

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE


Name of Agency:

SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII)

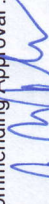
Period: CY 2014

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
7b. Preparation of PMR using the prescribed format, prompt submission to GPPB, and posting to agency website	Compliance to Reporting Requirement/s	Issuance of an Official Order requiring compliance to the submission of the Performance Monitoring Report (PMR) to the GPPB and other agencies. Inclusion of PMR submission as a performance target of the Bids and Awards Committee (BAC)	HOPE/BAC and its Members	October 10, 2015	Time and manpower
10a. There is a system within the procuring entity to evaluate the performance of procurement personnel	Professionalization and Staff Development Plan of procurement officials	Preparation of an Annual Staff Development Plan for BAC/BAC Members and Procurement Officials Send BAC /BAC Members and Procurement Officials to Training, etc.	HOPE/BAC and its Members	2015-2016	Funds
13a. Observers are invited to all stages of every public bidding activity	Participation of observers in the procurement process	Assigning a member of BAC in the preparation of invites atleast five (5) days before the procurement activity including the schedules and format for evaluation Follow-up and remind participants a day before the scheduled procurement activity	HOPE/BAC and its Members	Starting this year	Funds
15a. The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Responsiveness Professionalization of procurement officials Compliance with Procedures	Send procurement officials in trainings that will capacitate them in handling procurement related complaints Develop a manual for an efficient procurement procedures and procurement complaints system	HOPE/BAC and its Members	2nd Quarter CY2016	Funds, time and manpower
16a. Agency has a specific anti-corruption program/s related to procurement	Accountability Transparency	Preparation of programs on Anti-corruption related to procurement Creation of an Internal Audit Team Posting in the bulletin board of program/s in anti-corruption related to procurement	HOPE/BAC and its Members/Internal Audit Team/s	last quarter of CY 2015	Funds and manpower

Prepared by:


NENITA G. BALBALOSA
 Head, BAC Secretariat

Recommending Approval:


ROSIER ALMOCCERA
 BAC Chair

Approved by:


RAYMUND E. LIBORO
 Assistant Secretary DOST & OIC, STII

ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT
 (Page 1 of 2)

Period Covered: CY 2014


Name of Agency: DOST-STII

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
1. Public Bidding*										
1.1. Goods	3,047,991.00	2	2	2,291,047.20	2	1	5	5	2	5
1.2. Works	0.00	0	0	0.00	0	0	0	0	0	0
1.3. Consulting Services	0.00	0	0	0.00	0	0	0	0	0	0
Sub-Total	3,047,991.00	2	2	2,291,047.20	2	1	5	5	2	5
2. Alternative Modes										
2.1.1 Shopping (52.1 b above 50K)	652,000.00	17	17	548,729.70						17
2.1.2 Shopping (Others)	954,151.00	49	49	882,248.80						
2.2. Direct Contracting	4,040,608.64	6	6	2,873,432.67						
2.3. Repeat Order	2,200.00	1	1	2,200.00						
2.4. Limited Source Bidding	0.00	0	0	0.00						
2.5.1 Negotiation (Common-Use Supplies)	935,129.37	25	25	935,129.37						
2.5.2 Negotiation (TFB 53.1)	1,575,000.00	2	2	1,408,500.00						
2.5.3 Negotiation (SVP 53.9 above 50K)	2,243,529.00	14	14	1,712,073.00						
2.5.4 Negotiation (Others)	241,000.00	13	13	220,709.50						
Sub-Total	10,643,618.01	127	127	8,583,023.04					33	58
3. Foreign Funded Procurement**										
3.1. Publicly-Bid	0.00	0	0	0.00						
3.2. Alternative Modes	0.00	0	0	0.00						
Sub-Total	0.00	0	0	0.00						
4. Others, specify:										
TOTAL	13,691,609.01	129	129	10,874,070.24						

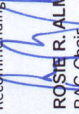
* Should include foreign-funded publicly-bid projects per procurement type

** 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

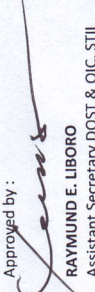
Prepared by:


NEMITA G. BALBALOSA
 Head, BAC Secretariat

Recommending Approval:


ROSE R. ALMOCERA
 BAC Chair

Approved by:


RAYMUND E. LIBORO
 Assistant Secretary DOST & OIC, STII

ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT
 (Page 2 of 2)

Period Covered: CY 2014


Name of Agency: DOST-STII

	Column 12 Total No. Of Contracts that incurred negative slippage	Column 13 Total No. of contracts with amendments to order or variation orders	Column 14 Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	Column 15 No. of Contracts with Observers Attending	Column 16 No. of Contracts with COA Observers Attending	Column 17 Ave. No. of Days to Resolve Requests for Reconsiderations / Protests	Column 18 No. of Contracts Awarded within prescribed timeframes
1. Public Bidding*							
1.1. Goods	0	0	2	0	0	0	5
1.2. Works	0	0	0	0	0	0	0
1.3. Consulting Services	0	0	0	0	0	0.00	5
Sub-Total	0	0	N/A	0	0		
2. Alternative Modes							
2.1.1 Shopping (52.1 b above 50K)							
2.1.2 Shopping (Others)							
2.2. Direct Contracting							
2.3. Repeat Order							
2.4. Limited Source Bidding							
2.5.1 Negotiation (Common-Use Supplies)							
2.5.2 Negotiation (IFB 53.1)							
2.5.3 Negotiation (SVP 53.9 above 50K)							
2.5.4 Negotiation (Others)							
Sub-Total							
3. Foreign Funded Procurement**							
3.1. Publicly-Bid							
3.2. Alternative Modes							
Sub-Total							
4. Others, specify:							
TOTAL							

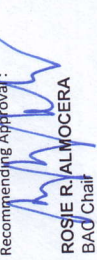
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Prepared by:


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 Head, BAC Secretariat

Recommending Approval:


ROSIE R. ALMOCERA
 BAC Chair

Approved by:


RAYMUND E. LIBORO
 Assistant Secretary DOST & OIC, STII

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

Name of Agency: DOST-STII
 Date of Self Assessment: SEPTEMBER 11, 2015

Name of Evaluator: _____
 Position: _____

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation Form)
PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Procurement Method					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	21.07%	0.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	1.55%	0.00		PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	13.16%	0.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	39.33%	0.00		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	26.42%	0.00		PMRs
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	0.02%	3.00		PMRs
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	0.00%	3.00		PMRs
8	(f) 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	Compliant	3.00		APP, APP-CSE, PMR
Indicator 3. Competitiveness of the Bidding Process					
9	(a) Average number of entities who acquired bidding documents	0.50	0.00		Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	2.50	1.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	2.50	2.00		Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
			Average I	1.25	
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
13	(a) Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
14	(b) Creation of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation					
15	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)					
16	(a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
17	(b) Percentage of contract award information posted by the Phil-GEPS-registered Agency	250.00%	3.00		Agency records and/or PhilGEPS records
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
Indicator 7. System for Disseminating and Monitoring Procurement Information					
19	(a) Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Not Compliant	0.00		Copy of PMR and received copy that it was submitted to GPPB
			Average II	2.63	
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	79.42%	2.00		APP (including Supplemental amendments, if any) and PMRs

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22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	100.00%	3.00		APP(including Supplemental amendments, if any)and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	100.00%	0.00		APP (including Supplemental Amendments, if any) and PMRs
Indicator 9. Compliance with Procurement Timeframes					
24	(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	250.00%	3.00		PMRs
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	n/a	n/a		PMRs
26	(c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR	n/a	n/a		PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
27	(a) There is a system within the procuring entity to evaluate the performance of procurement personnel	Not Compliant	0.00		Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff
28	(b) Percentage of participation of procurement staff in annual procurement training	Between 60.00-75.99% Trained	1.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
29	(c) Agency has activities to inform and update entities on public procurement	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
30	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
31	(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					
32	(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Partially Compliant	1.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	Substantially Compliant	2.00		Specific procurement contract with amendment to order, variation order or with negative slippage
34	(c) Timely payment of procurement contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	2.00		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
35	(a) Observers are invited to all stages of every public bidding activity	Not Compliant	0.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
36	(b) Attendance of Observers in public bidding activities	0.00%	0.00		PMRs and Abstract of Bids
Indicator 14. Internal and External Audit of Procurement Activities					
37	(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Partially Compliant	1.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
38	(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations

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No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation Form)
Indicator 15. Capacity to Handle Procurement Related Complaints					
39	(a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Substantially Compliant	2.00		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					
40	(a) Agency has a specific anti-corruption program/s related to procurement	Partially Compliant	1.00		Verify documentation of anti-corruption program
		Average IV	1.17		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			1.76		

* APCPI Rating is based on the APCPI Rating System found in Annex C of the User's Guide. Please use this rating system for the self-assessment. After completing the assessment, identify those Indicators with ratings of between 0 to 2 and formulate a procurement capacity development plan called the APCPI Action Plan based on the attached format and submit to GPPB for monitoring.

* For sub-indicators that are not applicable to your specific agency, please write the word Not Applicable in the second column and do not put a rating

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework	3.0000	1.25
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	2.63
Pillar III: Procurement Operations and Market Practices	3.0000	2.00
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	1.17
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.0000	1.76