

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

Name of Agency: Center for International Trade Expositions and Missions
Date of Self Assessment: June 2022

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.a | Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement | 15.70% | 0.00 | | PMRs |
| 1.b | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement | 2.09% | 0.00 | | PMRs |
| Indicator 2. Limited Use of Alternative Methods of Procurement | | | | | |
| 2.a | Percentage of shopping contracts in terms of amount of total procurement | 2.40% | 3.00 | | PMRs |
| 2.b | Percentage of negotiated contracts in terms of amount of total procurement | 73.08% | 0.00 | | PMRs |
| 2.c | Percentage of direct contracting in terms of amount of total procurement | 8.82% | 0.00 | | PMRs |
| 2.d | Percentage of repeat order contracts in terms of amount of total procurement | 0.00% | 3.00 | | PMRs |
| 2.e | Compliance with Repeat Order procedures | n/a | n/a | | Procurement documents relative to conduct of Repeat Order |
| 2.f | Compliance with Limited Source Bidding procedures | n/a | n/a | | Procurement documents relative to conduct of Limited Source Bidding |
| Indicator 3. Competitiveness of the Bidding Process | | | | | |
| 3.a | Average number of entities who acquired bidding documents | 1.71 | 0.00 | | Agency records and/or PhilGEPS records |
| 3.b | Average number of bidders who submitted bids | 1.86 | 0.00 | | Abstract of Bids or other agency records |
| 3.c | Average number of bidders who passed eligibility stage | 0.86 | 0.00 | | Abstract of Bids or other agency records |
| 3.d | Sufficiency of period to prepare bids | Fully Compliant | 3.00 | | Agency records and/or PhilGEPS records |
| 3.e | Use of proper and effective procurement documentation and technical specifications/requirements | Fully Compliant | 3.00 | | Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents |
| | | Average I | 1.09 | | |
| PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY | | | | | |
| Indicator 4. Presence of Procurement Organizations | | | | | |
| 4.a | Creation of Bids and Awards Committee(s) | Fully Compliant | 3.00 | | Verify copy of Order creating BAC; Organizational Chart; and Certification of Training |
| 4.b | Presence of a BAC Secretariat or Procurement Unit | Fully Compliant | 3.00 | | Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training |
| Indicator 5. Procurement Planning and Implementation | | | | | |
| 5.a | An approved APP that includes all types of procurement | Compliant | 3.00 | | Copy of APP and its supplements (if any) |
| 5.b | Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service | Fully Compliant | 3.00 | | APP, APP-CSE, PMR |
| 5.c | Existing Green Specifications for GPPB-identified non-CSE items are adopted | Compliant | 3.00 | | ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity |
| Indicator 6. Use of Government Electronic Procurement System | | | | | |
| 6.a | Percentage of bid opportunities posted by the PhilGEPS-registered Agency | 93.83% | 3.00 | | Agency records and/or PhilGEPS records |

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Name of Evaluator: _____
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| No. | Assessment Conditions | Agency Score | APCPI Rating* | Comments/Findings to the Indicators and SubIndicators | Supporting Information/Documentation (Not to be Included in the Evaluation) |
|---|--|-------------------|---------------|---|--|
| 6.b | Percentage of contract award information posted by the PhilGEPS-registered Agency | 100.00% | 3.00 | | Agency records and/or PhilGEPS records |
| 6.c | Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency | 76.40% | 2.00 | | Agency records and/or PhilGEPS records |
| Indicator 7. System for Disseminating and Monitoring Procurement Information | | | | | |
| 7.a | Presence of website that provides up-to-date procurement information easily accessible at no cost | Fully Compliant | 3.00 | | Identify specific procurement-related portion in the agency website and specific website links |
| 7.b | Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website | Fully Compliant | 3.00 | | Copy of PMR and received copy that it was submitted to GPPB |
| | | Average II | 2.90 | | |
| PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES | | | | | |
| Indicator 8. Efficiency of Procurement Processes | | | | | |
| 8.a | Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs | 72.98% | 2.00 | | APP (including Supplemental amendments, if any) and PMRs |
| 8.b | Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding | 71.43% | 0.00 | | APP(including Supplemental amendments, if any)and PMRs |
| 8.c | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe | Fully Compliant | 3.00 | | Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less |
| Indicator 9. Compliance with Procurement Timeframes | | | | | |
| 9.a | Percentage of contracts awarded within prescribed period of action to procure goods | 100.00% | 3.00 | | PMRs |
| 9.b | Percentage of contracts awarded within prescribed period of action to procure infrastructure projects | n/a | n/a | | PMRs |
| 9.c | Percentage of contracts awarded within prescribed period of action to procure consulting services | n/a | n/a | | PMRs |
| Indicator 10. Capacity Building for Government Personnel and Private Sector Participants | | | | | |
| 10.a | There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis | Fully Compliant | 3.00 | | Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel |
| 10.b | Percentage of participation of procurement staff in procurement training and/or professionalization program | 0.00% | 0.00 | | Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted |
| 10.c | The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity | Compliant | 3.00 | | Ask for copies of documentation of activities for bidders |
| Indicator 11. Management of Procurement and Contract Management Records | | | | | |
| 11.a | The BAC Secretariat has a system for keeping and maintaining procurement records | Fully Compliant | 3.00 | | Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance. |

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

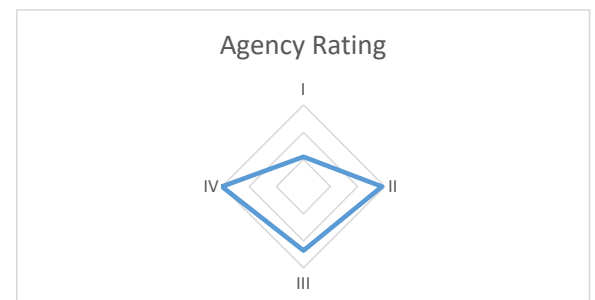
Name of Agency: Center for International Trade Expositions and Missions
 Date of Self Assessment: June 2022

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) |
|--|---|--------------------------|---------------|---|---|
| 11.b | Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records | Fully Compliant | 3.00 | | Verify actual contract management records and time it took to retrieve records should be no more than two hours |
| Indicator 12. Contract Management Procedures | | | | | |
| 12.a | Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance | Fully Compliant | 3.00 | | Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz |
| 12.b | Timely Payment of Procurement Contracts | On or before 30 days | 3.00 | | Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts |
| | | Average III | 2.36 | | |
| PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM | | | | | |
| Indicator 13. Observer Participation in Public Bidding | | | | | |
| 13.a | Observers are invited to attend stages of procurement as prescribed in the IRR | Fully Compliant | 3.00 | | Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.) |
| Indicator 14. Internal and External Audit of Procurement Activities | | | | | |
| 14.a | Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits | Fully Compliant | 3.00 | | Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations |
| 14.b | Audit Reports on procurement related transactions | Above 90-100% compliance | 3.00 | | Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations |
| Indicator 15. Capacity to Handle Procurement Related Complaints | | | | | |
| 15.a | The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements | Fully Compliant | 3.00 | | Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints |
| Indicator 16. Anti-Corruption Programs Related to Procurement | | | | | |
| 16.a | Agency has a specific anti-corruption program/s related to procurement | Fully Compliant | 3.00 | | Verify documentation of anti-corruption program |
| | | Average IV | 3.00 | | |
| GRAND TOTAL (Average I + Average II + Average III + Average IV / 4) | | | 2.34 | | |

Summary of APCPI Scores by Pillar

| APCPI Pillars | Ideal Rating | Agency Rating |
|---|--------------|---------------|
| I Legislative and Regulatory Framework | 3.00 | 1.09 |
| II Agency Institutional Framework and Management Capacity | 3.00 | 2.90 |
| III Procurement Operations and Market Practices | 3.00 | 2.36 |
| IV Integrity and Transparency of Agency Procurement Systems | 3.00 | 3.00 |
| Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4 | 3.00 | 2.34 |



**ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT**

Name of Agency: Center of International Trade Expositions and Missions


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 |
|---|------------------------------|--|--------------------------|-----------------------------------|------------------------|---|---|---|---|--|--|---|---|
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 | Column 10 | Column 11 | Column 12 | Column 13 | Column 14 |
| 1. Public Bidding* | | | | | | | | | | | | | |
| 1.1. Goods | 21,267,140.00 | 7 | 5 | 14,447,129.00 | 2 | 12 | 13 | 6 | 7 | 5 | 0 | 0 | 5 |
| 1.2. Works | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1.3. Consulting Services | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub-Total | 21,267,140.00 | 7 | 5 | 14,447,129.00 | 2 | 12 | 13 | 6 | 7 | 5 | 0 | 0 | 5 |
| 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) | 1,857,710.97 | 12 | 10 | 1,165,180.20 | | | | | 12 | 10 | | | |
| 2.1.3 Other Shopping | 1,603,906.65 | 98 | 84 | 1,038,962.52 | | | | | | 0 | | | |
| 2.2.1 Direct Contracting (above 50K) | 8,121,000.00 | 6 | 6 | 8,101,000.00 | | | | | | 6 | | | |
| 2.2.2 Direct Contracting (50K or less) | 12,241.40 | 1 | 1 | 12,241.40 | | | | | | 0 | | | |
| 2.3.1 Repeat Order (above 50K) | 0.00 | 0 | 0 | 0.00 | | | | | | 0 | | | |
| 2.3.2 Repeat Order (50K or less) | 0.00 | 0 | 0 | 0.00 | | | | | | 0 | | | |
| 2.4. Limited Source Bidding | 0.00 | 0 | 0 | 0.00 | | | | | 0 | 0 | | | |
| 2.5.1 Negotiation (Common-Use Supplies) | 1,729,000.00 | 1 | 1 | 1,729,000.00 | | | | | | | | | |
| 2.5.2 Negotiation (Recognized Government Printers) | 0.00 | 0 | 0 | 0.00 | | | | | | | | | |
| 2.5.3 Negotiation (TFB 53.1) | 6,200,000.00 | 2 | 2 | 6,128,000.00 | | | | | 2 | 2 | | | |
| 2.5.4 Negotiation (SVP 53.9 above 50K) | 37,192,400.00 | 60 | 46 | 24,196,174.28 | | | | | 55 | 46 | | | |
| 2.5.5 Other Negotiated Procurement (Others above 50K) | 48,936,750.00 | 33 | 25 | 35,819,360.76 | | | | | | 4 | | | |
| 2.5.6 Other Negotiated Procurement (50K or less) | 1,523,500.00 | 71 | 60 | 1,101,182.34 | | | | | | 0 | | | |
| Sub-Total | 107,176,509.02 | 284 | 235 | 79,291,101.50 | | | | | 69 | 68 | | | |
| 3. Foreign Funded Procurement** | | | | | | | | | | | | | |
| 3.1. Publicly-Bid | 0.00 | 0 | 0 | 0.00 | | 0 | 0 | 0 | | | | | |
| 3.2. Alternative Modes | 0.00 | 0 | 0 | 0.00 | | 0 | 0 | 0 | | | | | |
| Sub-Total | 0.00 | 0 | 0 | 0.00 | | | | | | | | | |
| 4. Others, specify: | 0.00 | 0 | 0 | 0.00 | | | | | | | | | |
| TOTAL | 128,443,649.02 | 291 | 240 | 93,738,230.50 | | | | | | | | | |

* 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

Prepared by:


REYNALDO GONZALES
Head, BAC Secretariat

Recommended by:


ATTY. ANNA GRACE MARPURI
Chairman, Bids and Awards Committee

Approved by:


MA. LOURDES D. MEDIRAN
Alternate Head of Procuring Entity/Deputy Executive Director


PAULINA SUACO JUAN
Head of Procuring Entity/Executive Director

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Name of Agency: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Name of Respondent: _____

Date: _____
Position: 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://citem.gov.ph/transparency
- Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: 31-Mar-21

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: 31-Aug-21
- 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)

- n/a Original contract awarded through competitive bidding
- n/a The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- n/a 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
- n/a The quantity of each item in the original contract should not exceed 25%
- n/a 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.

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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

- 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.: 2019018
- 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>OIC-DM Atty. Anna Grace I. Marpuri</u> | <u>March 12, 2021</u> |
| B. <u>DC Katrina C. Pineda</u> | <u>March 12, 2021</u> |
| C. <u>DC Wilma G. Dulay</u> | <u>March 12, 2021</u> |
| D. <u>DC Rowena D. Mendoza</u> | <u>March 12, 2021</u> |
| E. <u>DC. Marjo F. Evio</u> | <u>March 12, 2021</u> |
| F. <u>DC Norman D. Bagulbagul</u> | <u>March 12, 2021</u> |
| G. <u>DC Anna Marie D. Alzona</u> | <u>March 12, 2021</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
please provide Office Order No.: 2019018
- The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: Reynaldo R. Gonzales
- Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: March 8-12, 2021

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 checked="" type="checkbox"/> Air Conditioners | <input checked="" type="checkbox"/> Food and Catering Services |
| <input checked="" type="checkbox"/> Vehicles | <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues |
| <input checked="" type="checkbox"/> Fridges and Freezers | <input checked="" type="checkbox"/> Toilets and Urinals |
| <input checked="" type="checkbox"/> Copiers | <input checked="" 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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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: citem.gov.ph
- Procurement information is up-to-date
- Information is easily accessible at no cost

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

- Agency prepares the PMRs
- PMRs are promptly submitted to the GPPB
please provide submission dates: 1st Sem - July 14, 2021 2nd Sem - January 14, 2021
- PMRs are posted in the agency website
please provide link: https://citem.gov.ph/transparency
- 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)

Date of most recent training: 12 Mar 2021

- 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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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)

- 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: _____
- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
Name of CPES Evaluator: _____

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) 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
- E. Bid evaluation
- F. Post-qualification

- Observers are invited to attend stages of procurement as prescribed in the IRR
- Observers are allowed access to and be provided documents, free of charge, as stated in the IRR
- Observer reports, if any, are promptly acted upon by the procuring entity

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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

- Creation of Internal Audit Unit (IAU) in the agency
Agency Order/DBM Approval of IAU position/s: _____ 2018005
- Conduct of audit of procurement processes and transactions by the IAU within the last three years
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

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

- Yes (percentage of COA recommendations responded to or implemented within six months)
_____ 100 _____ %
- No procurement related recommendations received

22. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements, which of conditions is/are present? (15a)

- The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body

23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (16a)

- Agency has a specific office responsible for the implementation of good governance programs
- Agency implements a specific good governance program including anti-corruption and integrity development
- Agency implements specific policies and procedures in place for detection and prevention of corruption

| No. | Assessment Conditions | Poor/Not Compliant (0) | Acceptable (1) | Satisfactory (2) | Very Satisfactory/Compliant (3) |
|--|--|------------------------|-----------------------|-------------------------|---------------------------------|
| | | 0 | 1 | 2 | 3 |
| 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% | Between 91.00-100% |
| 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% | Above 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 6.00-7.00 % | Between 4.00-5.99 % | Below 4.00% |
| 4 | Percentage of negotiated contracts in terms of amount of total procurement | Above 15.00% | Between 11.00 -15.00% | Between 6.00-10.99% | Below 6.00% |
| 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% | Below 1.00% |
| 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% | Below 1.00% |
| 7 | Compliance with Repeat Order procedures | Not Compliant | | | Compliant |
| 8 | Compliance with Limited Source Bidding procedures | Not Compliant | | | 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 | 6.00 and above |
| 10 | Average number of bidders who submitted bids | Below 2.00 | 2.00-2.99 | 3.00-4.99 | 5.00 and above |
| 11 | Average number of bidders who passed eligibility stage | Below 1.00 | 1.00 – 1.99 | 2.00-2.99 | 3.00 and above |
| 12 | Sufficiency of period to prepare bids | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 13 | Use of proper and effective procurement documentation and technical specifications/requirements | Not Compliant | Partially Compliant | Substantially Compliant | Fully 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 | Fully Compliant |
| 15 | Presence of a BAC Secretariat or Procurement Unit | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| Indicator 5. Procurement Planning and Implementation | | | | | |
| 16 | An approved APP that includes all types of procurement | Not Compliant | | | 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 | Fully Compliant |
| 18 | Existing Green Specifications for GPPB-identified non-CSE items are adopted | Not Compliant | | | Compliant |
| Indicator 6. Use of Government Electronic Procurement System | | | | | |
| 19 | Percentage of bid opportunities posted by the PhilGEPS-registered Agency | Below 70.99% | Between 71.00-80.99% | Between 81.00-90.99% | Above 91.00% |
| 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% | Above 80.00% |

| No. | Assessment Conditions | Poor/Not Compliant (0) | Acceptable (1) | Satisfactory (2) | Very Satisfactory/Compliant (3) |
|---|---|-------------------------------|------------------------------|---------------------------------|---------------------------------|
| | | 0 | 1 | 2 | 3 |
| 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% | Above 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 | Fully 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 | Fully 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% | Above 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% | Above 95.00% |
| 26 | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe | Not Compliant | Partially Compliant | Substantially Compliant | Fully 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% | 100% |
| 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% | 100% |
| 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% | 100% |
| 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 | Fully 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 | Between 91.00-100% Trained |
| 32 | The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity | Not Compliant | | | 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 | Fully 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 | Fully 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 | Fully Compliant |
| 36 | Timely Payment of Procurement Contracts | After 45 days | Between 38-45 days | Between 31-37 days | On or before 30 days |
| PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM | | | | | |
| Indicator 13. Observer Participation in Public Bidding | | | | | |

| No. | Assessment Conditions | Poor/Not Compliant (0) | Acceptable (1) | Satisfactory (2) | Very Satisfactory/Compliant (3) |
|--|---|------------------------|------------------------------|------------------------------|---------------------------------|
| | | 0 | 1 | 2 | 3 |
| 37 | Observers are invited to attend stages of procurement as prescribed in the IRR | Not Compliant | Partially Compliant | Substantially Compliant | Fully 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 | Fully Compliant |
| 39 | Audit Reports on procurement related transactions | Below 60% compliance | Between 61-70.99% compliance | Between 71-89.99% compliance | Above 90-100% compliance |
| Indicator 15. Capacity to Handle Procurement Related Complaints | | | | | |
| 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 | Fully 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 | Fully Compliant |

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Center for International Trade Expositions and Missions

Period: 2021

| 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 | Procurement Planning and consolidation of procurement requirements. | End-users | Last quarter of the preceding year | Meetings / Procurement Plannings |
| 1.b | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement | Procurement Planning and consolidation of procurement requirements. | End-users | Last quarter of the preceding year | Meetings / Procurement Plannings |
| 2.a | Percentage of shopping contracts in terms of amount of total procurement | Procurement Planning and consolidation of procurement requirements. | End-users | Last quarter of the preceding year | Meetings / Procurement Plannings |
| 2.b | Percentage of negotiated contracts in terms of amount of total procurement | Procurement Planning, Updating the pool of suppliers, and invitation/sourcing of more prospective bidders | End-users / Procurement Unit | Last quarter of the preceding year and Year-round sourcing of suppliers | Meetings / Procurement Plannings / Supplier Summit |
| 2.c | Percentage of direct contracting in terms of amount of total procurement | Procurement Planning, Updating the pool of suppliers, and invitation/sourcing of more prospective bidders | End-users / Procurement Unit | Last quarter of the preceding year and Year-round sourcing of suppliers | Meetings / Procurement Plannings / Supplier Summit |
| 2.d | Percentage of repeat order contracts in terms of amount of total procurement | AGENCY DOESN'T HAVE REQUIREMENTS FOR REPEAT ORDER ALTERNATIVE MODE OF PROCUREMENT | - | - | - |
| 2.e | Compliance with Repeat Order procedures | AGENCY DOESN'T HAVE REQUIREMENTS FOR REPEAT ORDER ALTERNATIVE MODE OF PROCUREMENT | - | - | - |
| 2.f | Compliance with Limited Source Bidding procedures | AGENCY DOESN'T HAVE REQUIREMENTS FOR REPEAT ORDER ALTERNATIVE MODE OF PROCUREMENT | - | - | - |
| 3.a | Average number of entities who acquired bidding documents | Invitation of more prospective bidders and Updating/Expansion of the pool of suppliers | Procurement Unit | Every bidding process and Year-round sourcing of suppliers | Emails / Calls / Supplier Summit |
| 3.b | Average number of bidders who submitted bids | Invitation of more prospective bidders and Updating/Expansion of the pool of suppliers | Procurement Unit | Every bidding process and Year-round sourcing of suppliers | Emails / Calls / Supplier Summit |
| 3.c | Average number of bidders who passed eligibility stage | Expound further the discussion of eligibilty documents to prospective bidder during the Pre-Bid Conference and remind them the all the bidder's responsibilities through email. | BAC Members / BAC Secretariat | Every bidding process | Presentations / Emails |
| 3.d | Sufficiency of period to prepare bids | Early submission of PRs through Procurement Planning / EPA | End-users | Last quarter of the preceding year | Meetings / Procurement Plannings |
| 3.e | Use of proper and effective procurement documentation and technical specifications/requirements | Attending GPPB seminars about crafting TOR/PBDs/Specifications | HRMD / End-users | Yearly | Seminars |
| 4.a | Creation of Bids and Awards Committee(s) | Attending GPPB seminars about conduct of procurement activities as a refresher for the retaining BAC members and training for the new members | HRMD / BAC Members | Yearly | Seminars |
| 4.b | Presence of a BAC Secretariat or Procurement Unit | Attending GPPB seminars about Administrative Assistance, Functions of BAC Secretariat, and the procurement activities as a refresher for the retaining BAC members and training for the new members | HRMD / BAC Secretariat | Yearly | Seminars |
| 5.a | An approved APP that includes all types of procurement | Procurement Planning to carefully examine the appropriate Mode of Procurement of all requirements | End-users | Last quarter of the preceding year | Meetings / Procurement Plannings |

| | | | | | |
|------|--|--|--|--|---|
| 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 | Familiarization of the Enduser is using Excel File and Digital Technology to accomplish the submission of APP-CSE per division for easier consolidation | End-users | 2nd semester | Computer / Microsoft Software |
| 5.c | Existing Green Specifications for GPPB-identified non-CSE items are adopted | Checking and adopting the green specifications of the materials and supplies being requested to purchase. | End-users | Every requirement | Research of Material for Office Supplies and Equipments |
| 6.a | Percentage of bid opportunities posted by the PhilGEPS-registered Agency | Maintain the timeliness and percentage of PhilGEPS postings | BAC Secretariat | All Year-Round | Proof of Posting in PhilGEPS Website |
| 6.b | Percentage of contract award information posted by the PhilGEPS-registered Agency | Maintain the timeliness and percentage of PhilGEPS postings | BAC Secretariat | All Year-Round | Proof of Posting in PhilGEPS Website |
| 6.c | Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency | Maintain the timeliness and percentage of PhilGEPS postings | BAC Secretariat | All Year-Round | Proof of Posting in PhilGEPS Website |
| 7.a | Presence of website that provides up-to-date procurement information easily accessible at no cost | Close coordination with Systems Management Devt Division for errors encountered in the accessibility of posting. | BAC Secretariat / SMDD | All Year-Round | Proof of Posting in CITEM Website |
| 7.b | Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website | Mothly closing of records for easier consolidation before the deadline of submission. | BAC Secretariat / Procurement Unit | Monthly | Computer / Microsoft Software |
| 8.a | Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs | Improved Procurement Planning based on trust, programs and mandate of the agency | Enduser Unit / Budget and Cash Division | Yearly | Contracts / Reports |
| 8.b | Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding | Proper Procurement Planning and Contract Preparation for all procurement requirement done thru competitive bidding. | Enduser / BAC / BAC Secretariat / Procurement Unit | All Year-Round | BAC documents / Contract |
| 8.c | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe | Procurement Planning and Contract Implementation Monitoring by Enduser and Legal units. | Enduser Unit / Legal Unit | All Year-Round | BAC documents / Contract |
| 9.a | Percentage of contracts awarded within prescribed period of action to procure goods | Coordination with Legal, End user and Procurement units for preparation of contracts within the prescribed period of action, | Enduser Unit / Legal Unit / Procurement Unit | As needed | BAC documents / Contract |
| 9.b | Percentage of contracts awarded within prescribed period of action to procure infrastructure projects | No Infrastructure Mode of Procurement conducted | - | - | - |
| 9.c | Percentage of contracts awarded within prescribed period of action to procure consulting services | No Consultancy Mode of Procurement conducted. | - | - | - |
| 10.a | There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis | Proper Preparation and Evaluation of personnel based on existing Individual Performance Commitment and Review System.. | HRMD / BAC / BAC Secretariat / Procurement Unit | Per semester | Reports / Evaluation Sheet / Evaluation meetings |
| 10.b | Percentage of participation of procurement staff in procurement training and/or professionalization program | Seek regular procurement updates on issuances and yearly seminars for ALL procurement staff. | HRMD / BAC / BAC Secretariat / Procurement Unit | Yearly for Seminar / As needed for issuances | Seminars / GPPB Websites |
| 10.c | The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity | Continues utilization of agency and philgeps website for procurement information dissemination and open dialogue during pre bidding conferences and online inquiries.. | BAC / BAC Secretariat / Procurement Unit | As needed for inquiries and Prebid / Constantly for info dissemination | Email softwares / Presentations / Calls |
| 11.a | The BAC Secretariat has a system for keeping and maintaining procurement records | Review of existing system for possible improvement. | BAC Secretariat | Monthly Closing of records | Cloud drives for Softcopies / Filing Cabinets and Materials |
| 11.b | Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records | Coordination with Legal and Enduser units for improvement of records system | Legal Unit / Enduser Unit | As needed | Proper filing / Cloud drives for Softcopies / Filing Cabinets and Materials |

| | | | | | |
|------|---|---|--|----------------|------------------------------------|
| 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 | Update and/or promulgate guidelines and procedures | BAC / BAC Secretariat / IAS / Inspection Unit / Procurement Unit | As needed | Meetings / Procurement Plannings |
| 12.b | Timely Payment of Procurement Contracts | Coordination with Accounting and end user Divisions. | Procurement Unit / Enduser Unit | As needed | Meetings / Internal Communication |
| 13.a | Observers are invited to attend stages of procurement as prescribed in the IRR | Continuous ontime dissemination of Invitation to Observers and sending of link on online meetings. | BAC Secretariat | As needed | Letters and Emails |
| 14.a | Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits | Continous operation of the Internal Audit Unit to check and improve Agency process. | IAS / HRMD | As needed | Reports / Meetings / Office Orders |
| 14.b | Audit Reports on procurement related transactions | Effectively answer if there's any Audit Observations. Ensure all Procurement related reports are addressed. | BAC / BAC Secretariat / IAS / Inspection Unit / Procurement Unit / TWG / COA | As needed | Letters and Emails |
| 15.a | The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements | Use of Customer Satisfaction Survey applications / softwares | Corporate Planning Division | All Year-Round | Software / Applications / Reports |
| 16.a | Agency has a specific anti-corruption program/s related to procurement | Continuous Adaption and implementation of Anti Corruption laws such as but not limited to No whistle Blower, ARTA Law, No Gift Policy. And posting of all necessary documents for transparency. | HRMD / Corporate Planning Division / Legal Division / BAC Secretariat | All Year-Round | Signages / Websites |