

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

Name of Agency: PAGASA-DOST

Period Covered: CY 2014

	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bid Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities Posted at PhilGEPS	No. of Contract Award Posted at PhilGEPS
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	683,025,893.13	73	51	511,242,104.55	22	111	74	60	70	35
1.2. Works	126,006,140.90	30	22	93,880,858.95	8	78	56	30	24	8
1.3. Consulting Services	0.00	0	0	0.00	0	0	0	0	0	0
Sub-Total	809,032,034.03	103	73	605,122,963.50	30	189	130	90	94	43
2. Alternative Modes										
2.1.1 Shopping (52.1 b above 50K)	10,686,362.75	155	155	10,686,362.75						
2.1.2 Shopping (Others)										
2.2. Direct Contracting	29,592,276.77	9	9	29,592,276.77						
2.3. Repeat Order										
2.4. Limited Source Bidding	316,890,630.07	55	55	316,890,630.07					2	1
2.5.1 Negotiation (Common-Use Supplies)										
2.5.2 Negotiation (TFB 53.1)	20,708,119.10	7	6	19,286,907.14					7	6
2.5.3 Negotiation (SVP 53.9 above 50K)	42,747,596.47	196	196	42,747,596.47						
2.5.4 Negotiation (Others)	13,095,280.37	8	8	13,095,280.37						
Sub-Total	433,720,265.53	430	429	432,299,053.57					9	7
3. Foreign Funded Procurement**										
3.1. Publicly-Bid	2,889,060.00	1	1	2,831,530.00						
3.2. Alternative Modes										
Sub-Total	2,889,060.00	1	1	2,831,530.00						
4. Others, specify:										
TOTAL	1,245,641,359.56	534	503	1,040,253,547.07						

* 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

0.016990291

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

Name of Agency: PAGASA-DOST

Period Covered: CY 2014


	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	Ave. No. of Days for Approval of Resolution/issuance of Notice of Award	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to Resolve Requests for Reconsiderations / Protests	No. of Contracts Awarded within prescribed timeframes
	Column 12	Column 13	Column 14	Column 15	Column 16	Column 17	Column 18
1. Public Bidding*							
1.1. Goods	0	0		51	51	0	
1.2. Works	0	1		22	22	0	
1.3. Consulting Services	0	0		0	0	0	
Sub-Total	0	1	N/A	73	73	0.00	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 (TFB 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							

* 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


CYNTHIA P. CELEBRE, Ph. D.
 Chairperson, BAC for Goods & CS


LANDRICO J. DALIDA, Jr. Ph.D.
 Chairperson, BAC for Inra Project


VICENTE B. MALANO, Ph.D.
 Acting Administrator/HOPE

	Agency Score
Sub-indicator 1a	58.44%
Sub-indicator 1b	14.71%
Sub-indicator 2a	1.03%
Sub-indicator 2b	7.22%
Sub-indicator 2c	2.84%
Sub-indicator 2d	0.00%
Sub-indicator 2e	30.46%
Sub-indicator 3a	1.83
Sub-indicator 3b	1.26
Sub-indicator 3c	0.87
Sub-indicator 6a	21.91%
Sub-indicator 6b	58.90%
Sub-indicator 6c	1.63%
Sub-indicator 8a	83.51%
Sub-indicator 8b	70.87%
Sub-indicator 8c	29.13%
Sub-indicator 9a	0.00%
Sub-indicator 9b	0.00%
Sub-indicator 9c	#DIV/0!
Sub-indicator 13b	100.00%

APCPI Revised Scoring and Rating System

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/ Compliant (3)
		0	1	2	3
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		0.70	0.81	0.91
2	(b) Percentage of public bidding contracts in terms of volume of total procurement		0.20	0.40	0.50
Indicator 2. Alternative Methods of Procurement					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement		0.06	0.05	0.03
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement		0.12	0.08	0.03
5	(c) Percentage of Direct Contracting in terms of amount of total procurement		0.04	0.03	0.01
6	(d) Percentage of Reverse Order contracts in terms of amount of total procurement		0.04	0.03	0.01
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement		0.04	0.03	0.01
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	Not Compliant			Compliant
Indicator 3. Competitiveness of the Bidding Process					
9	(a) Average number of entities who acquired bidding documents		3	4.00	6.00
10	(b) Average number of bidders who submitted bids		2	3.00	5.00
11	(c) Average number of bidders who passed eligibility stage		1	2.00	3.00
12	(d) Sufficient period to prepare bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
13	(a) Creation of Bids and Awards Committees (BACs)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
14	(b) Creation of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 5. Procurement Planning and Implementation					
15	(a) APPs prepared for all types of procurement	Not Compliant			Compliant
Indicator 6. Use of Philippine Government Electronic Procurement System (PH-GEPS)					
16	(a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency		0.71	0.81	0.91
17	(b) Percentage of contract award information posted by the Phil-GEPS-registered Agency		0.20	0.51	0.80
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency		0.20	0.51	0.80
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	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
21	(a) Percentage of total amount of procurement awarded against total amount of approved APPs	1.00	0.40	0.61	0.80
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding		0.90	0.93	0.95
23	(c) Percentage of failed biddings and total number of procurement activities conducted		0.10	0.08	0.05
Indicator 9. Compliance with Procurement Timelines					
24	(a) Percentage of contracts awarded within the prescribed period to procure goods as indicated in Annex "C" of the IRR		0.90	0.96	1.00
25	(b) Percentage of contracts awarded within the prescribed period to procure infrastructure projects as indicated in Annex "C" of the IRR		0.90	0.96	1.00
26	(c) Percentage of contracts awarded within the prescribed period to procure consulting services as indicated in Annex "C" of the IRR		0.90	0.96	1.00
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	Partially Compliant	Substantially Compliant	Fully Compliant
28	(b) Percentage of participation of procurement staff in annual procurement training	Less than 60.00% Trained	Between 60.00-75.99% Trained	Between 76.00-90.99% Trained	Between 91.00-100% Trained
29	(c) Agency has activities to inform and update entities on public procurement	Not Compliant			Compliant
Indicator 11. Management of Procurement and Contract Management Records					
30	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	(b) Implementing Units has and is implementing a system for keeping and maintaining contract management records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
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	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and stoppage in publicly bid contracts	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
34	(c) Timely payment of procurement contracts	After 45 days	Between 38-45 days	Between 31-37 days	On or before 30 days
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEMS					
Indicator 13. Observer Participation in Public Bidding					
35	(a) Observers are invited to all stages of every public bidding activity	Not Compliant			Compliant
36	(b) Attendance of Observers in public bidding activities		0.70	0.80	0.90
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)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
38	(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	Below 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance	Above 90-100% compliance
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	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 16. Anti-Corruption Programs Related to Procurement					
40	(a) Agency has a specific anti-corruption program/s related to procurement	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

CONFIRMATION QUESTIONNAIRE

Name of Agency: PAGASA - DOST
 Name of Respondent: MR. JOEL C. RIVERA

Date: September 11, 2015
 Position: Head BAC Secretariat

Instruction: *Mark the given boxes if each condition is met*

1. Do you prepare an Annual Procurement Plan for all types of procurement? (5a)

Yes No

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? (2f)

Yes No

3. 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 three (3) days.

4. 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;

There are at least five (5) members of the BAC;

Members of BAC meet qualifications; and/or

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

The Head of the BAC Secretariat meets the minimum qualifications

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

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

Agency has a working website

Procurement information is up-to-date

Information is easily accessible at no cost

6. 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

PMRs are posted in the agency website

PMRs are prepared using the prescribed format

CONFIRMATION QUESTIONNAIRE

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

- There is a written procedure within the procuring entity in evaluating the performance of procurement personnel
- Procuring entity communicates standards of evaluation to procurement personnel
- Procuring entity acts on the results and takes corresponding action

8. Have all of your procurement staff participated in annual procurement training? (10b)

- Yes
- No

If no, please indicate the how many of your procurement staff participated in annual procurement training: _____ out of _____

9. Do you conduct dialogue to inform and update bidders on the procurement regulations? (10c)

- Yes
- No

If yes, how often ? _____ 103 _____ times/year

10. 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 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 soft copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

11. 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 soft copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

12. In determining if the agency has well defined and written procedures 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
- Supervision of civil works is carried out by qualified construction supervisors
- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)

13. In determining whether your agency complies with the thresholds prescribed for amendments to order, variation orders, advance payment, and slippage in publicly bid contracts, which of these conditions is/are met? (12b)

- Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price
- Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount
- Goods, works and services are timely delivered

CONFIRMATION QUESTIONNAIRE

14. How long it will take for your agency to release the final payment to your supplier/service provider, contractor/consultant? (12c) 10 days

15. Do you invite Observers in all stages of procurement? (13a)

Yes No

If yes, to which stage/s do you invite Observers?
(please mark all applicable stages)

Pre-Proc Conference

Ads/Post of IAEB

Pre-bid Conf

Eligibility Check

Sub/Open of Bids

Bid Evaluation

Post Qual

Notice of Award

Contract Signing/Approve Purchase Order

Notice to Proceed

Delivery/Completion

Acceptance/Turnover

16. In creating and operating your Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008), which set of conditions were present? (14a)

Office Order creating the Internal Audit Unit as prescribed by the DBM
(Circular Letter No. 2008-5, April 14, 2008)

Conduct of regular audit of procurement processes and transactions by internal audit unit

Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report

17. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

Yes

If yes, percentage of COA recommendations responded to or implemented within six months
100 %

No procurement related recommendations regarding received

18. 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 BAC and the HOPE resolved Requests for Reconsideration and Protests within seven (7) calendar days as per Section 55 of the IRR and decisions

Decisions on Protests are submitted to GPPB

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

CONFIRMATION QUESTIONNAIRE

19. 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 good governance program including anti-corruption and integrity development;
- Agency has a specific office responsible for the implementation of good governance programs;
- Agency has specific policies and procedures in place for detection and prevention of corruption associated with procurement.

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

Name of Agency: **PAGASA-DOST**
 Date of Self Assessment: _____

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	58.44%	0.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	14.71%	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	1.03%	3.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	7.22%	2.00		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	2.84%	2.00		PMRs
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	30.46%	0.00		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	1.83	0.00		Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	1.26	0.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	0.87	0.00		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	1.33	
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	21.91%	0.00		Agency records and/or PhilGEPS records
17	(b) Percentage of contract award information posted by the Phil-GEPS-registered Agency	58.90%	2.00		Agency records and/or PhilGEPS records
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency	1.70%	0.00		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	Partially Compliant	1.00		Copy of PMR and received copy that it was submitted to GPPB
			Average II	1.88	
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	83.51%	3.00		APP (including Supplemental amendments, if any) and PMRs

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

Name of Agency: **PAGASA-DOST**
 Date of Self Assessment: _____

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)
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	70.87%	0.00		APP (including Supplemental amendments, if any) and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	29.13%	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	0.00%	0.00		PMRs
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	0.00%	0.00		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 91.00-100%	3.00		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	Substantially Compliant	2.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation forms
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	Fully Compliant	3.00		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	1.77		
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	100.00%	3.00		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)	Substantially Compliant	2.00		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

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

Name of Agency: **PAGASA-DOST**
 Date of Self Assessment: _____

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)
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	Not Compliant	0.00		Verify documentation of anti-corruption program
			Average IV	1.67	
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			1.66		

* 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	1.33
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	1.88
Pillar III: Procurement Operations and Market Practices	3.0000	1.77
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	1.67
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.0000	1.66

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: PAGASA

Period: _____

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1. Competitive Bidding as Default Procurement Method. (1.a & 2.b)	Public Competitive Bidding as the general method of Procurement Procurement Planning - preparation of the Agency's Annual Procurement Plan (APP) that is compliant with the rules	1. Preparation of Agency's Manual of Procedures for the Procurement of Goods, Infrastructure Projects and Consulting Services 2. Minimize the use of Alternative Mode of Procurement 3. Timely preparation of Annual Procurement Plan per Division 4. Conduct of Training Workshop on the Preparation of PPMP 5. Ensure the proper and timely classification and determination of the Method of Procurement prior to the commencement of the Fiscal Year.	BAC / PPGSS / BUDGET SECTION & END-USERS	June - November 2015	Training / Workshop Materials, Meals, Honorarium/a for Trainers/Speakers
2. Limited Use of Alternative Methods of Procurement (3.a to 8.f)	Procurement Planning - that conditions and requisites for resort to Alternative Method of Procurement are complied with accordingly prior to undertaking thereof.	1. Require the end-user units to submit a duly approved justification that the procurement of a certain project shall be undertaken through the use of Alternative Method of Procurement. 2. Timely preparation of Annual Procurement Plan per Division. 3. Ensure the proper and timely classification and determination of the Method of Procurement prior to the commencement of the Fiscal Year. 4. Ensure that only those goods or items that are not available with the Procurement Service and within the allowable threshold shall be undertaken through any of the applicable Alternative Method of Procurement. 5. Ensure that any repeat order is done in accordance with the allowable threshold provided under the rules.	BAC / PPGSS / BUDGET SECTION & END-USERS	September - November 2015	
3. Competitiveness of the Bidding Process (9.a to 12.d)	Increased Transparency in any period of the Agency's Procurement Processes; and, Access to any information by the Public and Prospective Bidders regarding the Procurements undertaken by the Agency	1. Invitation to Bid / Request for Expression of Interest and other information regarding a specific project to be bid are properly posted at the PhilGEPs, PAGASA Website, PAGASA Bulletin Boards and in the Newspaper of Nationwide circulation (when necessary) and within the period prescribed by the rules. 2. Ensure that the terms and conditions of the Project to be bid does not restrict competition. 3. Ensure that the Minutes of the Meetings and any Supplemental/Bid Bulletin are timely made available to all participating bidders.	BAC / PPGSS / END-USERS	January to December 2015	
4. Presence of Procurement Organizations (13.a & 14.b)	Creation of Bids and Awards Committee (BAC) and Creation of BAC Secretariat or Procurement Unit	1. Creation of an Organic Bids and Awards Committee. 2. Designation or hiring of permanent members of the BAC Secretariat. 3. Establishment of a permanent BAC Office.	HOPE	ASAP	

5. APP is prepared for all types of procurement (15.a)	Procurement Planning. Preparation of the Annual Procurement Plan for all types of procurement in accordance with the set guidelines and properly identification of the Method of Procurement thereof.	<ol style="list-style-type: none"> 1. Preparation of Agency's Manual of Procedures for the Procurement of Goods, Infrastructure Projects and Consulting Services 2. Timely preparation of Annual Procurement Plan per Division 3. Conduct of Training Workshop on the Preparation of PPMP 4. Ensure the proper and timely classification and determination of the Method of Procurement prior to the commencement of the Fiscal Year. 5. APP implemented in accordance with the planned schedules and Supplementary or Amendatory Procurement Plans (SPP / APP) are properly attached in cases of amendments therewith. 	BAC / PPGSS / BUDGET SECTION / END-USERS	September - November 2015	
6. Use of Philippine Government Electronic Procurement System (PhilGEPs) (16.a to 18.c)	All procurement opportunities posted at the PhilGEPs All awards of contract posted at the PhilGEPs All awards of contracts procured through alternative method of procurement are posted at the PhilGEPs	<ol style="list-style-type: none"> 1. Ensure that all bid opportunities and any information thereto are made available to the bidders through the PhilGEPs 2. Ensure that any results of the Agency's procurement processes are posted accordingly at the PhilGEPs 	BAC / PPGSS	January to December 2015	
7. System for Disseminating and Monitoring Procurement Information (19.a & 20.b)	Maintenance of the Agency's website where informations on the Agency's procurement activities may be accessed by the public. Proper preparation of the Agency's PMR and timely submission thereof. Transparency and Competitiveness in the Agency's procurement activities. Public Awareness and Monitoring	<ol style="list-style-type: none"> 1. Posting of any procurement activities and proper updating on the status thereof at the Agency's website. 2. Timely preparation of the Agency's Procurement Monitoring Report (PMR). 3. Submission of a monthly PMR with the BAC Members, the HOPE and the Executive Staff 4. Timely submission of consolidated PMR with the GPPB 5. Full implementation of the Agency's PMR/CPMR 	HOPE/BAC / PPGSS	January to December 2015	
8. Efficiency of Procurement Process (21.a to 23.c)	Ensure that all procurement activities are based only on the approved APP and/or SPP of the Agency. Increased percentage of contracts awarded through Public Competitive Bidding vs. Contracts awarded through alternative modes of procurement. Lesser percentage of failed biddings.	<ol style="list-style-type: none"> 1. Timely preparation by the end-users of their respective Purchase Requests based on the Procurement Program indicated under the APP. 2. Prompt submission by the end-users of the requirements set forth under the IRR, such as the Approved TOR, Answer to the Bidders' Clarificatory Questions on the Tech. Specifications, etc. 3. Thorough market research on the goods and services required for procurement. 	BAC / PPGSS & END-USERS	January to December 2015	
9. Compliance with the Procurement Time Frames (24.a to 26.c)	Ensure proper observance of procurement timelines until the issuance of award.	<ol style="list-style-type: none"> 1. 95% of all procurement activities awarded in accordance with the timelines as indicated under the IRR 2. Prompt submission of Technical Working Group Reports 3. Strict compliance with the prescribed timeframes. 	BAC / PPGSS	January to December 2015	
10. Capacity Building	Establish a system of evaluation of procurement personnel. Continuous training on procurement policies and updates for the BAC, BAC Secretariat, TWG, procurement officers per Division, and other procurement personnel.	<ol style="list-style-type: none"> 1. Conduct of Workshop or Writeshop for the establishment of system evaluation of procurement personnel. 2. Conduct of Training on Procurement updates for the BAC, BAC Secretariat TWG, procurement officers per Division, and other procurement personnel. 3. Participation of procurement personnel to various procurement-related seminars and trainings. 	HOPE / BAC / PPGSS / END-USERS	Annually	
11. Management of Procurement and Contract Management Records	Establishment of a system for keeping and maintaining procurement records.	<ol style="list-style-type: none"> 1. Maintenance and update of contract management related documents within the period of five (5) years. 2. Proper filing and segregation of contract documents for easy access and retrieval. 3. Proper care in the handling of Contract documents. 	HOPE / BAC / PPGSS / RMS	January to December 2015	

12. Contract Management Procedures	Establishment of a system for quality control, acceptance, and inspection, supervision and evaluation of contractors' performance. Compliance with the thresholds prescribed for amendment to order, variation orders, advance payments, etc. Ensure that request for payment on completed contracts are paid within the prescribed period allowed under the rules.	<ol style="list-style-type: none"> 1. Establishment of a Procurement Monitoring Team per Project to ensure proper monitoring of each contract. 2. Establishment of procedures for quality control, acceptance and inspection in accordance with the rules. 3. Implementation of CPES for the agency's infrastructure projects. 	HOPE/BAC/END-USERS/PPGSS	ASAP	
13. Observer Participation	Encourage Observers' participation in all procurement activities of the Agency	<ol style="list-style-type: none"> 1. Invitation of Observers in all bidding activities of the Agency as may be required, 2. Sending of Invitation Letters to COA, accredited NGO's and other accredited observers by the GPPB. 	BAC	at least 3 days prior to scheduled meeting	
14. Internal and External Audit of Procurement Activities	Implementation of Internal and External Audit Recommendations	<ol style="list-style-type: none"> 1. Proper observance and implementation of audit recommendations. 2. Give attention and act immediately on all audit recommendations for procurement related transactions 	HOPE /BAC	within 6 months from audit recommendations	
15. Capacity to Handle Procurement Related Complaints	Resolution of Procurement related complaints within the prescribed period indicated in the IRR	<ol style="list-style-type: none"> 1. Resolve Request for Reconsideration and Protest within the prescribed period. 2. Decisions on Protests, if any, are submitted to the GPPB 3. Agency acts upon and adopts specific measures to address procurement-related referrals and subpoenas, if any. 	HOPE / BAC	ASAP	
16. Anti-corruption Programs Related to Procurement	Establishment of the Agency's Anti-Corruption Program/s related to procurement	<ol style="list-style-type: none"> 1. Creation/establishment of anti-corruption program for procurement related activities. 2. Establishment of anti-corruption and integrity development for all involved personnel in the Agency's procurement processes. 3. Establishment or designation of a responsible Office for the implementation of the Agency's anti-corruption programs. 4. Establishing specific guidelines for the prevention of corruption associated with procurement for the Agency. 	HOPE/BAC	ASAP	