

Republic of the Philippines CAGAYAN STATE UNIVERSITY Andrews Campus

Caritan, Tuguegarao City

OFFICE OF THE UNIVERSITY PRESIDENT

OP-5001-EC-MISC-GPPB-2015-075

December 7, 2015

The Executive Director

Government Procurement Policy Board Department of Budget and Management Unit 2506, Raffles Corporate Center F. Ortigas Jr. Road, Ortigas Center Pasig City

Through:

Ms. Carla Bedeo-Portugal

Procurement Management Officer IV

Dear Sir/Madam:

I am sending you a copies of the Agency Procurement Compliance and Performance Indicators (APCPI) Self-Survey Report of Cagayan State University.

These documents were already sent to your official e-mail account: monitoring@gppb.gov.ph and have been initially commented on by Ms. Carla Bedeo-Portugal, your Procurement Management Officer IV.

We deeply appreciate your feedback on our report.

Very truly yours,

ROMEO R. QUILANG, Ph.D.

President

Name of Agency: CAGAYAN STATE UNIVERSITY

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

Period Covered: CY

	١				ω					, 1	,		200	,	,	2		141	14	1-4	1		
TOTAL	Others, specify:	Sub-Total	3.2. Alternative Modes	3.1. Publicly-Bid	3. Foreign Funded Procurement**	Sub-Total	2.5.4 Negotiation (Others)	2.5.3 Negotiation (SVP 53.9 above 50K)	2.5.2 Negotiation (TFB 53.1)	2.5.1 Negotiation (Common-Use Supplies)	2.4. Limited Source Bidding	2.3. Repeat Order	2.2. Direct Contracting	2.1.2 Shopping (Others)	2.1.1 Shopping (52.1 b above 50K)	2. Alternative Modes	Sub-Total	1.3. Consulting Services	1.2. Works	1.1. Goods	1. Public Bidding*	Column 1	
99,495,764.05		0.00				28,479,387.05		15,209,874.05	11,962,494.00				1,307,019.00				71,016,377.00		15,000,000.00	56,016,377.00		Column 2	Total Amount of Approved APP
1531		0				350		108	217				25				1181		1	1180		Column 3	Total Number of Procurement Activities
668		0				285		108	152				25				383		1	382		Column 4	No. of Contracts Awarded
62,565,118.34		0.00				23,879,706.88		12,171,351.69	10,401,336.19				1,307,019.00				38,685,411.46		11,950,361.58	26,735,049.88		Column S	Total Amount of Contracts Awarded
																	797			797		Column 6	No. of Failed Biddings
																	544		5	539		Column 7	Total No. of Entities who Acquired Bid Docs
																	541		5	536		Column 8	Total No. of Bidders who Submitted Bids
																	526		5	521		Column 9	Total No. of Bidders who passed Eligibility Stage
						280		63	217								1181		1	1180		Column 10	No. of Bid Opportunities Posted at PhilGEPS
			No. of Lot		September 1	0		0	0				0				383		1	382		Column 3	No. of Contrac Award Pos at PhilGE

^{*} 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

Name of Agency: CAGAYAN STATE UNIVERSITY

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

Period Covered: CY____

hers, specify:		Sub-Total	3.2. Alternative Modes	3.1. Publicly-Bid	3. Foreign Funded Procurement**	Sub-Total Sub-Total	2.5.4 Negotiation (Others)	2.5.3 Negotiation (SVP 53.9 above 50K)	2.5.2 Negotiation (TFB 53.1)	2.5.1 Negotiation (Common-Use Supplies)	2.4. Limited Source Bidding	2.3. Repeat Order	2.2. Direct Contracting	2.1.2 Shopping (Others)	2.1.1 Shopping (52.1 b above 50K)	2. Alternative Modes	Sub-Total 0 0 N/A	1.3. Consulting Services	1.2. Works 0 0	1.1. Goods 0 0	1. Public Bidding*	Column 12 Column 13 Column 14	Total No. Of Contracts that incurred negative slippage Contracts that incurred negative slippage Total No. of contracts with anendments to order or variation orders Notice of Award No. of Days for Approval of Resolution/Issuance of Ob
																	1181		1	1180		Column 15	No. of Contracts with Observers Attending
	THE RESERVE THE PARTY OF THE PA											一 の の の の の の の の の の の の の の の の の の の					0		0	0		Column 16	No. of Contracts with COA Observers Attending
	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.																5.00		5	5		Column 17	Ave. No.of Days to Resolve Requests for Reconsiderations / Protests
	The state of the s	STATE OF STA		THE REAL PROPERTY.	THE RESIDENCE OF THE PERSON NAMED IN	のはいるのでは、大きのでは、											383		1	382		Column 18	No. of Contracts Awarded within prescribed timeframes

Designation

Designation

Designation

^{*} 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

** 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

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

Name of Agency: CAGAYAN STATE UNIVERSITY	Name of Evaluator:
Date of Self Assessment:	Position:

	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
	AR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAM	NEWORK			
ndi	cator 1. Competitive Bidding as Default Procurement Method				T .
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	61.83%	0.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	57.34%	3.00		PMRs
di	cator 2. Limited Use of Alternative Methods of Procurement				,
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	0.00%	3.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	36.08%	0.00		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	2.09%	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	0.00%	3.00		PMRs
8	(f) Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Not Compliant	0.00		APP, APP-CSE, PMR
ıdi	cator 3. Competitiveness of the Bidding Process				T
9	(a) Average number of entities who acquired bidding documents	0.46	0.00		Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	0.46	0.00		Abstract of Bids or other agency records
1	(c) Average number of bidders who passed eligibility stage	0.45	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	1.42		
	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEM		1.42		
ndi			3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
13	LAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMI icator 4. Presence of Procurement Organizations	Fully			Organizational Chart; and Certification of
13 14	IAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMI icator 4. Presence of Procurement Organizations (a) Creation of Bids and Awards Committee(s) (b) Creation of a BAC Secretariat or Procurement Unit	Fully Compliant Substantially	3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and
13	LAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMI icator 4. Presence of Procurement Organizations (a) Creation of Bids and Awards Committee(s) (b) Creation of a BAC Secretariat or Procurement Unit icator 5. Procurement Planning and Implementation	Fully Compliant Substantially Compliant	3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
13 14 16	(a) Creation of Bids and Awards Committee(s) (b) Creation of a BAC Secretariat or Procurement Unit (a) APP is prepared for all types of procurement	Fully Compliant Substantially Compliant	3.00 2.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and
13 14 14	(a) Creation of Bids and Awards Committee(s) (b) Creation of a BAC Secretariat or Procurement Unit (a) APP is prepared for all types of procurement icator 6. Use of Philippine Government Electronic Procurement icator 7.	Fully Compliant Substantially Compliant	3.00 2.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
13 14 15	(a) Creation of Bids and Awards Committee(s) (b) Creation of B BAC Secretariat or Procurement Unit (a) APP is prepared for all types of procurement (a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency	Fully Compliant Substantially Compliant	3.00 2.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training Copy of APP and its supplements (if any)
.3 .4 .15	(a) Creation of Bids and Awards Committee(s) (b) Creation of a BAC Secretariat or Procurement Unit icator 5. Procurement Planning and Implementation (a) APP is prepared for all types of procurement icator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency	Fully Compliant Substantially Compliant Compliant Compliant	3.00 2.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records
13 14 15 16	(a) Creation of Bids and Awards Committee(s) (b) Creation of a BAC Secretariat or Procurement Unit (a) APP is prepared for all types of procurement (a) Procurement Planning and Implementation (a) APP is prepared for all types of procurement (a) Procurement Planning and Implementation (b) Creation of a BAC Secretariat or Procurement (c) APP is prepared for all types of procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the	Fully Compliant Substantially Compliant Compliant Compliant System (PhilGit 97.01%	3.00 2.00 3.00 PS)		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
13 14 16 17	icator 4. Presence of Procurement Organizations (a) Creation of Bids and Awards Committee(s) (b) Creation of a BAC Secretariat or Procurement Unit icator 5. Procurement Planning and Implementation (a) APP is prepared for all types of procurement icator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency	Fully Compliant Substantially Compliant Compliant Compliant System (PhilGit 97.01% 100.00%	3.00 2.00 3.00 PS) 3.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records
13 14 15 16 17	(a) Creation of Bids and Awards Committee(s) (b) Creation of Bids and Awards Committee(s) (c) Creation of a BAC Secretariat or Procurement Unit (a) APP is prepared for all types of procurement (a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency (d) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency (e) Percentage of Contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency	Fully Compliant Substantially Compliant Compliant Compliant System (PhilGit 97.01% 100.00% 0.00%	3.00 2.00 3.00 PS) 3.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records
13 14 15 16 17	icator 4. Presence of Procurement Organizations (a) Creation of Bids and Awards Committee(s) (b) Creation of a BAC Secretariat or Procurement Unit icator 5. Procurement Planning and Implementation (a) APP is prepared for all types of procurement icator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency	Fully Compliant Substantially Compliant Compliant Compliant System (PhilGit 97.01% 100.00% 0.00%	3.00 2.00 3.00 PS) 3.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Identify specific procurement-related portion in the agency website and speci
13 14 15 16 17 18	(a) Creation of Bids and Awards Committee(s) (b) Creation of Bids and Awards Committee(s) (c) Creation of Bids and Awards Committee(s) (b) Creation of a BAC Secretariat or Procurement Unit (c) APP is prepared for all types of procurement (a) APP is prepared for all types of procurement (a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency (d) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency (a) Presence of website that provides up-to-date procurement	Fully Compliant Substantially Compliant Compliant Compliant System (Philoi 97.01% 100.00% 0.00%	3.00 2.00 3.00 EPS) 3.00 3.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Identify specific procurement-related portion in the agency website and speciments
13 14 15 16 17 18	(a) Creation of Bids and Awards Committee(s) (b) Creation of Bids and Awards Committee(s) (c) Creation of a BAC Secretariat or Procurement Unit (a) APP is prepared for all types of procurement (a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency (d) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency (a) Presence of website that provides up-to-date procurement information easily accessible at no cost (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting	Fully Compliant Substantially Compliant Compliant Compliant System (Philoi 97.01% 100.00% 0.00% t Information Fully Compliant Partially Compliant	3.00 2.00 3.00 3.00 3.00 3.00 1.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Identify specific procurement-related portion in the agency website and speciments Copy of PMR and received copy that it we
ndi 113 114 115 116 117 118	icator 4. Presence of Procurement Organizations (a) Creation of Bids and Awards Committee(s) (b) Creation of a BAC Secretariat or Procurement Unit icator 5. Procurement Planning and Implementation (a) APP is prepared for all types of procurement icator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency icator 7. System for Disseminating and Monitoring Procurement Agency (a) Presence of website that provides up-to-date procurement information easily accessible at no cost (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Fully Compliant Substantially Compliant Compliant Compliant System (Philoi 97.01% 100.00% 0.00% t Information Fully Compliant Partially Compliant Average II	3.00 2.00 3.00 3.00 3.00 0.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Identify specific procurement-related portion in the agency website and speciments Copy of PMR and received copy that it we
113 114 115 116 117 118 119 120	(a) Creation of Bids and Awards Committee(s) (b) Creation of Bids and Awards Committee(s) (c) Creation of a BAC Secretariat or Procurement Unit (a) APP is prepared for all types of procurement (a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency (d) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency (a) Presence of website that provides up-to-date procurement information easily accessible at no cost (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting	Fully Compliant Substantially Compliant Compliant Compliant System (Philoi 97.01% 100.00% 0.00% t Information Fully Compliant Partially Compliant Average II	3.00 2.00 3.00 3.00 3.00 3.00 1.00		Organizational Chart; and Certification of Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Identify specific procurement-related portion in the agency website and speciments Copy of PMR and received copy that it we

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

lame of Evaluator:	
osition:	

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	32.43%	0.00		APP(including Supplemental amendments, if any)and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	67.49%	0.00		APP (including Supplemental Amendments, if any) and PMRs
Indi	cator 9. Compliance with Procurement Timeframes				L
	(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	100.00%	3.00		PMRs
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	100.00%	3.00		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
Indi	cator 10. Capacity Building for Government Personnel and Priva	ate Sector Part	cipants		
	(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	Less than 60.00% Trained	0.00		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	Not Compliant	0.00		Ask for copies of documentation of activities for bidders
Indi	cator 11. Management of Procurement and Contract Manager	nent Records	No. of the Control of		
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
Indi	cator 12. Contract Management Procedures				
	(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	Substantially Compliant	2.00		Specific procurement contract with amendment to order, variation order or with negative slippage
34	(c) Timely payment of procurement contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Augus = 2 III	1.00		
PILL	AR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCURE	Average III MENT SYSTEM	1.69		
	licator 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	308.36%	3.00		PMRs and Abstract of Bids
Indi	cator 14. Internal and External Audit of Procurement Activitie:				
37	(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, auidt 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: CAGAYAN STATE UNIVERSITY	Name of Evaluator:
Date of Self Assessment:	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
Indi	icator 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	Partially Compliant	1.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting mesures to address procurement-related complaints
Indi	icator 16. Anti-Corruption Programs Related to Procurement				
40	(a) Agency has a specific anti-corruption program/s related to procurement	Partially Compliant	1.00		Verify documentation of anti-corruption program
		Average IV	1.83		
GRA	AND TOTAL (Avarege I + Average II + Average III + Average IV /	4)	1.80		

^{*} 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.

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework	3.0000	1.42
Pillar II: Agency Insitutional Framework and Management Capacity	3.0000	2.25
Pillar III: Procurement Operations and Market Practices	3.0000	1.69
Pillar IV. Integrity and Transparency of Agency Procurement Systems	3.0000	1.83
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.0000	1.80



^{*} 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

Name of Agenc	V: CAGAYA	N STATE UNIVERSITY	Date.	
Name of Respo		MEO R. QUILANG	Position:	UNIVERSITY PRESIDENT
Instruction: Mai	k the given boxes if eac	h condition is met		
1. Do you prepa	are an Annual Procurem	ent Plan for all types of procurer	ment? (5a)	
X	Yes	No		
		ent Plan for Common-Use Supp nd Equipment from the Procuren		(APP-CSE) and
	Yes	No		
3. In giving you	r prospective bidders su	fficient period to prepare their bi	ds, which of these co	onditions is/are met? (3d)
X	Bidding documents are Agency website;	available at the time of advertis	ement/posting at the	PhilGEPS website or
X	Supplemental bid bulle	tins are issued at least seven (7)	calendar days befo	re bid opening;
X	Minutes of pre-bid conf	erence are readily available with	in three (3) days.	
4. In creating ye	our BAC and BAC Secre	etariat which of these conditions	is/are present?	
For BAC: (4a)				
X	Office Order creating th	ne Bids and Awards Committee;		
X	There are at least five	(5) members of the BAC;		
X	Members of BAC meet	qualifications; and/or		
X	Majority of the member	rs of BAC are trained on R.A. 91	84	
For BAC Secre	tariat: (4b)			
х	Office Order creating o act as BAC Secretariat	f Bids and Awards Committee S	ecretariat or designi	ng Procurement Unit to
X	The Head of the BAC S	Secretariat meets the minimum of	qualifications	
	Majority of the member	rs of BAC Secretariat are trained	on R.A. 9184	
	ng whether you provide s is/are met? (7a)	up-to-date procurement informa	tion easily accessibl	e at no cost, which of
X	Agency has a working	website		
X	Procurement information	on is up-to-date		
X	Information is easily ac	ccessible at no cost		
and the second section of the second	with the preparation, po conditions is/are met?	osting and submission of your ag (7b)	gency's Procuremen	t Monitoring Report,
X	Agency prepares the P	MRs		
	PMRs are promptly su	bmitted to the GPPB		
	PMRs are posted in the	e agency website		
X	PMRs are prepared us	ing the prescribed format		

9 fr

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
X	Procuring entity communicates standards of evaluation to procurement personnel
X	Procuring entity acts on the results and takes corresponding action
8. Have all of	your procurement staff participated in annual procurement training? (10b)
	Yes X No
	If no, please indicate the how many of your procurement staff participated in annual procurement training:0 out of8
9. Do you cond	uct dialogue to inform and update bidders on the procurement regulations? (10c)
	Yes No
	If yes, how often? times/year
	ing whether the BAC Secretariat has a system for keeping and maintaining procurement records, conditions is/are present? (11a)
Х	There is a list of contract management related documents that are maintained for a period of at least five years
X	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
X	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ning whether the Implementing Units has a system for keeping and maintaining procurement records, conditions is/are present? (11b)
X	There is a list of contract management related documents that are maintained for a period of at least five years
X	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
X	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
12. In determin of goods, works	ing if the agency has well defined and written procedures for quality control, acceptance and inspection s and services, which of these conditions is/are present? (12a)
X	Agency has written procedures for quality control, acceptance and inspection of goods, services and works
X	Supervision of civil works is carried out by qualified construction supervisors
X	Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
13. In determin orders, advance	ing whether your agency complies with the thresholds prescribed for amendments to order, variation e payment, and slippage in publicly bid contracts, which of these conditions is/are met? (12b)
X	Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price
Х	Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount
	Goods, works and services are timely delivered

gw

14. How long it contractor/cons	will take for your agency to release the final payment to your supplier/service provider, sultant? (12c) days
15. Do you invit	te Observers in all stages of procurement? (13a)
X	Yes No
	If yes, to which stage/s do you invite Observers? (please mark all applicable stages)
	Pre-Proc Conference
X	Ads/Post of IAEB
X	Pre-bid Conf
X	Eligibility Check
X	Sub/Open of Bids
X	Bid Evaluation
	Post Qual
	Notice of Award
	Contract Signing/Approve Purchase Order
	Notice to Proceed
	Delivery/Completion
	Acceptance/Turnover
	and operating your Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, which set of conditions were present? (14a)
х	Office Order creating the Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008)
х	Conduct of regular audit of procurement processes and transactions by internal audit unit
х	Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report
17. Are COA re report? (14b)	ecommendations responded to or implemented within six months of the submission of the auditors'
X	Yes
	If yes, percentage of COA recommendations responded to or implemented within six months75%
X	No procurement related recommendations regarding received
18. In determin to comply with	ing whether the Procuring Entity has an efficient procurement complaints system and has the capacity procedural requirements, which of conditions is/are present? (15a)
х	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.

2 we

	ing whether agency has a specific anti-corruption program/s related to procurement, which of these re present? (16a)	
х	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.	and the same of th

	Agency Score
Sub-indicator 1a	61.83%
Sub-indicator 1b	57.34%
Sub-indicator 2a	0.00%
Sub-indicator 2b	36.08%
Sub-indicator 2c	2.09%
Sub-indicator 2d	0.00%
Sub-indicator 2e	0.00%
Sub-indicator 3a	0.46
Sub-indicator 3b	0.46
Sub-indicator 3c	0.45
Sub-indicator 6a	97.01%
Sub-indicator 6b	100.00%
Sub-indicator 6c	0.00%
Sub-indicator 8a	62.88%
Sub-indicator 8b	32.43%
Sub-indicator 8c	67.49%
Sub-indicator 9a	100.00%
Sub-indicator 9b	100.00%
Sub-indicator 9c	#DIV/0!
Sub-indicator 13b	308.36%



Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Period: September - December 2014

Name of Agency: CAGAYAN STATE UNIVERSITY

that is compliant with the	petitive Bic ocurement ocurement ocurement entage of ontracts in f total procure f total procure f total procure of Procu	Public/Competitive Bidding as general rule in government procurement Procurement Procurement Procurement planning particularly on the preparation of the Annual Procurement Plan the prescribed format Procurement planning particularly on the preparation of the Annual Procurement Planning particularly on the preparation of the Annual Procurement Planning particularly on the preparation of the Annual Procurement Planning particularly on the preparation of the Annual Procurement Planning particularly on the preparation of the Annual Procurement Planning particularly on the preparation of the Annual Procurement Plan	1. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan vis-à-vis the unique operating system of the University (with 7 campuses and its Matrix-Type Organizational Structure) 2. Conduct of Internal Budget Hearing to determine specific operational needs of the campuses and units. Corollarily to ensure funding prioritization within the context of very limited budget and the requirements of operating the 7 campuses and the other operating units 3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is 1. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan vis-à-vis the unique operating system of the	VP for Admin and Finance Bids and Awards Committee Internal Audit Service End-Users End-Users - VP for Admin and Finance Bids and Awards Committee	September November 2014 September November	Needed Budgetary Requirement Training Supplies PhP 70,000.00 Food PhP: 150,000.00 Total 220,000.00
Public/Competitive Bidding as 1. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan procurement Planning of the Annual Procurement Plan is compliant with the guideline in preparation and in preparation and in preparation of the Project Procurement Plan of the Project Procurement Plan of the Project Procurement Management Plan (2. Conduct of Internal Budget Hearing to Committee Programing Procurement Plan (2. Conduct of Internal Budget Hearing to Committee Committee Preparation and in Funding prioritization within the context of operating the 7 campuses and the other operating units (2014) 3. Conduct of Internal Budget Hearing to Committee Preparation of Training Workshop in the Preparation of Training Workshop in the Preparation of PPMP Per Campus/Operating Unit 4. Preparation of Annual Procurement Program (per funding source, per campus, per operating and particularly on the preparation of the Project Procurement Plan of the Project Procurement Management Plan that is compliant with the compliant with the complex of the Project Procurement Management Plan of the Project Procurement Management Plan of the Project Procurement Management Plan of the Project Procurement Plan of the Project Procurement Management Plan of the Project Procurement Plan of the Project Procurement Management Plan of the Project Procurement Plan of the Project Procurement Plan of the Project Procurement Management Plan of the Project Procurement Plan of the Project Procurement Management Plan of the Project Procurement Plan of	Indicators	Ney Aled Of Development		,		Neede
Public/Competitive Bidding as 1. Preparation of Guidelines in the Preparation VP for Admin and September general rule in government of the Project Procurement Management Plan particularly on the preparation of the Annual Procurement Plan that is compliant with the guideline in preparation and in preparation and in campuses and units. Corollarily to ensure funding prioritization within the context of very limited budget and the requirements of operating units. 2. Conduct of Internal Budget Hearing to Internal Audit Committee Plan in particularly on the preparation of the PPMP 2. Conduct of Internal Budget Hearing to Internal Audit Committee Proparation and in campuses and units. Corollarily to ensure funding prioritization within the context of very limited budget and the requirements of operating units 3. Conduct of Internal Budget Hearing to Internal Audit Committee Procurement Plan in preparation of Internal Budget Hearing to Internal Audit Committee November November End-Users 4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Plan (per funding source, per campus, per operating unit) that is compliant with the Project Procurement Management Plan (PPMP) Procurement Plan in government Plan vis-à-vis the unique operating system of the Annual Procurement Plan (November 2014)						7
general rule in government grocurement procurement pro	Bidding	Bidding		VP for Admin and	September	Budget
general rule in government of the Project Procurement mixed procurement planning procurement Planning particularly on the preparation of the Annual Procurement Plan the prescribed format prescribed format preparation and in the prescribed format procurement Plan the preparation and in the preparation of the PPMP procurement Planning provided in the project Procurement Management Plan vis-à-vis the unique operating system of the product procurement Management Plan vis-à-vis the unique operating system of the product procurement Management Plan vis-à-vis the unique operating system of the product procurement Management Plan vis-à-vis the unique operating system of the product procurement Management Plan vis-à-vis the unique operating system of the product procurement Management Plan vis-à-vis the unique operating system of the product procurement Vision of the Project Procurement Management Plan vis-à-vis the unique operating system of the product procurement Vision of the Project Procurement Management Plan vis-à-vis the unique operating system of the product procurement vision of the product procurement Vision of the Project Procurement Management Plan vis-à-vis the unique operating system of the product procurement Vision of the Project Procurement Management Plan vis-à-vis the unique operating system of the product procurement Vision of the Project Procurement Management Plan vis-à-vis the unique operating system of the product procurement Vision of the Project Procurement Management Plan vis-à-vis the unique operating system of the product procurement Vision of the Project Procurement Vision vision of the Project Procurement Vision of the Project	Sinning	apity compensate or a construction	,	7	Ì	Remiire
Procurement Planning Procurement Procurement Planning Procurement Procurement Procurement Procurement Procurement Procurement Procurement Procurement Procurement Planning Procurement Procurement Planning Procurement Project Project Procurement Project Proje	Default Procurement Method	general rule in government	of the Project Procurement Management Plan	Filldlice		ichai
Percentage of Public Procurement Planning University (with 7 campuses and its Matrix-Type Did not footal procurement Plan is compliant with the Percentage of Public University of the Annual Procurement Plan is compliant with the Procurement Plan is compliant with the Procurement Plan is compliant with the Procurement Plan in University (with 7 campuses and its Matrix-Type Did not particularly on the preparation of the preparation of the preparation with the Project Procurement Plan in University (with 7 campuses and its Matrix-Type Committee Committe		procurement	vis-à-vis the unique operating system of the		November	
Procurement Planning or total procurement percentage of Public land is compliant with the prescribed format me of total procurement and in contracts in terms of guideline in preparation and in contracts in terms of guideline in preparation and in contracts in terms of guideline in preparation and in contracts in terms of guideline in preparation and in contracts in terms of guideline in preparation and in contracts in terms of guideline in preparation and in contracts in terms of operating the prescribed format funding prioritization within the context of very contact of very contact of very contracts in the prescribed format funding prioritization within the context of very context of very contracts in the preparation of the	Dorcontago	1	University (with 7 campuses and its Matrix-Type	Bids and Awards	2014	Traini
Dunt of total procurement plan of the Annual Procurement Plan ing Contracts in terms of guideline in preparation and in prepara	Tid refeelings of the of		Organizational Structure)	Committee		Suppl
percentage of Public Internal Procurement Plan determine specific operational needs of the Service sundeline in preparation and in prescribed format flimited Use of Alternative Centage of Shopping to that is compliant with the compuses and units. Corollarily to ensure funding prioritization within the context of very ended buget and the requirements of operating units. 2. Conduct of Internal Budget Hearing to Internal Audit Service Service 2. Conduct of Internal Budget Hearing to Internal Audit Service Service 2. Conduct of Internal Budget Hearing to Internal Audit Service Service 2. Conduct of Internal Budget Hearing to Internal Audit Service 4. Preparation of the PPMP 4. Preparation of FPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is compliant with the office Procurement Management Plan of the Annual Procurement Plan vis-à-vis the unique operating system of the Awards Committee 2014	Blading Contracts III fellis of		(6)			81
Percentage of Public that is compliant with the determine specific operational needs of the Service guideline in preparation and in the prescribed format the prescribed format the prescribed format limited budget and the requirements of operating units. Corollarlly to ensure funding prioritization within the context of very operating the 7 campuses and the other operating units. 3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of the PPMP 4. Preparation of Annual Procurement Popularity that is 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is compliant with the particularly on the preparation of the Project Procurement Management Plan of the Project Procurement Management Plan of the Project Procurement Management Plan of the Annual Procurement Vis-à-vis the unique operating system of the Annual Procurement Vis-à-vis the unique operating system of the Annual Procurement Vis-à-vis the unique operating system of the Annual Procurement Vis-à-vis the unique operating vis-à-vis the vis-à-vis the unique operating vis-à-vis the	amount of total procurement	particularly on the preparation				2
Percentage of Public that is compliant with the determine specific operational needs of the service guideline in preparation and in compuses and units. Corollarily to ensure funding prioritization within the context of very End-Users Imited budget and the requirements of operating units 3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is Limited Use of Alternative particularly on the preparation of the Project Procurement Management Plan that is compliant with the properation of the Project Procurement Management Plan that is compliant with the properation of the Vis-à-vis the unique operating system of the Annual Procurement Plan vis-à-vis the unique operating system of the Annual Procurement Plan vis-à-vis the unique operating system of the Annual Procurement Plan vis-à-vis the unique operating system of the Annual Procurement Plan vis-à-vis the unique operating system of the Annual Procurement Plan vis-à-vis the unique operating system of the Annual Procurement Plan vis-à-vis the unique operating system of the Annual Procurement Plan vis-à-vis the unique operating system of the Program Annual Procurement Plan vis-à-vis the unique operating system of the Program Annual Procurement Plan vis-à-vis the unique operating system of the Program Annual Procurement Plan vis-à-vis the unique operating system of the Program Annual Procurement Plan vis-à-vis the unique operating system of the Program Annual Procurement Plan vis-à-vis the unique operating system of the Program Annual Procurement Plan vis-à-vis the unique operating system of the Program Annual Procurement Plan vis-à-vis the unique operation system of the Program Progra	3	of the Annual Procurement Plan	2. Conduct of Internal Budget Hearing to	Internal Audit		לחל
ume of total procurement the prescribed format guideline in preparation and in the prescribed format the prescribed format funding prioritization within the context of very lend-Users and the requirements of operating the 7 campuses and the other operating units 3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is Limited by udget and the requirements of operating units 3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is Unit Training Vorkshop in the Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is Unit Training Vorkshop in the Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is Unit Training Vorkshop in the Program (per funding source, per campus, per operating unit) that is Unit Training Vorkshop in the Program (per funding source, per campus, per operating unit) that is Unit Training Vorkshop in the Program (per funding source, per campus, per operating unit) that is Unit Training Vorkshop in the Program (per funding source, per campus, per operating unit) that is Unit Training Vorkshop in the Program (per funding source, per campus, per operating unit) that is Unit Training Vorkshop in the PPMP	Percentage	that is compliant with the	determine specific operational needs of the	Service		
the prescribed format Ilimited budget and the requirements of operating the 7 campuses and the other operating units 3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is e Procurement Planning of the Project Procurement Management Plan of the Project Procurement Management Plan vis-à-vis the unique operating system of the that is compliant with the vis-à-vis the unique operating system of the properation of Movember and the requirements of operating workshop in the preparation of the PPMP 4. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is 5. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operating system of the project Procurement Plan vis-à-vis the unique operation of the project Procurement Plan vis-à-vis the unique operation of the project Procurement Plan vis-à-	Bidding Contracts in terms of	guideline in preparation and in	campuses and units. Corollarily to ensure			70,00
limited budget and the requirements of operating the 7 campuses and the other operating units 3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is 6. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan of the Project Procurement Management Plan vis-à-vis the unique operating system of the Awards Committee 2014	Clause of total procurement	the prescribed format	funding prioritization within the context of very	End-Users		
operating the 7 campuses and the other operating units 3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is Use of Alternative Procurement Plan of the Annual Procurement Plan of the Annual Procurement Plan of the Annual Procurement Plan that is compliant with the operating that is compliant with the operating the 7 campuses and the other operating Workshop in the Preparation of Training Workshop in the Preparation of Training Workshop in the Preparation of PPMP 4. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is 5. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan Procurement Plan Procu	Acidille of rotal brocal cilicit		limited budget and the requirements of			Food
operating units 3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is Use of Alternative Procurement Planning of the Project Procurement Management Plan of the Annual Procurement Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is compliant with the project Procurement Management Plan that is provided that the project Procurement Management Plan that is provided that the project Procurement Management Plan that is provided that the project Procurement Plan that is provided that the project Procurement Management Plan that is provided that the project Procurement Plan that is provided			operating the 7 campuses and the other			
3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating) unit) that is 7. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan that is compliant with the 3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is 6. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan that is compliant with the vis-à-vis the unique operating system of the Awards Committee 2014			operating units			PhP:
4. Preparation of the PPMP 4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating) unit) that is 6. Preparation of Annual Procurement Procurement Procurement Procurement Plan of the Project Procurement Management Plan that is compliant with the preparation of the Annual Procurement Plan that is compliant with the preparation of the Project Procurement Management Plan that is compliant with the preparation of the Project Procurement Management Plan that is compliant with the preparation of the Project Procurement Management Plan Procurement			Conduct of Training			150,0
4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is 9. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is 1. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan of the Annual Procurement Plan vis-à-vis the unique operating system of the Awards Committee 2014			paration of the PPMP			
Use of Alternative of shopping of the Annual Procurement Plan of shopping that is compliant with the operation of the Annual Procurement Wis-à-vis the unique operating system of the Annual with the operation of Annual Procurement Plan vis-à-vis the unique operating system of the Annual Procurement Wards Committee and that is compliant with the operation of Annual Procurement Plan vis-à-vis the unique operating system of the Awards Committee and the procurement Plan vis-à-vis the unique operating system of the annual Procurement Plan vis-à-vis the unique operating system of the annual Procurement Plan vis-à-vis the unique operating system of the annual Procurement Plan vis-à-vis the unique operating system of the annual Procurement Plan vis-à-vis the unique operating vis-à-vis the unique operating system of the annual Procurement Plan vis-à-vis the unique operating vis-à-vis the unique operation vis-à-vis the unique v			4. Preparation of PPMP Per Campus/Operating			Total
Use of Alternative of shopping of shopping of shopping that is compliant with the oscillarly on the preparation of shopping of the Annual Procurement with the oscillarity on the preparation of the Annual Procurement With the oscillarity on the preparation of the Annual Procurement Plan of the Annual Procurement With the oscillarity of the Annual Procurement Plan of the preparation of the Unique operating system of the oscillarity of the Annual Procurement Plan of the Procurement Plan of the Oscillarity of the Annual Procurement Plan of the Oscillarity of the Unique operating system of the Oscillarity of the Unique operating system of the Oscillarity of the Unique operating of the Oscillarity of the Oscillarity of the Unique operating of the Oscillarity of t			Unit			220,0
Use of Alternative of shopping of the Annual Procurement Planning of the Annual Procurement With the of Shopping of the Annual Procurement With the one of Shopping of the Annual Procurement Plan of the Organical Unit) that is compliant with the one of the one of the one of the organical Unit) that is compliant with the one of the one of the one of the organical Unit) that is one of the one of the one of the organical Unit) that is one of the one of the organical Unit) that is one of the one of the organical Unit) that is one organical Unit)			5. Preparation of Annual Procurement Program			
Use of Alternative Procurement Planning of the Annual Procurement Plan with the Procurement Vis-à-vis the unique operating system of the Procurement Vis-à-vis the unique operating system of the Procurement Vis-à-vis the unique operating system of the Awards Committee			(per funding source, per campus, per operating			
Use of Alternative Procurement Planning 1.Preparation of Guidelines in the Preparation — VP for Administrati				VD for Admin and	Contombor	
f Procurement 2.a particularly on the preparation of the Project Procurement Management Plan of the Annual Procurement Plan that is compliant with the	(2) Limited Use of Alternative			- VP for Admin and	September	
of shopping of the Annual Procurement Plan vis-à-vis the unique operating system of the that is compliant with the	Methods of Procurement 2.a	particularly on the preparation	of the Project Procurement Management Plan	Finance Bids and	. 1	
that is compliant with the	Percentage of shopping	of the Annual Procurement Plan	vis-à-vis the unique operating system of the	Awards Committee	November	
		that is compliant with the			2014	

	funding prioritization within the context of very limited budget and the requirements of operating the 7 campuses and the other		
	determine specific operational needs of the campuses and units. Corollarily to ensure	Procurement is allowed in highly exceptional cases	
	2. Conduct of Internal BudgetHearing to	Alternative Methods of	
	Organizational structure)	guideline and the prescribed format. Within the context that	contracts in terms of total procurement
	University (with 7 campuses and its Matrix-Type	compliant	2.a Percentage of shopping
		of the Annual Procurement Plan	
	of the Project Procurement Management Plan	Procurement Planning particularly on the preparation	(2) Limited Use of Alternative Methods of Procurement
	procurement period. *These proposed actions		
	determined before the start of the		
	procurement of goods, services, civil works are		
	and determination of that the mode of		
	ensure proper classification and consolidation		
	proposed actions during the 3rd quarter to	· · · · · · · · · · · · · · · · · · ·	
	format 6. Undertaking the 2nd, 3rd. and 4th		
	guidelines in preparation and in the prescribed		
	operating unit) that is compliant with the		
	Program (per funding source, per campus, per		- Corbail
	Unit 5. Preparation of Annual Procurement		
	Preparation of PPMP Per Campus/Operating		
	Workshop in the Preparation of the PPMP 4.		
	operating units 3. Conduct of Training		
	operating the 7 campuses and the other		
	limited budget and the requirements of		
	funding prioritization within the context of very		
	campuses and units. Corollarily to ensure	9	
	determine specific operational needs of the	highly exceptional cases	
	Conduct of Internal Budget Hearing to	Procurement is allowed in	
		Alternative Methods of	
Service End-Users	Type Organizational Structure)	Vithin the c	ent
Internal Audit	University (with 7 campuses and its Matrix-	guideline and the prescribed	contracts in terms of total

(5) Procurement Planning and Implementation	(3) Competitiveness of the Bidding Process 3.a Average number of entities who acquired bidding documents	
Procurement Planning particularly on the preparation of the Annual Procurement Plan that is compliant with the	Increased Transparency in the Procurement Process particularly in providing information to the public about procurements undertaken by the Agency	
1. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan vis-à-vis the unique operating system of the	 Posting Invitation to Bid/s and other procurement information in the Website of the University and Conspicuous Places within the Province and Adjoining Areas Installation of a Bulletin of Information at the Entrance of the University (to post ITBs and other procurement information) 	3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is compliant with the guidelines in preparation and in the prescribed format 6. Undertaking the 2nd, 3rd. and 4th proposed actions during the 3rd quarter to ensure proper classification and consolidation and determination of that the mode of procurement of goods, services, civil works are determined before the start of the procurement period. *These proposed actions will increase compliance with the general rule that the default method of procurement is competitive/public bidding and will eventually decrease procurement using the alternative methods, limiting such to exceptional cases
GASS – VP for Admin and Finance	Bids and Awards Committee MIS	
October 2014	October 2014	

	termine specific operampuses and units. Conding prioritization with lited budget and the erating the 7 campuerating units Conduct of Training eparation of the PPMP Preparation of Annual Per funding source, per crit) that is compliant was paration and in the presentation and in the presentation and in the presentation and termination of that the logoods, services, civil was fore the start of the prohability method of mpetitive/public biddin	
earing to Internal Audit	Conduct of Internal Budget Hearing to	
Committee	Organizational Structure)	format format

Government Personnel and Private Sector Participants 10.a There is a system within the procuring entity to evaluate the performance of				format, prompt submission to GPPB, and posting in agency website	Procurement Monitoring Reports using the prescribed	7.b Preparation of	procurement information easily accessible at no cost	provides up-to-date	7 o Drosson of wohsite that	Information	(7) System for Disseminating and Monitoring Procurement
Procurement Officials	Compliance to Reporting Requirement/s		Public Monitoring to ensure awareness and vigilance of the public in the procurement activities of the Agency					the Agency Competitiveness	information to the public about	in p	Increased Transparency in the Procurement Process
	1 Proparation of an Annual Staff Development	Inclusion of PMR submission as a performance indicator/target of the BAC and the BAC Secretariat	1. Issuance of an Office Order requiring compliance to the submission of the Performance Monitoring Report to the GPPB and other agencies as necessary	cess	ormation on procurements und priversity is transmitted to the	 Updating on a regular basis (monthly) the Transparency Seal of the University to ensure 	information)	University (to post ITBs and other procurement	Province and Adjoining Areas 2. Installation of a Rulletin of Information at the Entrance of the	University and Conspicuous Places within the	 Posting Invitation to Bid/s and other procurement information in the Website of the
Committee Secretariat MIS Team University President	Rids and Awards						University President		MIS	Secretariat	Bids and Awards Committee
2014	December										December 2014
									P 80.000.00		Transparence Board

Procurement and Contract Management and Contract Management Records 11.a The BAC Secretariat has a system for keeping and maintaining procurement records 11.b Implementing Units has and is implementing system for keeping and maintaining complete and easily retrievable contract management records	procurement personnel 10.b Percentage of participation of procurement staff in annual procurement training 10.c Agency has activities to inform and update bidders on public procurement
Management	Accountability Participation of Civil Society Organizations in the Procurement Process Increased Transparency in the Procurement Process
Management System with the assistance of the IT Experts from the College of Communication and Information Technology 2. Provision of state-of-the art records management equipment (computers, pocket wifi) and filing materials 3. Provision of copies of contracts and purchase orders to the end-user units (campuses/colleges/operating units) 1. Training of BAC Secretariat in records management and allocating budget for such	 Preparation of performance targets of the procurement officials, inclusion of such in their IPCRs Conduct of Forum (twice a year) on the Procurement System of the University Upgrading Internet Connectivity of the BAC Office/BAC Secretariat's Office through provision of state-ofthe arts IT equipment and stronger internet connections Revision/Updating of the Procurement Flow Chart and Posting of Such in College/Campus Bulletin Boards and University Website Autolink of the University Information System and Website with the PhilGEPS
Committee Secretariat MIS Team	
2014	•

		(13) Observers' Participation in Public Bidding 13.b Percentage of attendance of Observers in public bidding	12) Contract Management Procedures 12.a Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of	
		Transparency	Accountability Streamlined Process	Building the Capacity of the BAC Secretariat particularly in Records Management
1. Networking and linking with the CSOs in the area by providing them information on the procurement activities of the University and the importance of their participation in the procurement process 2. Preparation of a Registry of CSOs in the area	 2. Preparation of Invites at least five (5) days before the procurement activity and inclusion in the Invites schedules of the procurement activities and the format for evaluation 3. Follow-up and reminder of invitations a day before the scheduled procurement activities through phone calls, texts, FB, etc. by the Member of the BAC Secretariat assigned for this 	1. Assigning the task of preparing Invitation for Observers in Public Bidding Activities to a Member of the BAC Secretariat	1. Finalization of the Administrative Manual (allocating a section which will clearly define procedures, standards in quality control, acceptance and inspection, supervision of works)	
		Bids and Awards Committee BAC Secretariat	President GASS – VP for Admin and Finance Bids and Awards Committee Supply Office	
		December 2014	2014	

	Participation of Civil Society Organizations in the				
	Procurement Process				
(15) Capacity to Handle	Professionalization of	of 1. Send Procurement Officials in Trainings that	University President	December	P150,000.00
Procurement Related	Procurement Officials	will capacitate them in handling procurement		2014	
Complaints		related complaints	Bids and Awards		
15.a The Procuring Entity has	Compliance with Procedures	2. Inclusion of a procedure for efficient Committee	Committee		
an efficient procurement		procurement complaints system in the			
complaints system and has	Responsiveness	Administrative Manual of the University			
the capacity to comply with					
procedural requirements					
(16) Anti-Corruption Programs	Accountability	1. Strengthen the internal audit system	University President	December	
Related to Procurement 16.a				2014	
Agency has a specific			Internal Audit		
anticorruption program/s			Service		
related to procurement					