



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

Received by IVM

15 DEC -7 P12:14

Technical Support Office
GPPB

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

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

Name of Agency: CAGAYAN STATE UNIVERSITY

Period Covered: CY _____

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
1. Public Bidding*											
1.1. Goods	56,016,377.00	1180	382	26,735,049.88	797	539	536	521	1180	382	
1.2. Works	15,000,000.00	1	1	11,950,361.58		5	5	5	1	1	
1.3. Consulting Services											
Sub-Total	71,016,377.00	1181	383	38,685,411.46	797	544	541	526	1181	383	
2. Alternative Modes											
2.1.1 Shopping (52.1 b above 50K)											
2.1.2 Shopping (Others)											
2.2. Direct Contracting	1,307,019.00	25	25	1,307,019.00						0	
2.3. Repeat Order											
2.4. Limited Source Bidding											
2.5.1 Negotiation (Common-Use Supplies)											
2.5.2 Negotiation (TF8 53.1)	11,962,494.00	217	152	10,401,336.19					217	0	
2.5.3 Negotiation (SVP 53.9 above 50K)	15,209,874.05	108	108	12,171,351.69					63	0	
2.5.4 Negotiation (Others)											
Sub-Total	28,479,387.05	350	285	23,879,706.88					280	0	
3. Foreign Funded Procurement**											
3.1. Publicly-Bid											
3.2. Alternative Modes											
Sub-Total	0.00	0	0	0.00							
Others, specify:											
TOTAL	99,495,764.05	1531	668	62,565,118.34							

* 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

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

Name of Agency: CAGAYAN STATE UNIVERSITY

Period Covered: CY _____

	Column 12	Column 13	Column 14	Column 15	Column 16	Column 17	Column 18
1. Public Bidding*							
1.1. Goods	0	0		1180	0	5	382
1.2. Works	0	0		1	0	5	1
1.3. Consulting Services			N/A				
Sub-Total	0	0		1181	0	5.00	383
2. Alternative Modes							
2.1.1 Shopping (52.1 b above 50K)							
2.1.2 Shopping (Others)							
2.2. Direct Contracting							
2.3. Repeat Order							
2.4. Limited Source Bidding							
2.5.1 Negotiation (Common-Use Supplies)							
2.5.2 Negotiation (TFB 53.1)							
2.5.3 Negotiation (SVP 53.9 above 50K)							
2.5.4 Negotiation (Others)							
Sub-Total							
3. Foreign Funded Procurement**							
3.1. Publicly-Bid							
3.2. Alternative Modes							
Sub-Total							
Others, specify:							
TOTAL							

* Should include foreign-funded publicly-bid projects per procurement type

** All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted

Designation _____

Designation _____

Designation _____

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

Name of Agency: CAGAYAN STATE UNIVERSITY
Date of Self Assessment: _____

Name of Evaluator: _____
Position: _____

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Procurement Method					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	61.83%	0.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	57.34%	3.00		PMRs
Indicator 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 amount of total procurement	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
Indicator 3. Competitiveness of the Bidding Process					
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
11	(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		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
13	(a) Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
14	(b) Creation of a BAC Secretariat or Procurement Unit	Substantially Compliant	2.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation					
15	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)					
16	(a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	97.01%	3.00		Agency records and/or PhilGEPS records
17	(b) Percentage of contract award information posted by the Phil-GEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency	0.00%	0.00		Agency records and/or PhilGEPS records
Indicator 7. System for Disseminating and Monitoring Procurement Information					
19	(a) Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Partially Compliant	1.00		Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.25		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	62.88%	2.00		APP (including Supplemental amendments, if any) and PMRs

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

Name of Agency: CAGAYAN STATE UNIVERSITY
 Date of Self Assessment: _____

Name of Evaluator: _____
 Position: _____

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
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
Indicator 9. Compliance with Procurement Timeframes					
24	(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	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
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
27	(a) There is a system within the procuring entity to evaluate the performance of procurement personnel	Not Compliant	0.00		Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff
28	(b) Percentage of participation of procurement staff in annual procurement training	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
Indicator 11. Management of Procurement and Contract Management Records					
30	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
31	(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					
32	(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	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
		Average III	1.69		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
35	(a) Observers are invited to all stages of every public bidding activity	Not Compliant	0.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
36	(b) Attendance of Observers in public bidding activities	308.36%	3.00		PMRs and Abstract of Bids
Indicator 14. Internal and External Audit of Procurement Activities					
37	(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
38	(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations

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

Name of Agency: CAGAYAN STATE UNIVERSITY
 Date of Self Assessment: _____

Name of Evaluator: _____
 Position: _____

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
Indicator 15. Capacity to Handle Procurement Related Complaints					
39	(a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Partially Compliant	1.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement					
40	(a) Agency has a specific anti-corruption program/s related to procurement	Partially Compliant	1.00		Verify documentation of anti-corruption program
		Average IV	1.83		
GRAND TOTAL (Average 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.

* For sub-indicators that are not applicable to your specific agency, please write the word Not Applicable in the second column and do not put a rating

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework	3.0000	1.42
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



AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) CONFIRMATION QUESTIONNAIRE

Name of Agency: CAGAYAN STATE UNIVERSITY
 Name of Respondent: ROMEO R. QUILANG

Date: _____
 Position: UNIVERSITY PRESIDENT

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

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

Yes No

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

Yes No

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

- Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;
- Minutes of pre-bid conference are readily available within three (3) days.

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

For BAC: (4a)

- Office Order creating the Bids and Awards Committee;
- There are at least five (5) members of the BAC;
- Members of BAC meet qualifications; and/or
- Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

- Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat
- The Head of the BAC Secretariat meets the minimum qualifications
- Majority of the members of BAC Secretariat are trained on R.A. 9184

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

- Agency has a working website
- Procurement information is up-to-date
- Information is easily accessible at no cost

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

- Agency prepares the PMRs
- PMRs are promptly submitted to the GPPB
- PMRs are posted in the agency website
- PMRs are prepared using the prescribed format



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

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

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

- Yes
- No

If no, please indicate the how many of your procurement staff participated in annual procurement training: 0 out of 8

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

- Yes
- No

If yes, how often ? _____ times/year

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

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

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

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

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

- Agency has written procedures for quality control, acceptance and inspection of goods, services and works
- Supervision of civil works is carried out by qualified construction supervisors
- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)

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

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

14. How long it will take for your agency to release the final payment to your supplier/service provider, contractor/consultant? (12c) 7 days

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

Yes No

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

- Pre-Proc Conference
- Ads/Post of IAEB
- Pre-bid Conf
- Eligibility Check
- Sub/Open of Bids
- Bid Evaluation
- Post Qual
- Notice of Award
- Contract Signing/Approve Purchase Order
- Notice to Proceed
- Delivery/Completion
- Acceptance/Turnover

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

- Office Order creating the Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008)
- Conduct of regular audit of procurement processes and transactions by internal audit unit
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report

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

Yes

If yes, percentage of COA recommendations responded to or implemented within six months
75 %

No procurement related recommendations regarding received

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

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

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

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



	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

Name of Agency: CAGAYAN STATE UNIVERSITY

Period: September – December 2014

Indicators	Key Area of Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
<p>(1) Competitive Bidding as Default Procurement Method</p> <p>1.a Percentage of Public Bidding Contracts in terms of amount of total procurement</p> <p>1.b Percentage of Public Bidding Contracts in terms of volume of total procurement</p>	<p>Public/Competitive Bidding as general rule in government procurement</p> <p>Procurement Planning particularly on the preparation of the Annual Procurement Plan that is compliant with the guideline in preparation and in the prescribed format</p>	<p>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)</p> <p>2. Conduct of Internal Budget Hearing to determine specific operational needs of the campuses and units. Corollarly to ensure funding prioritization within the context of very limited budget and the requirements of operating the 7 campuses and the other operating units</p> <p>3. Conduct of Training Workshop in the Preparation of the PPM</p> <p>4. Preparation of PPM Per Campus/Operating Unit</p> <p>5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is</p>	<p>VP for Admin and Finance</p> <p>Bids and Awards Committee</p> <p>Internal Audit Service</p> <p>End-Users</p>	<p>September – November 2014</p>	<p>Budgetary Requirement</p> <p>Training Supplies</p> <p>PhP</p> <p>70,000.00</p> <p>Food</p> <p>PhP :</p> <p>150,000.00</p> <p>Total</p> <p>220,000.00</p>
<p>(2) Limited Use of Alternative Methods of Procurement 2.a Percentage of shopping</p>	<p>Procurement Planning particularly on the preparation of the Annual Procurement Plan that is compliant with the</p>	<p>1. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan vis-à-vis the unique operating system of the</p>	<p>– VP for Admin and Finance Bids and Awards Committee</p>	<p>September – November 2014</p>	

<p>contracts in terms of total procurement</p>	<p>guideline and the prescribed format. Within the context that Alternative Methods of Procurement is allowed in highly exceptional cases</p>	<p>University (with 7 campuses and its Matrix-Type Organizational Structure)</p> <p>2. Conduct of Internal Budget Hearing to determine specific operational needs of the campuses and units. Corollarly 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 PMP 4. Preparation of PMP 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</p>	<p>Internal Audit Service End-Users</p>	
<p>(2) Limited Use of Alternative Methods of Procurement</p> <p>2.a Percentage of shopping contracts in terms of total procurement</p>	<p>Procurement Planning particularly on the preparation of the Annual Procurement Plan that is compliant with the guideline and the prescribed format. Within the context that Alternative Methods of Procurement is allowed in highly exceptional cases</p>	<p>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)</p> <p>2. Conduct of Internal BudgetHearing to determine specific operational needs of the campuses and units. Corollarly to ensure funding prioritization within the context of very limited budget and the requirements of operating the 7 campuses and the other operating units</p>		

		<p>3. Conduct of Training Workshop in the Preparation of the PPM</p> <p>4. Preparation of PPM Per Campus/Operating Unit</p> <p>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</p> <p>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</p>	<p>Bids and Awards Committee</p> <p>MIS</p>	<p>October 2014</p>
<p>(3) Competitiveness of the Bidding Process</p> <p>3.a Average number of entities who acquired bidding documents</p>	<p>Increased Transparency in the Procurement Process particularly in providing information to the public about procurements undertaken by the Agency</p>	<p>1. Posting Invitation to Bid/s and other procurement information in the Website of the University and Conspicuous Places within the Province and Adjoining Areas</p> <p>2. Installation of a Bulletin of Information at the Entrance of the University (to post ITBs and other procurement information)</p>	<p>GASS – VP for Admin and Finance</p>	<p>October 2014</p>
<p>(5) Procurement Planning and Implementation</p>	<p>Procurement Planning particularly on the preparation of the Annual Procurement Plan that is compliant with the</p>	<p>1. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan vis-à-vis the unique operating system of the</p>		

<p>5.a APP is prepared for all types of procurement</p>	<p>guideline and the prescribed format</p>	<p>University (with 7 campuses and its Matrix-Type Organizational Structure)</p> <ol style="list-style-type: none"> 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 PPM 4. Preparation of PPM 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. <p>*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</p>	<p>Bids and Awards Committee</p> <p>Internal Audit Service</p> <p>End-Users</p>	
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<p>(7) System for Disseminating and Monitoring Procurement Information</p> <p>7.a Presence of website that provides up-to-date procurement information easily accessible at no cost</p> <p>7.b Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website</p>	<p>Increased Transparency in the Procurement Process particularly in providing information to the public about procurements undertaken by the Agency Competitiveness</p>	<p>1. Posting Invitation to Bid/s and other procurement information in the Website of the University and Conspicuous Places within the Province and Adjoining Areas 2. Installation of a Bulletin of Information at the Entrance of the University (to post ITBs and other procurement information)</p> <p>1. Updating on a regular basis (monthly) the Transparency Seal of the University to ensure that information on procurements undertaken by the University is transmitted to the public 2. Inviting observers in every stage of the procurement process</p>	<p>Bids and Awards Committee Secretariat</p> <p>MIS</p> <p>University President</p>	<p>December 2014</p>	<p>Transparency Board</p> <p>P 80,000.00</p>
<p>(10) Capacity Building for Government Personnel and Private Sector Participants</p> <p>10.a There is a system within the procuring entity to evaluate the performance of</p>	<p>Compliance to Reporting Requirement/s</p> <p>Professionalization of Procurement Officials</p>	<p>1. Issuance of an Office Order requiring compliance to the submission of the Performance Monitoring Report to the GPPB and other agencies as necessary</p> <p>2. Inclusion of PMR submission as a performance indicator/target of the BAC and the BAC Secretariat</p>	<p>Bids and Awards Committee Secretariat</p> <p>MIS Team</p> <p>University President</p>	<p>December 2014</p>	

<p>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</p>	<p>Accountability</p>	<p>1. Preparation of performance targets of the procurement officials, inclusion of such in their IPCRs 1. Conduct of Forum (twice a year) on the Procurement System of the University 1. Upgrading Internet Connectivity of the BAC Office/BAC Secretariat's Office through provision of state-of-the arts IT equipment and stronger internet connections 2. Revision/Updating of the Procurement Flow Chart and Posting of Such in College/Campus Bulletin Boards and University Website 3. Autolink of the University Information System and Website with the PhilGEPS</p>	<p>Bids and Awards Committee Secretariat MIS Team</p>	<p>December 2014</p>	
<p>(11) Management of Procurement 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</p>	<p>Participation of Civil Society Organizations in the Procurement Process Increased Transparency in the Procurement Process</p>	<p>1. Development of a Procurement Records 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</p>	<p>Systematizing Management Records</p>		

	Building the Capacity of the BAC Secretariat particularly in Records Management		HOPE/University President GASS – VP for Admin and Finance Bids and Awards Committee Supply Office	December 2014	
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	Accountability Streamlined Process	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	December 2014	
13) Observers' Participation in Public Bidding 13.b Percentage of attendance of Observers in public bidding activities	Transparency	<ol style="list-style-type: none"> 1. Assigning the task of preparing Invitation for Observers in Public Bidding Activities to a Member of the BAC Secretariat 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 <ol style="list-style-type: none"> 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 			

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