

Republic of the Philippines Department of Science and Technology SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE

25 March 2019

## ATTY. DENNIS S. SANTIAGO

Executive Director V Technical Support Officer Government Procurement Policy Board Unit 2506 Raffles Corporate Center F. Ortigas Jr. Road, Pasig City

Attention: Monitoring Division

Dear Atty. Santiago:

We are pleased to submit the Science and Technology Information Institute's (STII) Agency Procurement Compliance and Performance Indicators (APCPI) for FY 2018.

Thank you.

Verv truly yours D P. BURGOS

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

# Name of Agency: DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE Date of Self Assessment:

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Name of Evaluator: JONA M. Position: Administrative Officer

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
	AR I. LEGISLATIVE AND REGULATORY FRAMEWORK				
ndi	ator 1. Competitive Bidding as Default Method of Procureme	nt			
.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	26.38%	0.00		PMRs
l.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	6.90%	0.00		PMRs
-	ator 2. Limited Use of Alternative Methods of Procurement Percentage of shopping contracts in terms of amount of				
.a	total procurement Percentage of negotiated contracts in terms of amount of	2.34%	3.00		PMRs
.b	Percentage of direct contracting in terms of amount of total	62.26%	0.00		PMRs
.c	procurement	9.02%	0.00		PMRs
.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
		-			
ndi	ator 3. Competitiveness of the Bidding Process Average number of entities who acquired bidding				
l.a	documents	0.75	0.00		Agency records and/or PhilGEPS records
l.b	Average number of bidders who submitted bids	0.75	0.00		Abstract of Bids or other agency records
.c	Average number of bidders who passed eligibility stage	0.75	0.00		Abstract of Bids or other agency records
l.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
l.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
-		Average I	1.09		
	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEM	ENT CAPACITY			
ndi	ator 4. Presence of Procurement Organizations				Verify copy of Order creating BAC;
.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Organizational Chart; and Certification of Training
l.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
ndi	ator 5. Procurement Planning and Implementation				
i.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully Compliant	3.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activit
	cator 6. Use of Government Electronic Procurement System				
5.a	Percentage of bid opportunities posted by the PhilGEPS- registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
5.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
5.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	91.43%	3.00		Agency records and/or PhilGEPS records

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# Name of Agency: DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE Date of Self Assessment:

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### Name of Evaluator: JONA M. Position: Administrative Officer

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
ndie	cator 7. System for Disseminating and Monitoring Procuremer	t Information			
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		Average II	3.00		
PILL	AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES				
India	cator 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	90.66%	3.00		APP (including Supplemental amendments, if any) and PMRs
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	100.00%	3.00		APP(including Supplemental amendments, if any)and PMRs
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less
India	cator 9. Compliance with Procurement Timeframes				1
9.a	Percentage of contracts awarded within prescribed period of action to procure goods Percentage of contracts awarded within prescribed period	100.00%	3.00		PMRs
9.b	of action to procure infrastructure projects	n/a	n/a		PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	100.00%	3.00		PMRs
	cator 10. Capacity Building for Government Personnel and Priv				
10.a	There is a system within the procuring entity to evaluate the	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.b	procurement training and/or professionalization program	0.00%	0.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00		Ask for copies of documentation of activities for bidders
India	cator 11. Management of Procurement and Contract Managen	nent Records			
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
	12. Contract Management Descriptions				
India	cator 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		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts

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# Name of Agency: DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE Date of Self Assessment:

Name of Evaluator: JONA M. Position: Administrative Officer

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
		Average III	2.67		

ANNEX B GOVERNMENT PROCUREMENT POLICY BOARD CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE

Period Covered: CY 2018

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	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	No. of Contracts Total Amount of Awarded 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
Colem 1	Coharin 2	Column 2	Coharo 4	Colemn 5	Cohmin 6	Column 7	Column 8	Colaria 9	Column 10	Colarve LL	Column 12	Cabres 13	Column 14
Public Bidding*	A CONTRACTOR OF A CONTRACTOR O							10000000000000000000000000000000000000					
Goods	7,260,000.00	8	8	6,416,000.00	0	2	2	2	3	3	0	0	3
Works													
Consulting Services	1,000,000.00	1	1	1,000,000,000	0	-	-	-	-		0	0	
Sub-Total	8,260,000.00	4	4	7,416,000.00	0			~	4	4	0	0	4
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1.2 Shopping (52.1 b above 50K)	465,799.00	5	5	261,663.52					~	5	No. Contraction of the		
1.3 Other Shopping	501,423.11	19	19	395,640.00					South States and State				
2.1 Direct Contracting (above 50K)	3,010,000.00	~	~	2,536,215.97									
2.2 Direct Contracting (50K or less)													
-1 Repeat Order (above 50k)													
3.2 Repeat Order (50K or less)													
.4. Limited Source Bidding													
5.1 Negotiation (Common-Use Supplies)	913,927,34	4	4	742,046.85		A New York And		Section 200	Contraction of the second s	Contraction of the second s	States of the second		
5.2 Negotiation (Recognized Government Printers)										No. No. No.	No. of the second s		
5.3 Negotiation (TFB 53.1)	10,937,000,00	1	-	10,933,382.78		The second s			-	-			
5.4 Nepotiation (SVP 53.9 above 50K)	7,741,099,00	26	26	6,572,721.45	A NUMBER OF STREET				26	26	A STATE OF A		
5.5 Other Negotiated Procurement (Others above 50K)									SCORE SCORE SCORE		No. of the second second		
5.6 Other Negotiated Procurement (50K or less)													
Sub-Total	23,569,248,45	58	58	21.441.670.57					32	32			
Foreign Funded Procurement**							T		And a second sec	Concentration of the local data			
. Publiciy-Bid													
- Alternative Modes													
Sub-Total	00.0	0	0	0.00			Contraction of the second s	South State of Contractor					
thers, specify:													
										Street Act with the second sec	CONTRACTOR OF A DATE OF A		

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	Pear/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3
AR L LEGISLATIVE AND REGULATORY FRAMEWORK	0	1	2	3
cator 1. Competitive Bidding as Default Method of Procurement Percentage of competitive bidding and limited source bidding contracts in		1		
	Below 70.00%	Between 70.00-80.99%	Between 81.00-50.99%	Between 91.00-100%
Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Below 20.00%	Between 20.00- 39,99%	Between 40.00-50.00%	Above 50.00%
rator 2. Limited Use of Alternative Methods of Procurement				
Percentage of shopping contracts in terms of amount of total procurement	Above 7.00%	Between 6.00-7.00 %	Between 4.00-5.99 %	
				Below 4.00%
Percentage of negotiated contracts in terms of amount of total procurement	Above 15.50%	Between 11.00 - 15.00%	Between 6.00-10.99%	Below 6.00%
Percentage of direct contracting in terms of amount of total procurement	Above 4.00%	Between 3.00-4.02%	Between 1.00-2.99%	Below 1.00%
Percentage of repeat order contracts in terms of amount of total procurement	Above 4.00%	Between 3.00-4.02%	Retween 1.00-2.99%	Below 1.00%
Compliance with Repeat Order procedures	Not Compliant			Compliant
Compliance with Limited Source Bidding procedures	Not Compliant			Compliant
icator 3. Competitiveness of the Bidding Process Average number of entities who acquired bidding documents	Below 3.00	3.00-3.99	4.00-5.99	6.00 and above
Average number of bidders who submitted bids Average number of bidders who passed eligibility stage	Below 2.00	2.00-2.99	3.00-4.99	5.00 and above
Average number of bidders who passed eligibility slige Sufficiency of period to prepare bids Use of proper and effective procurement documentation and technical	Below 1.00 Not Compliant	1.00 – 1.99 Partially Compliant	2.00-2.99 Substantially Compliant	3.00 and above Fully Compliant
Use of proper and effective procurement documentation and technical specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Token can the second se				
AR IL AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY				
cator 4. Presence of Procurement Organizations	Net Compliant	1		
Creation of Bids and Awards Committee(s)     Presence of a BAC Secretariat or Procurement Unit	Not Compliant Not Compliant	Partially Compliant Partially Compliant	Substantially Compliant Substantially Compliant	Fully Compliant Fully Compliant
icator 5. Procurement Planning and Implementation				
An approved APP that includes all types of procurement Preparation of Annual Procurement Plan for Common-Use Supplies and	Not Compliant			Compliant
Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Equipment from the Procurement Service				
8 Existing Green Specifications for GPP8-identified non-CSE items are adopted	Not Compliant			Compliant
icator 6. Use of Government Electronic Procurement System				
Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Selow 70,99%	Between 71.00-80.99%	Between 81.00-90.99%	Above 91.00%
Percentage of contract award information posted by the PhilGEPS-registered	Below 20.00%	Between 20.00-50.99%	Between 51.00-80.00%	Above 80.00%
Agency Percentage of contract awards procured through alternative methods posted	Below 20.00%	Between 20.00 - 50.99%	Between \$1.00-80.00%	Above 80.00%
Percentage of contract awards procured through alternative methods posted     by the PhildCPS-registered Agency	DRIOW 20.00%	Between 20.00 - 50.99%	Between \$1.00-80.00%	Above 80.00%
licator 7. System for Disseminating and Monitoring Procurement Information				
Presence of website that provides up-to-date procurement information easily accessible at no cost.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
3 Preparation of Procurement Monitoring Reports using the GPP8-presoribed format, submission to the GPP8, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<sup>3</sup> format, submission to the GPPB, and posting in agency website	Not comprant.	Partially Compliant	Subscandary Compliant	Pary comprant
LAR IN. PROCUREMENT OPERATIONS AND MARKET PRACTICES				
dicator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year	Balance AD PDM: or shrees 100 PDM	Baturaeo 45.05, 65.98%	Barbarran 61 0004 - 00 0004	Jheen 00 00%
dicator 8. Efficiency of Procurement Processes 4. Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Below 40.00% or above 100.00%	Between 40.00- 60.39%	Setween 61.00%-80.00%	Above 80.00%
Sizator 8. Efficiency of Procurement Processes 4. Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs . Percentage of total number of contracts signed against total number of	Below 40.00% or above 100.00% Below 50.00%	Between 40,00-60.99% Between 90,00-92,99%	Between 93.00-93.00%	Above 95.00%
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Gause J. Chineses of Procurrent Treasess     Formarize of tails amount of contracts signed within the assessment year     maximal tool mounds in the asjointed APD     mounds of tails and the assessment tails makes of     mounds of the assessment tails and the assessment year     mounds of the assessment tails and the assessment tails     mounds of the assessment tails     mounds of the assessment tails     mounds     mou	Below 50.00% Not Compliant	Between 90.00-92.99% Partially Compliant	Between 93.00-93.00% Substantially Compliant	Above 95.00% Fully Compliant
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# Annex D PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

# Name of Agency: DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE

# Period: JANUARY - DECEMBER 2019

Sub-Indicators	Sub-Indicators Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
- -	Percentage of competitive hindony and limited switce blocking contracts in terms of amount of local procurement	Percentage of competitive bidding and limited source bidding contracts must have the biggest percentage in terms of the total amount of the Agency's procurement budget	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
<u>р</u>	Percentage of competitive bioloing and limited source biolding contracts in terms of volume of total procurement	Higher percentage of competitive bidding and limited source bidding contracts of total volume of procurement	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
52	Percentage of shopping contracts in terms of amount of total procurement	lower percentage of shopping contracts in terms of total amount of procurement	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
2.6	Percentage of Pergotiated contracts in terms of amount of total procurems ni.	lower percentage of negotiated contracts in terms of total amount of procurement	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
74	Perconage of direct contracting in terms of amount of total procurement	tower percentage of direct contacting in terms of total amount of procurement	Hope , BAC, TWG, BAC Secretarial, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
5.d	Percentage of repeat order contracts in terms of amount of total procurement	Presentage of repeat order contracts in terms of anount of total lower percentage of repeat order contracts in terms of total amount of upocurement	Hope , BAC, TWG, BAC Secretarial, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
2.e	Compliance with Repeat Order procedures	Sicter compliance with repeat order procedures	Hope , BAC, TWG, BAC Secretarial, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
זו	Compliance with Umited Source Bidding procedures	Slicter compliance with repeat order procedures	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit With 2 additional Staff (Admin. Officer IV and Admin.Officer II)
e.t	Average number of entities who acquired blocking documents	Promote higher number of entiter/suppliers who will acquire bidding documents	BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
45	Average number of bidders who submitted bids	Promote higher number of suppliers who will submit bids	BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
ž	Average number of bitders who passed eligibility stage	Promote higher number of bidders who submitted bids will also pass the eligbility stage	BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
3.d	Sulficiency of period to prepare bids	Allow sufficient time to prepare bid documents	BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)

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9.3	8.0	8.6	7.b	7.a	6.c	6.6	6.a	5.c	SIP	5.a	4.6	4.a	3.e
Percentage of contracts awarded within prescribed period of action to procure goods	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Preparation of Procurement Monitoring Reports using the GPPB- prescribed format, submission to the GPPB, and posting in agency website	Presence of website that provides up-to-date procurement Information easily accessible at no cost	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Percentage of contract award information posted by the PhiliGEP5-registered Agency	Percentage of bid opportunities posted by the PhilGEPS- registered Agency	Existing Green Specifications for GPPB-identified non-CSE Items are adopted	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	An approved APP that includes all types of procurement	Presence of a BAC Secretariat or Procurement Unit	Creation of Bids and Awards Committee(s)	Use of proper and effective procurement documentation and technical specifications/requirements
100% of contracts are awarded within the prescribed period of action	Objectives and outcomes of the planned procurement activities and posted Technical Specifications (for Goods and Services), Scope of Work (for Infrastructure), and ferms of References (Consultancy) are achieved and supulated at the contracts within the alloted time supulated at the contracts within the alloted time.	100% of total number of contracts signed are equal to the total number of procurement projects done through competitive bidding	Submission of all PMRs using the GPPB prescribd formats and posting in agency website and Transparency Seal	Will enforce up to date procurement information at STII website, Transparency Seal and PhilGEPS	100% of contract award procured through alternative methods will be posted at Phil6EPS	100% of contract award information will be posted at PhilGEPS	Maintain the 100% posting of of all bid opputunities at PhilGEPS	Will issue a memo that will require all Technical Specifications, Scope of Works, and Terms of References to include eco-intendly specifiaction in their HOPE PRs	Submission of APP (CSE) for FY 2019 will be submitted before August 31, 2019	Submission of APP (Non-CSE) for FY 2019 will be submitted before August 31, 2019	Submission of porposal to hire a BAC secretariat Head and 2 stalf for FY 2020	Creatlon of Bids and Awards Committee for the upcoming FY at the last quarter of the current FY	Stricter compliance with the use of propose and effective procurement documentation and technical specifications and requirements
Hope , BAC, TWG, BAC Secretariat, and End User	Hope , BAC, TWG, BAC Secretariat, and End User	Hope , BAC, TWG, BAC Secretariat, and End User	Hope , BAC, TWG, BAC Secretariat, and End User	Hope , BAC, TWG, BAC Secretariat, and End User	Hope , BAC, TWG, BAC Secretariat, and End User	Hope , BAC, TWG, BAC Secretariat, and End User	Hope , BAC, TWG, BAC Secretariat, and End User		Hope , BAC, TWG, BAC Secretariat, and End User	Hope , BAC, TWG, BAC Secretariat, and End User	Hope , BAC, TWG, BAC Secretariat, and End User	HOPE	Hope , BAC, TWG, BAC Secretariat, and End User
January to December 2019	January to December 2019	January to December 2019	January to December 2019	January to December 2019	January to December 2019	January to December 2019	January to December 2019	Jul-19	January to December 2019	January to December 2019	January to December 2019	October to December 2019	January to December 2019
Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)	none	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)

4.6	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100% of contracts are awarded within the prescribed period of action	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
9.6	Percentage of contacts awarded within prescribed period of action to procure consulting services	100% of contracts are awarded within the prescribed period of action	Hope , BAC, TWG, BAC Secretarial, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	All of the performance of the procurement personnel are stipulated in IPOR under success/sarget indicators and rated accordingly with standards approve by the head of the agency	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
10.6	Percentage of participation of procurement staff in procurement irraining and/or professionalization program	100% of the local number of procurement staff have participation in ranings BAC Secretariat and professionalization program	BAC Secretariat	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
10.0	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	STII has an open communication / dialouge with all suppliers and bidders and ensures that all of them has an easy and free access to all procurement oppurtunity	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
e.11	The BAC Secretariat has a system for keeping and maintaining procurement records	Prudent and orderly system in keeping and maintaining all prcirement records	BAC Secretariat	January to December 2019	Greation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
4.11	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Implementing unit has an ISO-based system for maintaining and keeping all contract manangment records for easy retrival.	BAC Secretariat	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer (V and Admin.Officer II)
6.51	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors performance	sperce hat offered procedure or standards in such areas as the subscreement are inspectioned, services of each. Written guidelines are being carlied and for HOFC approval on August 2018 (acC secretaria and subscreement are inspection as a secretaria of each.	BAC Secretariat	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
12.6	Timely Payment of Procurement Contracts	100% and timely payments for all procured are being done	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
e.EI	Observers are invited to attend stages of procurement as prescribed in the IRR	Every stages of procurement activities are being observed as prescribed by the 2015 first of RA 9184	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
Ida	Creation and operation of internal Audit Unit (IAU) that performs specialized procurement audits	Created a IAU based on ISO requirements that audits the procurrent activities of the Agency	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
14.b	Audit Reports on procurement related transactions	Audits reports are systematically filed and responded accordingly	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
IS.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	STN has a efficient procurement complaints system that are stipulated on its Mose . BAC. TWG, BAC secretariat, Griten Chater	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)
16.a	Agency has a specific anti-corruption program/s related to procurement	STII Is strictly adherring to RA 9184 and its IRR which is the agency's safeguard to corruption and other unlawirul activities	Hope , BAC, TWG, BAC Secretariat, and End User	January to December 2019	Creation of BAC Secretariat Unit with 2 additional Staff (Admin. Officer IV and Admin.Officer II)

### AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

Name of Ageno Name of Respo		DOST-SCIENCE AND TECHNOLOGY INFORMATION JONA M. BERNAL	Date: Position:	21-Mar-19 ISTRATIVE OFFICER V/HEAD BAC SECRE
		✓) mark inside the box beside each condition/requirement met as prov of. Please note that all questions must be answered completely.	vided below	end then fill in the corresponding blanks
1. Do you have	an approv	red APP that includes all types of procurement, given the following condi	tions? (5a)	
×	Agency	prepares APP using the prescribed format		
x		ed APP is posted at the Procuring Entity's Website provide link: www.stii.dost.gov.ph		
×		sion of the approved APP to the GPPB within the prescribed deadline e provide submission date: <u>8/23/2018</u>		
		nual Procurement Plan for Common-Use Supplies and Equipment (APP- se Supplies and Equipment from the Procurement Service? (5b)	CSE) and	
X	Agency	prepares APP-CSE using prescribed format		
X	its Guid	sion of the APP-CSE within the period prescribed by the Department of elines for the Preparation of Annual Budget Execution Plans issued ann e provide submission date: <u>8/22/2018</u>		Management in
X	Proof of	factual procurement of Common-Use Supplies and Equipment from DBI	M-PS	
3. In the condu	ct of procu	rement activities using Repeat Order, which of these conditions is/are more	et? (2e)	
Х	Original	contract awarded through competitive bidding		
X		ods under the original contract must be quantifiable, divisible and consisti units per item	ng of at lea	st
X		t price is the same or lower than the original contract awarded through co Igeous to the government after price verification	ompetitive b	idding which is
X	The qu	antity of each item in the original contract should not exceed 25%		
X	original	y was used within 6 months from the contract effectivity date stated in the contract, provided that there has been a partial delivery, inspection and a te same period		
4. In the condu	ct of procu	rement activities using Limited Source Bidding (LSB), which of these cor	nditions is/a	re met? (2f)
X	Upon re	ecommendation by the BAC, the HOPE issues a Certification resorting to	LSB as th	e proper modality
X		tion and Issuance of a List of Pre-Selected Suppliers/Consultants by the nent authority	PE or an i	dentified relevant
Х	Transm	ittal of the Pre-Selected List by the HOPE to the GPPB		
×	procure	Zod from the receipt of the acknowledgement letter of the list by the GPP ment opportunity at the PhilGEPS website, agency website, if available a tithin the agency		
5. In giving you	r prospect	ive bidders sufficient period to prepare their bids, which of these condition	ns is/are me	t? (3d)
X		documents are available at the time of advertisement/posting at the Philo website;	GEPS webs	site or
_				

X Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;

_			QUESTIONNAIRE
X	Minutes of pre-bid conference are n	eadily avai	lable within five (5) days.
<ol><li>Do you prepar the following con</li></ol>		documental	tion and technical specifications/requirements, given the
X		acteristics,	nplete Purchase Requests, Terms of Reference, and other functionality and/or performance requirements, as required cement of the procurement activity
х	No reference to brand names, exce	pt for items	parts that are compatible with the existing fleet or equipment
X	Bidding Documents and Requests f Agency website, if applicable, and in		al/Quotation are posted at the PhilGEPS website, ous places
7. In creating you	ur BAC and BAC Secretariat which o	f these cor	nditions is/are present?
For BAC: (4a)			
X	Office Order creating the Bids and A please provide Office Order No.:	Awards Co 18-009	
X	There are at least five (5) members	of the BAC	
	please provide members and their re		
	Name/s		Date of RA 9184-related training
	BENEDICT P. CAGAANAN		March 29-31, 2017
	ARLENE E. CENTENO		March 29-31, 2017
	AQUELINE C. BALLESTEROS	_	May 29-30, 2017
	RODOLFO DE GUZMAN		October 17-19,2018
	ALLYSTER ENDOZO	_	October 17-19,2018
	ONA M. BERNAL		March 29-31, 2017
G. <u>N</u>	A. RACHEL DIANA S. MESIAS		March 29-31, 2017
X	Members of BAC meet qualification	IS	
Х	Majority of the members of BAC are	e trained or	n R.A. 9184
For BAC Secr	retariat: (4b)		
X	Office Order creating of Bids and Av act as BAC Secretariat please provide Office Order No.:	wards Corr 18-009	mittee Secretariat or designing Procurement Unit to
	,,	10 000	
X	The Head of the BAC Secretariat m please provide name of BAC Sec		
_			JONA M. BERNAL
×	Majority of the members of BAC Se please provide training date:		e trained on R.A. 9184 9-31, 2017
	ducted any procurement activities on mark at least one (1) then, answer the		
X	Computer Monitors, Desktop Computers and Laptops	_	ts and Varnishes
×	Air Conditioners	_	t and Catering Services
×	Vehicles	_	ing Facilities / Hotels / Venues
	Fridges and Freezers		ts and Urinals
×	Copiers	Texti	les / Uniforms and Work Clothes

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)

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7.

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

区	AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE Yes In No
<ol> <li>In determining hese conditions i</li> </ol>	whether you provide up-to-date procurement information easily accessible at no cost, which of is/are met? (7a)
×	Agency has a working website

Ī	х	1

Procurement information is up-to-date



X 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)

please provide link: www.stii.dost.gov.ph/transparency/opportunities

х	Agency prepares the PMRs			
X	PMRs are promptly submitted to the please provide submission dates:	GPPB 1st Sem -	7/16/2018 2nd Sem	1/24/2019
×	PMRs are posted in the agency website please provide link: www.stii.dost.gov.ph/index.php/transparency			



X 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)



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



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



X 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)



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



Procuring entity communicates standards of evaluation to procurement personnel



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

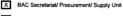
13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

Date of most recent training: March 29-31, 2017



Head of Procuring Entity (HOPE)

X Bids and Awards Committee (BAC)



X BAC Technical Working Group



End-user Unit/s

X 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

### AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE



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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) OUESTIONNAIRE

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



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There is a list of procurement related documents that are maintained for a period of at least five veare



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



X 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?

X Yes

If YES, please answer the following:

Supervision of civil works is carried out by gualified construction supervisors Name of Civil Works Supervisor: Engr. Oscar Valenzuela

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) 5 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-gualification

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

X Observers are allowed access to and be provided documents, free of charge, as stated in the IRR



### AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) OUESTIONNAIRE

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

X	Creation of Internal Audit Unit (IAU) in the agency Agency Order/DBM Approval of IAU position/s: <u>ISO</u>			
X	Conduct of audit of procurement processes and transactions by the IAU within the last three years			
х	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)			
х	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			
X	The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR			
X	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)				
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X Agency has a specific office responsible for the implementation of good governance programs



X Agency implements a specific good governance program including anti-corruption and integrity development



X Agency implements specific policies and procedures in place for detection and prevention of corruption