

ANNEX B  
GOVERNMENT PROCUREMENT POLICY BOARD  
CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: DILG REGIONAL OFFICE V

Period Covered: CY 2019 \_\_\_\_\_

	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bid Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities Posted at PhilGEPS	No. of Contract Award Posted at PhilGEPS	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	No. of Contracts Awarded within prescribed timeframes
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
1. Public Bidding*													
1.1. Goods	25,524,009.40	178	160	21,216,454.33	14	15	15	15	60	86			160
1.2. Works													
1.3. Consulting Services	400,000.00	1	1	270,000.00					1	1			
Sub-Total	25,924,009.40	179	161	21,486,454.33	14	15	15	15	61	87	0	0	160
2. Alternative Modes													
2.1.1 Shopping (52.1 a above 50K)													
2.1.2 Shopping (52.1 b above 50K)	659,175.82	6	6	507,224.15						6			
2.1.3 Other Shopping	459,606.90	30	30	320,144.98									
2.2.1 Direct Contracting (above 50K)													
2.2.2 Direct Contracting (50K or less)	10,500.00	1	1	10,400.00									
2.3.1 Repeat Order (above 50K)													
2.3.2 Repeat Order (50K or less)													
2.4. Limited Source Bidding													
2.5.1 Negotiation (Common-Use Supplies)													
2.5.2 Negotiation (Recognized Government Printers)													
2.5.3 Negotiation (TFB 53.1)													
2.5.4 Negotiation (SVP 53.9 above 50K)	14,156,819.24	54	51	11,743,687.00						51			
2.5.5 Other Negotiated Procurement (Others above 50K)	9,174,475.00	33	29	7,815,645.00						29			
2.5.6 Other Negotiated Procurement (50K or less)	1,063,432.44	55	44	819,353.20									
Sub-Total	25,524,009.40	179	161	21,216,454.33					0	86			
3. Foreign Funded Procurement**													
3.1. Publicly-Bid													
3.2. Alternative Modes													
Sub-Total	0.00	0	0	0.00									
4. Others, specify:													
TOTAL	51,448,018.80	358	322	42,702,908.66									

\* 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

  
JEAN B. BARCELA  
Administrative Aide IV

  
ALFREDO L. SALLAN  
(Designation)

  
ATTY. ANTHONY C. NUYDA, CESO III  
Regional Director



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1.2. Works													
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Sub-Total	25,524,009.40	179	161	21,216,454.33					0	86			
<b>3. Foreign Funded Procurement**</b>													
3.1. Publicly-Bid													
3.2. Alternative Modes													
Sub-Total	0.00	0	0	0.00									
<b>4. Others, specify:</b>													
<b>TOTAL</b>	<b>51,448,018.80</b>	<b>358</b>	<b>322</b>	<b>42,702,908.66</b>									

\* Should include foreign-funded publicly-bid projects per procurement type  
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 Administrative Aide IV

  
 ALFREDO L. SALLAN  
 (Designation)

  
 ATTY. ANTHONY C. NUYDA, CESO III  
 Regional Director

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

Name of Agency: DILG REGIONAL OFFICE V  
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)
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
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	Substantially Compliant	2.00		Copy of PMR and received copy that it was submitted to GPPB
	<b>Average II</b>		<b>2.20</b>		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	83.00%	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	89.94%	0.00		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
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00		PMRs
9.b	Percentage of contracts awarded within prescribed period 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	0.00%	0.00		PMRs
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	#VALUE!	#VALUE!		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
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
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
<b>Indicator 12. Contract Management Procedures</b>					
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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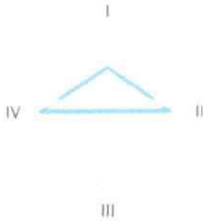
Name of Evaluator: \_\_\_\_\_  
Position: \_\_\_\_\_

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
		Average III	#VALUE!		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
Indicator 14. Internal and External Audit of Procurement Activities					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	0.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints					
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting mesures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		Average IV	2.40		
GRAND TOTAL (Avarege I + Average II + Average III + Average IV / 4)			#VALUE!		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.55
II Agency Insitutional Framework and Management Capacity	3.00	2.20
III Procurement Operations and Market Practices	3.00	#VALUE!
IV Integrity and Transparency of Agency Procurement Systems	3.00	2.40
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	#VALUE!

Agency Rating



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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)
<b>PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	50.32%	0.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	50.00%	2.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
2.a	Percentage of shopping contracts in terms of amount of total procurement	1.94%	3.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	47.72%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.02%	3.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
3.a	Average number of entities who acquired bidding documents	0.08	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	0.08	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	0.08	0.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
3.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			1.55		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
<b>Indicator 5. Procurement Planning and Implementation</b>					
5.a	An approved APP that includes all types of procurement	Not Compliant	0.00		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 activity
<b>Indicator 6. Use of Government Electronic Procurement System</b>					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	25.52%	0.00		Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	54.04%	2.00		Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records



## Annex D

### PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: DILG REGIONAL OFFICE V

Period: 2019

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Plan and Organize Procurement ahead of time	Top Management / BAC / End User	Q1 - Q4	Manpower
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Plan and Organize Procurement ahead of time	Top Management / BAC / End User	Q1 - Q4	Manpower
2.a	Percentage of shopping contracts in terms of amount of total procurement				
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Plan and Organize Procurement ahead of time	Top Management / BAC / End User	Q1 - Q4	Manpower
2.c	Percentage of direct contracting in terms of amount of total procurement				
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents	Plan and Organize Procurement ahead of time / Increase number of bidders; Training / orientation for bidders	BAC / End User	Q1 - Q4	Manpower
3.b	Average number of bidders who submitted bids	Longer Information of procurement activity / Increase number of bidders; Training / orientation for bidders	BAC / End User	Q1 - Q4	Manpower
3.c	Average number of bidders who passed eligibility stage	Checking of Eligibility documents / Increase number of bidders; Training / orientation for bidders	BAC / End User	Q1 - Q4	Manpower
3.d	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				
4.a	Creation of Bids and Awards Committee(s)				
4.b	Presence of a BAC Secretariat or Procurement Unit				

5.a	An approved APP that includes all types of procurement	Submit APP on or before deadline	BAC	Q1 - Q4	Manpower
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				
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted				
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	90% Posting of Bid Opportunities	BAC Secretariat	Q1 - Q4	Manpower
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	80-90% posting of Contract Award	BAC Secretariat	Q1 - Q4	Manpower
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency				
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost				
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Updating of Procurement Report	BAC Secretariat	Q1 - Q4	Manpower
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	80-90% Contracts Signed / Update of Procurement Status	BAC / End User	Q1 - Q4	Manpower
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe				
9.a	Percentage of contracts awarded within prescribed period of action to procure goods		BAC / End User	Q1 - Q4	Manpower
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects				
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	80-90% Contracts Signed / Update of Procurement Status	BAC	Q1 - Q4	Manpower
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis				
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program				
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity				

11.a	The BAC Secretariat has a system for keeping and maintaining procurement records				
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records				
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	Continue to implement supplier's evaluation report	BAC	Q1 - Q4	Manpower
12.b	Timely Payment of Procurement Contracts				
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR				
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits				
14.b	Audit Reports on procurement related transactions				
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements				
16.a	Agency has a specific anti-corruption program/s related to procurement				