

ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: BUREAU OF FISHERIES AND AQUATIC RESOURCES (BFAR)

Period Covered: CY 2021

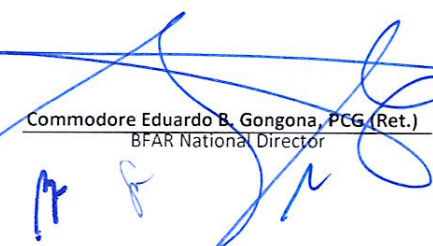
	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bid Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities 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
1. Public Bidding*													
1.1. Goods	615,229,974.77	36	81	579,146,226.63	3	324	324	243	36	81	0	0	81
1.2. Works	46,501,894.87	10	11	44,111,529.65	0	44	44	33	10	11	0	0	11
1.3. Consulting Services	10,000,000.00	1	1	9,999,452.50	0	2	2	2	1	1	0	0	1
Sub-Total	671,731,869.64	47	93	633,257,208.78	3	370	370	278	47	93	0	0	93
2. Alternative Modes													
2.1.1 Shopping (52.1 a above 50K)	0.00	0	0	0.00						0			
2.1.2 Shopping (52.1 b above 50K)	5,341,174.56	35	35	4,713,184.82					35				
2.1.3 Other Shopping	24,991,937.45	21	21	22,610,256.56									
2.2.1 Direct Contracting (above 50K)	8,236,672.00	21	21	7,262,899.00									
2.2.2 Direct Contracting (50K or less)	157,799.92	7	7	156,470.38									
2.3.1 Repeat Order (above 50K)										0			
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)										0			
2.5.4 Negotiation (SVP 53.9 above 50K)	103,000,397.00	370	370	85,310,035.22					370	43			
2.5.5 Other Negotiated Procurement (Others above 50K)	18,389,661.47	174	174	17,350,249.51						0			
2.5.6 Other Negotiated Procurement (50K or less)													
Sub-Total	160,117,642.40	628	628	137,403,095.49					405	43			
3. Foreign Funded Procurement**													
3.1. Publicly-Bid													
3.2. Alternative Modes													
Sub-Total	0.00	0	0	0.00									
4. Others, specify:													
TOTAL	831,849,512.04	675	721	770,660,304.27									

* 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


Ms. Madeleine E. Manapat
Head, BAC Secretariat


Atty. Demosthenes R. Escoto
BAC Chairman


Commodore Eduardo B. Gongona, PCG (Ret.)
BFAR National Director

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

Name of Agency: Bureau of Fisheries and Aquatic Resources
Name of Respondent: Madeleine E. Manapat

Date: Mar 15, 2022
Position: Head, BAC Secretariat

Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)

☒ Agency prepares APP using the prescribed format

☒ Approved APP is posted at the Procuring Entity's Website

please provide link: <https://www.bfar.da.gov.ph/transparency.jsp?id=277&fbclid=IwAR1rsimK7KQCT7ClvHIW1I>

☒ Submission of the approved APP to the GPPB within the prescribed deadline

please provide submission date: May 6, 2021

2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (5b)

☒ Agency prepares APP-CSE using prescribed format

☒ Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually

please provide submission date: December 23, 2020

☒ Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)

☒ Original contract awarded through competitive bidding

☒ The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

☒ / The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification

☒ / The quantity of each item in the original contract should not exceed 25%

☒ / Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)

☒ n/a Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality

☒ n/a Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority

☒ n/a Transmittal of the Pre-Selected List by the HOPE to the GPPB

☒ n/a Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPS website, agency website, if available and at any conspicuous place within the agency

5. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)

☒ / Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;

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

☒ / Minutes of pre-bid conference are readily available within five (5) days.

6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the the following conditions? (3e)

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

- ☒ The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity
- ☒ No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment
- ☒ Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

7. In creating your BAC and BAC Secretariat which of these conditions is/are present?

For BAC: (4a)

☒ Office Order creating the Bids and Awards Committee
please provide Office Order No.: October 14, 2021

☒ There are at least five (5) members of the BAC
please provide members and their respective training dates:

Name/s	Date of RA 9184-related training
A. <u>Atty. Demosthenes R. Escoto</u>	<u>2017, 16-aug-2017, 17-aug-2017, and 18-a</u>
B. <u>Mr. Napoleon Salvador J. Lamarca</u>	<u></u>
C. <u>Mr. Marc Lawrence J. Romero</u>	<u></u>
D. <u>Marygrace Quintero</u>	<u></u>
E. <u>End-user/Provision BAC Member</u>	<u></u>
F. <u></u>	<u></u>
G. <u></u>	<u></u>

☒ Members of BAC meet qualifications

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

For BAC Secretariat: (4b)

☒ Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

please provide Office Order No.: FOO121 Series 2021

☒ The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: Madeleine E. Manapat

☒ Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: July 15, 2019

8. Have you conducted any procurement activities on any of the following? (5c)

If YES, please mark at least one (1) then, answer the question below.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Computer Monitors, Desktop
Computers and Laptops | <input checked="" type="checkbox"/> Paints and Varnishes |
| <input type="checkbox"/> Air Conditioners | <input checked="" type="checkbox"/> Food and Catering Services |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Training Facilities / Hotels / Venues |
| <input type="checkbox"/> Fridges and Freezers | <input type="checkbox"/> Toilets and Urinals |
| <input type="checkbox"/> Copiers | <input type="checkbox"/> Textiles / Uniforms and Work Clothes |

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

☐ Yes ☒ No

9. 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
please provide link: www.bfar.da.gov.ph

☒ Procurement information is up-to-date

☒ Information is easily accessible at no cost

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

10. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)

☒ / Agency prepares the PMRs

☒ / PMRs are promptly submitted to the GPPB
please provide submission dates: 1st Sem - July 30, 2021 2nd Sem - February 2, 2022

☒ / PMRs are posted in the agency website
please provide link: www.bfar.da.gov.ph

☒ / PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c)

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

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

☒ / Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

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

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

☒ / Procuring entity communicates standards of evaluation to procurement personnel

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

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

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Date of most recent training: July 15-19, 2019

- ☐ Head of Procuring Entity (HOPE)
- ☒ Bids and Awards Committee (BAC)
- ☒ BAC Secretariat/ Procurement/ Supply Unit
- ☐ BAC Technical Working Group
- ☐ End-user Unit/s
- ☐ Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

- ☐ Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year
- ☒ The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels

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

- ☒ There is a list of procurement related documents that are maintained for a period of at least five years
- ☒ The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- ☒ The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

16. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

☒ There is a list of contract management related documents that are maintained for a period of at least five years

☒ The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers

☒ The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

17. In determining if the agency has defined procedures or standards for quality control, acceptance and inspection of goods, works and services, which of these conditions is/are present? (12a)

☒ Agency has written procedures for quality control, acceptance and inspection of goods, services and works

Have you procured Infrastructure projects through any mode of procurement for the past year?

☒ Yes

☐ No

If YES, please answer the following:

☒ Supervision of civil works is carried out by qualified construction supervisors

Name of Civil Works Supervisor: Engr. Arnold Morales

☒ Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)

Name of CPES Evaluator: Enrg. Arnold Morales , Engr. Noel Espiritu, Enr. Marnel Carpio and Engr. Erwin

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) 30 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

ANNEX C
APCPI Revised Scoring and Rating System

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)
		0	1	2
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK				
Indicator 1. Competitive Bidding as Default Method of Procurement				
1	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Below 70.00%	Between 70.00-80.99%	Between 81.00-90.99%
2	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%
Indicator 2. Limited Use of Alternative Methods of Procurement				
3	Percentage of shopping contracts in terms of amount of total procurement	Above 7.00%	Between 5.00-7.00 %	Between 3.00-4.99 %
4	Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 9.00 -15.00%	Between 4.00-8.99%
5	Percentage of direct contracting in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%
6	Percentage of repeat order contracts in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%
7	Compliance with Repeat Order procedures	Not Compliant		
8	Compliance with Limited Source Bidding procedures	Not Compliant		
Indicator 3. Competitiveness of the Bidding Process				
9	Average number of entities who acquired bidding documents	Below 3.00	3.00-3.99	4.00-5.99
10	Average number of bidders who submitted bids	Below 2.00	2.00-2.99	3.00-4.99
11	Average number of bidders who passed eligibility stage	Below 1.00	1.00 – 1.99	2.00-2.99
12	Sufficiency of period to prepare bids	Not Compliant	Partially Compliant	Substantially Compliant
13	Use of proper and effective procurement documentation and technical specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY				
Indicator 4. Presence of Procurement Organizations				
14	Creation of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant
15	Presence of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant
Indicator 5. Procurement Planning and Implementation				
16	An approved APP that includes all types of procurement	Not Compliant		

17	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	Partially Compliant	Substantially Compliant
18	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant		
Indicator 6. Use of Government Electronic Procurement System				
19	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	<i>Below 70.99%</i>	Between 71.00-80.99%	Between 81.00-90.99%
20	Percentage of contract award information posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00- 50.99%	Between 51.00-80.00%
21	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00 - 50.99%	Between 51.00-80.00%
Indicator 7. System for Disseminating and Monitoring Procurement Information				
22	Presence of website that provides up-to-date procurement information easily accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant
23	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES				
Indicator 8. Efficiency of Procurement Processes				
24	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- 60.99%	Between 61.00% -80.00%
25	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Below 90.00%	Between 90.00- 92.99%	Between 93.00-95.00%
26	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Not Compliant	Partially Compliant	Substantially Compliant
Indicator 9. Compliance with Procurement Timeframes				
27	Percentage of contracts awarded within prescribed period of action to procure goods	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%
28	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%
29	Percentage of contracts awarded within prescribed period of action to procure consulting services	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants				
30	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Not Compliant	Partially Compliant	Substantially Compliant
31	Percentage of participation of procurement staff in procurement training and/or professionalization program	Less than 60.00% Trained	Between 60.00-75.99% Trained	Between 76-90% of staff trained

32	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Not Compliant		
Indicator 11. Management of Procurement and Contract Management Records				
33	The BAC Secretariat has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant
34	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Not Compliant	Partially Compliant	Substantially Compliant
Indicator 12. Contract Management Procedures				
35	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Not Compliant	Partially Compliant	Substantially Compliant
36	Timely Payment of Procurement Contracts	After 45 days	Between 38-45 days	Between 31-37 days
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM				
Indicator 13. Observer Participation in Public Bidding				
37	Observers are invited to attend stages of procurement as prescribed in the IRR	Not Compliant	Partially Compliant	Substantially Compliant
Indicator 14. Internal and External Audit of Procurement Activities				
38	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	Partially Compliant	Substantially Compliant
39	Audit Reports on procurement related transactions	Below 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance
Indicator 15. Capacity to Handle Procurement Related Complaints				
40	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Not Compliant	Partially Compliant	Substantially Compliant
Indicator 16. Anti-Corruption Programs Related to Procurement				
41	Agency has a specific anti-corruption program/s related to procurement	Not Compliant	Partially Compliant	Substantially Compliant

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

Name of Agency: BFAR-BAC
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)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1.1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	82.17%	2.00	Satisfactory	PMRs
1.1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	12.90%	0.00	Poor/not compliant	PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.2.a	Percentage of shopping contracts in terms of amount of total procurement	3.55%	2.00	Satisfactory	PMRs
2.2.b	Percentage of negotiated contracts in terms of amount of total procurement	13.32%	1.00	Acceptable	PMRs
2.2.c	Percentage of direct contracting in terms of amount of total procurement	0.96%	3.00	Acceptable	PMRs
2.2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	0.00		
2.2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
2.2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
Indicator 3. Competitiveness of the Bidding Process					
3.3.a	Average number of entities who acquired bidding documents	7.87	3.00	Acceptable	Agency records and/or PhilGEPS records
3.3.b	Average number of bidders who submitted bids	7.87	3.00	Satisfactory	Abstract of Bids or other agency records
3.3.c	Average number of bidders who passed eligibility stage	5.91	3.00	Very Satisfactory/ Compliant	Abstract of Bids or other agency records
3.3.d	Sufficiency of period to prepare bids	Fully	3.00	Very Satisfactory/ Compliant	Agency records and/or PhilGEPS records

3	3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00	Very Satisfactory/ Compliant	Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I		2.09		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY						
Indicator 4. Presence of Procurement Organizations						
4	4.a	Creation of Bids and Awards Committee(s)	Substantially Compliant	2.00	Satisfactory	Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
5	4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00	Very Satisfactory/ Compliant	Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation						
5	5.a	An approved APP that includes all types of procurement	Compliant	3.00	Very Satisfactory/ Compliant	Copy of APP and its supplements (if any)
7	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	Very Satisfactory/ Compliant	APP, APP-CSE, PMR
8	5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant	0.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
Indicator 6. Use of Government Electronic Procurement System						
9	6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	3.00	Very Satisfactory	Agency records and/or PhilGEPS records
0	6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00	Very Satisfactory	Agency records and/or PhilGEPS records
1	6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	7.17%	0.00	Poor/not compliant	Agency records and/or PhilGEPS records
Indicator 7. System for Disseminating and Monitoring Procurement Information						
2	7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00	Very Satisfactory/ Compliant	Identify specific procurement-related portion in the agency website and specific website links

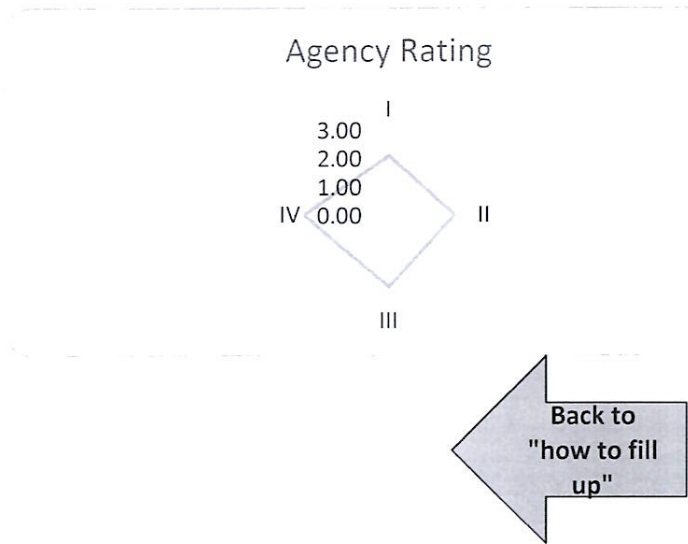
3	7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Fully Compliant	3.00	Very Satisfactory/ Compliant	Copy of PMR and received copy that it was submitted to GPPB
			Average II	2.30		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES						
Indicator 8. Efficiency of Procurement Processes						
4	8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	92.64%	3.00	Very Satisfactory/ Compliant	APP (including Supplemental amendments, if any) and PMRs
5	8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	0.00%	0.00		APP(including Supplemental amendments, if any)and PMRs
6	8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00	Very Satisfactory/ Compliant	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
Indicator 9. Compliance with Procurement Timeframes						
7	9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00	Very Satisfactory	PMRs
8	9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00	Very Satisfactory	PMRs
9	9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	100.00%	3.00	Very Satisfactory	PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants						
0	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	Fully Compliant	Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
1	10.b	Percentage of participation of procurement staff in 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

2	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	Compliant	Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records						
3	11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00	Fully Compliant	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.
4	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	Fully Compliant	Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures						
5	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	Fully Compliant	3.00	Partially Compliant	Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
6	12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00	On or before 30 days	Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
			Average III	2.54		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM						
Indicator 13. Observer Participation in Public Bidding						
7	13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00	Very Satisfactory/ Compliant	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						
8	14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00	Very Satisfactory/ Compliant	Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations

9	14.b	Audit Reports on procurement related transactions	Above 90-100% compliance	3.00	Very Satisfactory/ Compliant	Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints						
0	15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00	Very Satisfactory/ Compliant	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						
1	16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00	Very Satisfactory/ Compliant	Verify documentation of anti-corruption program
			Average IV	3.00		
GRAND TOTAL (Avarege I + Average II + Average III + Average IV / 4)				2.48		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	2.09
II Agency Insitutional Framework and Management Capacity	3.00	2.30
III Procurement Operations and Market Practices	3.00	2.54
IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.48



Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: _ BUREAU OF FISHERIES AND AQUATIC RESOURCES (BFAR)

Period: _____

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	Review Purchase Request and Bidding Documents in order to prevent failure of bidding.	BAC Secretariat , End-User and TWG	2022	PR and Bidding Documents
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Review PPMPs/APP to determine which purchase request can be done through competitive bidding	BAC and End-User	2022	PPMP/APP
2.a	Percentage of shopping contracts in terms of amount of total procurement	Review purchase request under shopping contracts and examine if this is too procurement of ordinary or regular office supplies and equipment not available in the procurement service in the Procurement Service	BAC and End-User	2022	Purchase Request/PPMP/APP
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Review purchase request under negotiated procurement to find which purchase request can be done through competitive bidding	BAC	2022	Purchase Request
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	Review purchase request under repeat order and ensure all needed documents are present in order to prevent failure of bidding/delays.	BAC and End-User		Purchase Request
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				
3.b	Average number of bidders who submitted bids				
3.c	Average number of bidders who passed eligibility stage				
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)	Conduct training/seminar for the new BAC member	BAC Secretariat	First Sem of 2022	Zoom link, speakers, food and other materials for the participants
4.b	Presence of a BAC Secretariat or Procurement Unit				

5.a	An approved APP that includes all types of procurement				
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	Proposed to the End-user to use green specifications for GPPB-identified non-CSE items	BAC	2022	Purchase Request
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency				
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency				
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Ensure all contracts awarded under alternative mode of procurement are posted at the PhilGEPS	BAC Secretariat/Staff	2022	Computers and internet connection to access PhilGEPS Website
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				
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	Review Purchase Request and Bidding Documents in order to prevent failure of bidding.	BAC Secretariat , End-User and TWG	2022	PR and Bidding Documents
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				
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				
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	Attend or Conduct training/seminar for the BAC Member, Secretariat, End-user, Procurement Officer and Technical Working Group (TWG)	BAC	2022	Budget for the Training
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	Coordinate with Property Section on evaluation of suppliers	BAC	2022	Evaluation Form, Masterlist of the Supplier
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	Coordinate with Management on the implementation of the Internal Audit Unit (IAU)	BAC, BAC Secretariat, IAU Personnel	2022	Memo
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				

