



25 March 2024

ATTY. ROWENA CANDICE M. RUIZ

Executive Director V

Government Procurement Policy Board-
Technical Support Office (GPPB-TSO)

Unit 2504, Raffles Corporate Center, F. Ortigas Jr. Road,
Ortigas Center, Pasig City

Dear **Atty. Ruiz**:

Good day.

Respectfully submitting attached herewith the Agency Procurement Compliance and Performance Indicators (APCPI) for the year 2023.

Rest assured that this said document shall be posted in our website's Transparency Seal in compliance with the GPPB Circular 02-2020 dated 20 May 2020.

Thank you.

Very truly yours,

DR. ANNABELLE P. DE GUZMAN, FPAFP, MHA, MA Med (UK), CESE

Director General

HEAD OF PROCURING ENTITY

ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH

Period Covered: CY 2023

	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		8,561,029.38	18	5	2,439,120.00	13	13	13	9	17	5	0	0	5
1.2. Works		1,300,000.00	1	0	0.00	0	0	0	0	0	0	0	0	0
1.3. Consulting Services		2,500,000.00	0	0	0.00	0	0	0	0	0	0	0	0	0
Sub-Total		12,361,029.38	19	5	2,439,120.00	13	13	13	9	17	5	0	0	5
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)		233,903.92	7	7	153,902.00					7	7			
2.1.3 Other Shopping		1,549,038.49	353	333	1,391,328.08						0			
2.2.1 Direct Contracting (above 50K)		0.00	0	0	0.00						0			
2.2.2 Direct Contracting (50K or less)		269,200.00	4	3	28,209.33						0			
2.3.1 Repeat Order (above 50K)		0.00	0	0	0.00						0			
2.3.2 Repeat Order (50K or less)		0.00	0	0	0.00						0			
2.4. Limited Source Bidding		0.00	0	0	0.00					0	0			
2.5.1 Negotiation (Common-Use Supplies)		0.00	0	0	0.00									
2.5.2 Negotiation (Recognized Government Printers)		0.00	0	0	0.00									
2.5.3 Negotiation (TFB 53.1)		1,657,500.00	1	1	891,345.00					1	1			
2.5.4 Negotiation (SVP 53.9 above 50K)		44,869,247.31	134	92	13,993,519.76					134	92			
2.5.5 Other Negotiated Procurement (Others above 50K)		3,913,930.00	14	10	3,533,808.00						0			
2.5.6 Other Negotiated Procurement (50K or less)		3,380,724.50	245	245	3,150,520.39						0			
Sub-Total		55,873,544.22	758	711	23,146,632.56					142	100			
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		68,234,573.60	777	716	25,585,752.56									

* 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


MR. RODELIO D. MENDEZ-JR.
Head, BAC Secretariat


ATTY. KEENTH N. ALMEIDA
BAC Chairperson


DR. ANNABELLE P. DE GUZMAN, FPAFP, MHA, MA Med (UK), CESE
Head of the Procuring Entity

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Name of Agency:	PITAHC	Date:	March 27, 2024
Name of Respondent:	RODELIO D. MENDEZ JR.	Position:	SOO III

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://pitahc.gov.ph/wp-content/uploads/2023/01/PITAHC-APP-FY-2023.pdf
- ☒ Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: 1/31/2023

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: 9/20/2022
- ☒ 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

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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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.: 2023-179
- ☒ 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. Atty. Carmencita Castro-Santos	<u>December 11, 2023</u>
B. Dr. Francis Vicente Ras	<u>December 11, 2023</u>
C. Atty. Keenth Almeña	<u>December 11, 2023</u>
D. Dr. Froilainne Dela Cruz	<u>June 20, 2023</u>
E. Ma. Ofelia Infante	<u>December 11, 2023</u>
F. Tom Denmark Tabafunda	<u>December 11, 2023</u>
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.: 2023-179
- ☒ The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: Edwina Denise F. Ramos
- ☒ Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: December 11, 2023

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 |
| ☐ Copiers | ☐ Textiles / Uniforms and Work Clothes |

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

- ☒ Yes
- ☐ No

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

- ☒ Agency has a working website
please provide link: https://pitahc.gov.ph/
- ☒ Procurement information is up-to-date
- ☒ Information is easily accessible at no cost

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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 - July 13, 2023 2nd Sem - January 12, 2024
- ☒ PMRs are posted in the agency website
please provide link: <https://pitahc.gov.ph/wp-content/uploads/2024/01/APPROVED-PITAHC-2ND-SEM-PMR-2023-01-12.pdf>
- ☒ 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 in the past three (3) years? (10b)

Date of most recent training: December 11, 2023

- ☒ 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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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

18. 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. LEONARD C. BATARA
- ☐ Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
Name of CPES Evaluator: _____

19. 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) 30 days

20. 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

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: _____
- ☐ 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 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

Name of Self Assessment: 27 March 2024

Name of Evaluator: Rodelio D. Mendez

Position: SOO III

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	9.53%	0.00	Out of PhP25,585,752.56, only PhP2,439,120.00 or 9.53% were awarded for Cmpetitive Biddings	PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	0.70%	0.00	Out of 716 contracts, only 5 proejects or 0.70% were awarded for Competitive Biddings	PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	6.04%	1.00	Out of PhP25,585,752.56, only PhP1,545,230.08 or 6.04% were awarded for Shopping	PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	84.32%	0.00	Out of PhP25,585,752.56, only PhP21,573,1930.15 or 84.32% were awarded for Negotiated projects	PMRs
	Percentage of direct contracting in terms of amount of total procurement	0.11%	3.00	Out of PhP25,585,752.56, only PhP28,209.33 or 0.11% were awarded for Direct Contracting projects	PMRs
	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00	none	PMRs
	Compliance with Repeat Order procedures	n/a	n/a	none	Procurement documents relative to conduct of Repeat Order
	Compliance with Limited Source Bidding procedures	n/a	n/a	none	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	0.68	0.00	Out of 19 CB projects, 16 bidders who acquired Bidding Documents	Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	0.68	0.00	Out of 19 CB projects, 16 bidders who submitted their bids	Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	0.47	0.00	Out of 19 CB projects, 9 bidders were passed the eligibility stage	Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00	PITAHC timely posted Bidding Documents/ITB/Supplemental Bid Bulletins in the PhilGEPS/PITAHCwebsite, FB page and Bulletin Board allowing bidders to have sufficient time to prepare/review the project to be bid	Agency records and/or PhilGEPS records
	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00	No commencement of procurement shall be done once the submitted Market Surveys/Purchase Requests/Technical Specifications are incomplete. Thus, all posted projects are complete of the necessary documents	Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I	1.18		
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	Under PITAHC Order No. 2023-179 the Bids and Awards Committee was created	Verify copy of Order creating BAC; Organizational Chart; and Certification of Training

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: 27 March 2024

Name of Evaluator: Rodelio D. Mendez

Position: SOO III

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00	Under PITAHC Order No. 2023-179 the Bids and Awards Committee Secretariats was created	Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation					
5.c	An approved APP that includes all types of procurement	Compliant	3.00	Approved APP-NCSE was posted in the PITAHC website and sent to GPPB within the deadline	Copy of APP and its supplements (if any)
	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	Approved APP-CSE was posted in the PITAHC website and uploaded in the Virtual Store	APP, APP-CSE, PMR
	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00	The procured Air conditioning units are inverter type	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	98.76%	3.00	All procurement projects that were required for posting were posted	Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00	All procurement projects that were required for posting were posted	Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	90.91%	3.00	Out of 100 posted projects,92 awards were posted in PhilGEPS	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	All criteria were present	Identify specific procurement-related portion in the agency website and specific website links
	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Fully Compliant	3.00	All criteria were present	Copy of PMR and received copy that it was submitted to GPPB
		Average II	3.00		
PART 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	37.50%	0.00	Out of 68,234,573.60, Php25,585,752.56 or 37.50% of total amount of contracts were awarded	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	26.32%	0.00	Out of 19 CB projects, 5 projects or 26.32% were awarded	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	PITAHC will be working on the improvements for the system that monitors the timely delivery of goods, services, works and consulting services	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

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: 27 March 2024

Name of Evaluator: Rodelio D. Mendez

Position: SOO III

Assessment Conditions		Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
Indicator 9. Compliance with Procurement Timeframes					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00	All awarded projects were processed within the prescribed timelines	PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	n/a	n/a	No competitive bidding for infrastructure project was processed	PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a	No Competitive bidding for consulting project was processed	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	PITAHC uses the IPCR form prescribed by the CSC	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	100.00%	3.00	BAC/BAC Secretariats/Technical Working Group and End User Units were attended procurement trainings.	Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00	Through PITAHC official email and telephone numbers address all queries/ concerns and clarifications asked were responded accordingly by the concerned personnel	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	BAC Secretariat complied with all the criteria	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	EUUs have its eparate personnel assigned who safekeeps their procurement document records	Verify actual contract management records and time it took 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, supervision of works and evaluation of contractors' performance	Substantially Compliant	2.00	PITAHC is working on the improvements of the procedures, policies and standards, rules and regulations for the delivery, implementation, and acceptance processes.	Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
	Timely Payment of Procurement Contracts	On or before 30 days	3.00	Per PITAHC's Cashier, the average processing time for payment is seven (7) working days from completion of the services	Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	2.96		

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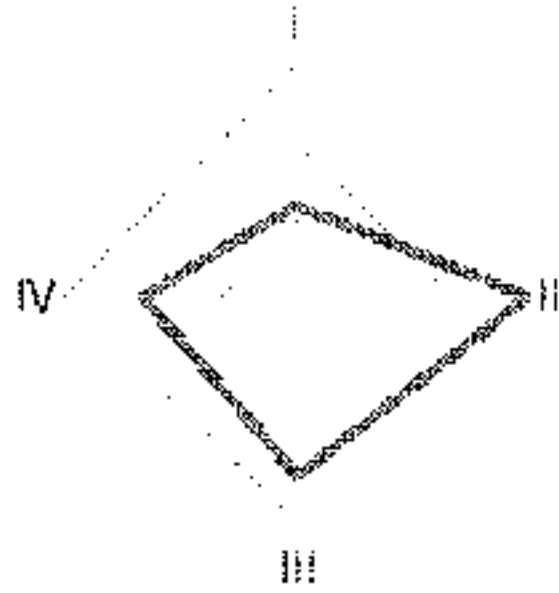
Position: SOO III

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	PITAHC always complied in inviting the observers in all stages of the Competitive Biddings	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	Not Compliant	0.00	PITAHC still in process of creating the IAU	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	PITAHC has always been responsive to the Audit Reports related in procurement	Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints					
	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Substantially Compliant	2.00	PITAHC did not receive Protest from any of the bidders participated in the procurement activities	Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement					
16.a	Agency has a specific anti-corruption program/s related to procurement	Substantially Compliant	2.00	PITAHC always reiterated in the Pre-bid meetings with the bidders that No-Gift Policy and No contact rule were strictly being implemented.	Verify documentation of anti-corruption program
Average IV			2.00		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.14		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.18
II Agency Insitutional Framework and Management Capacity	3.00	3.00
III Procurement Operations and Market Practices	3.00	2.36
Integrity and Transparency of Agency Procurement Systems	3.00	2.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.14

Agency Rating



Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE

Period: 2023

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	During the planning stage, the default mode of procurement is Competitive Bidding. Some of the projects that are similar in nature and are lumpsummed and these that exceed One Million are procured through Competitive Bidding. However, due to seasonal /minimal requirements and limited budget, projects that are implemented constrained to use the AMP provided that PITAHC is compliant with the conditions set therein	End User Units (EUU), Herbal Processing Plant (HPP) Managers, BAC	3rd Quarter of the current year	Zoom or Face to face meetings
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	same answer in Item 1.a	End User Units (EUU), Herbal Processing Plant (HPP) Managers, BAC	3rd Quarter of the current year	Zoom or Face to face meetings
2.a	Percentage of shopping contracts in terms of amount of total procurement	same answer in Item 1.a	End User Units (EUU), Herbal Processing Plant (HPP) Managers, BAC	3rd Quarter of the current year	Zoom or Face to face meetings
2.b	Percentage of negotiated contracts in terms of amount of total procurement	same answer in Item 1.a	End User Units (EUU), Herbal Processing Plant (HPP) Managers, BAC	3rd Quarter of the current year	Zoom or Face to face meetings
2.c	Percentage of direct contracting in terms of amount of total procurement	Direct Contracting is seldom used since most of the projects for procurement are procured through Small Value Procurement. However, if there is a need to resort to Direct Contracting, said procurement must comply with the requirements/conditions of Direct Contracting.	BAC, EUUs	When there is a need to resort to Direct Contracting	Technical Specifications, Certificate of Exclusivity, Justification, Market Survey
2.d	Percentage of repeat order contracts in terms of amount of total procurement	PITAHC did not encounter the need to replenish items procured through Competitive Bidding this year. Thus, Repeat Order was not undertaken. Repeat Orders are done or undertaken when needed.	BAC, EUUs	When there is a need to resort to Repeat Order	NOA of the previous awardee procured through Competitive Bidding, Purchase Request, Letter Request of Repeat Order
2.e	Compliance with Repeat Order procedures	Though not yet applicable. PITAHC BAC is very knowledgeable of the conditions and procedures of resorting to Repeat Order	BAC, EUUs	When there is a need to resort to Repeat Order	NOA of the previous awardee procured through Competitive Bidding, Purchase Request, Letter Request of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	Though not yet applicable. PITAHC BAC is very knowledgeable of the conditions and procedures of resorting to Limited Source Bidding	BAC, EUUs	When there is a need to resort to Limited Source Bidding	Limited Source Bidding requirements
3.a	Average number of entities who acquired bidding documents	We encourage prospective bidders who attended the Pre-bid conference to participate in the bidding to promote competitiveness, transparency and fairness for the project to be procured	BAC, BAC Secretariats	Every Pre-Bid Conference to be conducted	Zoom or Face to face meetings
3.b	Average number of bidders who submitted bids	Address the bidders concerns why they did not participate or not interested in joining the said Biddings activities.	BAC, BAC Secretariats	Every Pre-Bid Conference to be conducted	Zoom or Face to face meetings
3.c	Average number of bidders who passed eligibility stage	Discuss/explain during the Pre-bid the common reasons why the bidders fail the eligibility stage.A checklist is provided the eligibility requirements.	BAC, BAC Secretariats	Every Pre-Bid Conference to be conducted	Zoom or Face to face meetings

3.d	Sufficiency of period to prepare bids	Continuously post the bid opportunities in compliance with 2016 Revised IRR of RA9184	BAC, BAC Secretariats	Everytime project will be required to post in PhilGEPS, PITAHC's website, Facebook page, & Bulletin Board	PhilGEPS, PITAHC Website, Facebook page and Bulletin Board
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Continuously comply with the existing policies on market canvass/research	EUUs, BAC, BAC Secretariats	There are existing documentation for procurement projects	Mobile Cabinets, Steel Racks, and Envelopes
4.a	Creation of Bids and Awards Committee(s)	Continuously comply with the existing policies on the creation of BAC	HoPE	Annually, when there is a replacement	PITAHC Order
4.b	Presence of a BAC Secretariat or Procurement Unit	Continuously comply with the existing policies on designating personnel to be assigned to the ad hoc BAC Secretariat	HoPE	Annually, when there is a replacement	PITAHC Order
5.a	An approved APP that includes all types of procurement	Continuously comply with the existing policies on including all types of procurement in the APP	BAC, EUUs, BAC Secretariats	End of January of the current year, Every semester fro the supplemental APP	Supplemental PPMP, BAC Resolutions
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	Continuously comply with the existing policies on preparation of APP-CSE	EUUs, Supply Officer	Every end of August of the current year	APP-CSE form
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Procurement of Inverter type Air conditioning units , is this the only existing green specifications we have? What about the procurement of energy-efficient LED bulbs? CVHPP is also planning to procure solar lamp posts	EUUs, BAC	Every procurement with Air conditioning requirements	Technical Specifications, Purchase Requests
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Projects 50k and below are not required to be posted in the PhilGEPS, agency's website and conspicuous place. But all other AMP or Comp Bidding that require posting are posted/published in PhilGEPS.	BAC, BAC Secretariats	Every procurement processed with approval of the BAC	Request for Quotation/Proposal, Bidding Document, Invitation to Bid, Request for Expression of Interest
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Projects below 50k and below are not required to be posted in the PhilGEPS and agency's website, But all Comp Bidding that require Award/Contract posting should be posted.	BAC, BAC Secretariats	Every awarded procurements	Signed NOA, BAC Resolutions and Purchase Order, Notice to Proceed
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Projects below 50k and below are not required to be posted in the PhilGEPS and agency's website, But all AMPs that require Award/Contract posting are posted/published in PhilGEPS.	BAC, BAC Secretariats	Every awarded procurements	Signed NOA, BAC Resolutions and Purchase Order, Notice to Proceed
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Continuously implement the posting of procurement information in PhilGEPS, PITAHC's website, Facebook account page, and Bulletin Board	BAC, BAC Secretariats, and IT officer	Every procurement projects processed	PhilGEPS, PITAHC Website, Facebook page and Bulletin Board
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Continuously comply with the existing policies in preparation of PMR	BAC, BAC Secretariats	Every July 14 of the current year and January 14 of the succeeding year	PMR format provided by the GPPB
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Ensure that the projects that are similar in nature will be lumpsummed in order to be procured through Competitive Bidding since PITAHC projects are mostly seasonal and are on as need arises basis and procured through AMP. Many of the bidders did not participate to other projects due to some reasons- kindly restate	EUUs, BAC	Every processed and awarded procurements	Procurement Monitoring Report

8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Timely processing of the purchase requests with complete documents, in order to process and achieve its expected target implementation	EUUs, BAC, BAC Secretariats	Every submitted PRs with complete documents	PPMP, APP
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	All contracts awarded are within the prescribed period of procurement or earlier than the prescribed timeline.	BAC, BAC Secretariats	All procurement projects are procured within the prescribed period	ITB, NOA/PO posting
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	All contracts awarded are within the prescribed period of procurement or earlier than the prescribed timeline.	BAC, BAC Secretariats	All procurement projects are procured within the prescribed period	ITB, NOA/PO posting
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	All contracts awarded are within the prescribed period of procurement or earlier than the prescribed timeline.	BAC, BAC Secretariats	All procurement projects are procured within the prescribed period	ITB, NOA/PO posting
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Continuously comply with the existing rules that evaluation the procurement personnel shall be through CSC IPCR. Designated BAC members and BAC Secretariat are evaluated on a semestral basis and ensured that their functions are included in their DPCRs and IPCRs. The composition of Bids and Awards Committee and BAC Secretariat are also reviewed and updated on a yearly basis.	HoPE, Division Chiefs	Every semester	IPCR/DPCR form
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	PITAHC ensures there are allotted budget for trainings/seminars and professionalization programs that will enhance the skills and develop capabilities of its BAC/EUU/BAC Sec/TWGs, thus said staff are trained and updated on the the requirements of RA 9184.	HR Training Specialist, BAC	Every esix (6) months	Training requests
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	PITAHC will set a procurement meeting for the prospective bidders/private sectors to discuss the projects of PITAHC all throughout the year. PITAHC sets a procurement meeting/s with prospective bidders/suppliers and an openn communication is set for queries prior to the procurement process.	BAC, BAC Secretariats, EUUs	First Quarter of the current year	Zoom or Face to face meetings
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Procurement Monitoring Reports, Internal file for recording of all the procurement. Continuously comply with the existing rules on the National Archive Law	BAC, BAC Secretariats	Every Semester	Procurement Monitoring Report, NAP Form
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	BAC Secretariats has a file keeping all the records of all of the procurement projects. Continuously comply with the existing rules on the National Archive Law	BAC Secretariats	Every procurement porjects received and awarded	Procurement Monitoring Report, Internal excel file, NAP Form
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	Continuously implement with the existing rules on the inspection and suppliers'/contractors'/consultants' performance evaluation	BAC, Supply Officer	Every completed projects	Inspection and Acceptance Report, Certificate of Completion
12.b	Timely Payment of Procurement Contracts	Continuously implement with the existing rules on the timely payment of procurement contracts. The End User Units are also advised to monitor their respective projects in order to avoid delays in the processing of payments	EUUs, Finance Officer	Every completed projects	IAR, Certificate of Completion, Disbursement Voucher

13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	The Observers were invited as early as least (5) days prior to each stage of procurement activities	BAC Secretariats	Every posted Competitive Biddings in all stages of procurement activities	Invitation to Observers
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Request for the creation of a plantilla position of Internal Auditor. The filling up of the plantilla position for Management Financial Analyst was recommended as early as 2022 and the Management Committee has already approved the proposal and preparations for the filling up of the said position is underway.	HR Officer, Director General	Work Financial Plan	Depending on staffing pattern but it is suggested that AI should have SG20
14.b	Audit Reports on procurement related transactions	Continuously pursue a clean audit on procurement	BAC, BAC Secretariats	Every procurement projects processed	Audit reports received
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Continuously implement the filing of Request for Reconsideration on procurement. Can we also establish a feedback mechanism for Procurement , i.e. Client Satisfaction Measurement (CSM)	BAC, Bac Secretariats, HoPE	Every request fro reconsideration from bidders	BAC response letter for the request for reconsideration
16.a	Agency has a specific anti-corruption program/s related to procurement	Continuously pursue a good governance on procurement, No Gift Policy and No Contact Rule are strictly being implemented.	BAC, Bac Secretariats, HoPE	Every procurement activities	Reiteration of the anti-corrupt programs