of Agency Procurement Systems	3.00	1.40
	Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	1.74

Agency Rating



Back to
"how to fill
up"

Name of Agency: PITAHC
 Name of Respondent: MA. TERESA M. TORRES

Date: January 31, 2019
 Position: HEAD, BAC SECRETARIAT

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://drive.google.com/file/d/11umfR603j0DsGE90WujlloKuTE6GRIG-/view>
- ☒ Submission of the approved APP to the GPPB within the prescribed deadline
 please provide submission date: December 10, 2019

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: July 25, 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? (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)

- ☒ 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 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.: 2019-205

☒ 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. Emeline Rose Mariano	January 24, 2019
B. Lillibeth Dela Cruz	January 22, 2018
C. Atty. Carmencita Santos	January 22, 2018
D. Andy Matula	January 24, 2019
E. Levi Posadas	January 22, 2018
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.: 2019-205

☒ The Head of the BAC Secretariat meets the minimum qualifications

please provide name of BAC Sec Head: Ma. Teresa M. Torres

☒ Majority of the members of BAC Secretariat are trained on R.A. 9184

please provide training date: January 22, 2018

8. Have you conducted any procurement activities on any of the following? (5c)

If YES, please mark at least one (1) then, answer the question below.

☒ Computer Monitors, Desktop Computers and Laptops

☐ Paints and Varnishes

☒ Air Conditioners

☒ Food and Catering Services

☐ Vehicles

☒ Training Facilities / Hotels / Venues

☐ Fridges and Freezers

☐ Toilets and Urinals

☐ Textiles / Uniforms and Work Clothes

☐ Copiers

Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

☐ Yes

☒ No

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

☒ Agency has a working website

please provide link: www.pitahc.gov.ph

☒ Procurement information is up-to-date

☒ Information is easily accessible at no cost

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

☒ Agency prepares the PMRs

☐ PMRs are promptly submitted to the GPPB

please provide submission dates: 1st Sem - _____ 2nd Sem - _____

☐ PMRs are posted in the agency website

please provide link: _____

☒ PMRs are prepared using the prescribed format

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

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

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

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

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

☒ Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s

☒ Procuring entity communicates standards of evaluation to procurement personnel

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

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

Date of most recent training: January 22, 2018

☒ Head of Procuring Entity (HOPE)

☒ Bids and Awards Committee (BAC)

☒ BAC Secretariat/ Procurement/ Supply Unit

☒ BAC Technical Working Group

☒ End-user Unit/s

☒ Other staff

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

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

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

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

☒ 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 Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)

☒ There is a list of contract management related documents that are maintained for a period of at least five years

☒ 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? (12a)

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

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

☒ 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. Anna Mae Cabalonga

☐ Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)

Name of CPES Evaluator: _____

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

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

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

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: _____
- ☐ 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)
_____ %
- ☒ 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

