

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

Name of Agency: PHILIPPINE INFORMATION AGENCY  
Date of Self Assessment: January 22, 2019

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 Form)
<b>PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>					
1.a	Percentage of competitive bidding and limited source bidding	16.71%	0.00		PMRs
2.b	Percentage of competitive bidding and limited source bidding	0.31%	0.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
3.a	Percentage of shopping contracts in terms of amount of total	7.34%	0.00		PMRs
4.b	Percentage of negotiated contracts in terms of amount of total	72.95%	0.00		PMRs
5.c	Percentage of direct contracting in terms of amount of total	2.99%	1.00		PMRs
6.d	Percentage of repeat order contracts in terms of amount of total	0.00%	3.00		PMRs
7.e	Compliance with Repeat Order procedures	Not Compliant	0.00		Procurement documents relative to conduct
8.f	Compliance with Limited Source Bidding procedures	Not Compliant	0.00		Procurement documents relative to conduct
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9.a	Average number of entities who acquired bidding documents	2.00	0.00		Agency records and/or PhilGEPs records
10.b	Average number of bidders who submitted bids	2.00	1.00		Abstract of Bids or other agency records
11.c	Average number of bidders who passed eligibility stage	1.50	1.00		Abstract of Bids or other agency records
12.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPs records
13.e	Use of proper and effective procurement documentation and	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical
		<b>Average I</b>	<b>0.92</b>		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
14.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC;
15.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat;
<b>Indicator 5. Procurement Planning and Implementation</b>					
16.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
17.b	Preparation of Annual Procurement Plan for Common-Use	Fully Compliant	3.00		APP, APP-CSE, PMR
18.c	Existing Green Specifications for GPPB-identified non-CSE items	Compliant	3.00		ITBs and/or RFQs clearly
<b>Indicator 6. Use of Government Electronic Procurement System</b>					
19.a	Percentage of bid opportunities posted by the PhilGEPs-	23.01%	0.00		Agency records and/or PhilGEPs records
20.b	Percentage of contract award information posted by the PhilGEPs-	100.00%	3.00		Agency records and/or PhilGEPs records
21.c	Percentage of contract awards procured through alternative	4.91%	0.00		Agency records and/or PhilGEPs records
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
22.a	Presence of website that provides up-to-date procurement	Fully Compliant	3.00		Identify specific procurement-related portion
23.b	Preparation of Procurement Monitoring Reports using the GPPB-	Substantially	2.00		Copy of PMR and received copy that it was
		<b>Average II</b>	<b>2.30</b>		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
24.a	Percentage of total amount of contracts signed within the	92.20%	3.00		APP (including Supplemental amendments, if
25.b	Percentage of total number of contracts signed against total	100.00%	3.00		APP(including Supplemental amendments, if
26.c	Planned procurement activities achieved desired contract	Fully Compliant	3.00		Agency Procedures/Systems for the conduct
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
27.a	Percentage of contracts awarded within prescribed period of	0.00%	0.00		PMRs
28.b	Percentage of contracts awarded within prescribed period of	n/a	n/a		PMRs
29.c	Percentage of contracts awarded within prescribed period of	n/a	n/a		PMRs
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
30.a	There is a system within the procuring entity to evaluate the	Fully Compliant	3.00		Samples of forms used to evaluating
31.b	Percentage of participation of procurement staff in procurement	0.00%	0.00		Ask for copies of Office Orders, training
32.c	The procuring entity has open dialogue with private sector and	Compliant	3.00		Ask for copies of documentation of activities
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
33.a	The BAC Secretariat has a system for keeping and maintaining	Fully Compliant	3.00		Verify actual procurement records and time it
34.b	Implementing Units has and is implementing a system for keeping	Fully Compliant	3.00		Verify actual contract management records
<b>Indicator 12. Contract Management Procedures</b>					
35.a	Agency has defined procedures or standards in such areas as	Fully Compliant	3.00		Verify copies of written procedures for quality
36.b	Timely Payment of Procurement Contracts	After 45 days	0.00		Ask Finance or Accounting Head of Agency for
		<b>Average III</b>	<b>2.18</b>		
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
37.a	Observers are invited to attend stages of procurement as	Fully Compliant	3.00		Verify copies of Invitation Letters to CSOs and
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
38.a	Creation and operation of Internal Audit Unit (IAU) that performs	Fully Compliant	3.00		Verify copy of Order or show actual

39	14.b	Audit Reports on procurement related transactions	Above 90-100%	3.00		Verify COA Annual Audit Report on Action on
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>						
40	15.a	The Procuring Entity has an efficient procurement complaints	Substantially	2.00		Verify copies of BAC resolutions on Motion for
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>						
41	16.a	Agency has a specific anti-corruption program/s related to	Fully Compliant	3.00		Verify documentation of anti-corruption
				<b>Average IV</b>	<b>2.80</b>	
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>					<b>2.05</b>	

**Summary of APCPI Scores by Pillar**

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I: Legislative and Regulatory Framework	3.00	0.92
Pillar II: Agency Insitutional Framework and Management Capacity	3.00	2.30
Pillar III: Procurement Operations and Market Practices	3.00	2.18
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.00	2.80
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>	<b>3.00</b>	<b>2.05</b>



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


Name of Agency: PHILIPPINE INFORMATION AGENCY

Period Covered: CY 2018

	Total Amount of	Total Number of	No. of Contracts	Total Amount of	No. of Failed Biddings	Total No. of Entities	Total No. of Bidders	Total No. of	No. of Bid	No. of Contract	Total No. Of Contracts	Total No. of contracts with	No. of Contracts
	(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)
<b>1. Public Bidding*</b>													
1.1. Goods	12,250,000.00	4	4	9,799,717.66	0	8	8	6	4	4	0	0	0
1.2. Works													
1.3. Consulting Services													
Sub-Total	12,250,000.00	4	4	9,799,717.66	0	8	8	6	4	4	0	0	0
<b>2. Alternative Modes</b>													
2.1.1 Shopping (S2.1 a above 50K)	2,327,300.00	15	15	2,310,971.00									
2.1.2 Shopping (S2.1 b above 50K)	918,522.42	28	28	891,687.42									
2.1.3 Other Shopping	1,392,534.20	171	171	1,101,201.29									
2.2.1 Direct Contracting (above 50K)	1,728,100.00	10	10	1,728,100.00									
2.2.2 Direct Contracting (50K or less)	29,500.00	3	3	27,875.80									
2.3.1 Repeat Order (above 50K)	---												
2.3.2 Repeat Order (50K or less)	---												
2.4. Limited Source Bidding	---												
2.5.1 Negotiation (Common-Use Supplies)	1,649,206.23	32	32	1,537,470.57									
2.5.2 Negotiation (Recognized Government Printers)	---												
2.5.3 Negotiation (TFB 53.1)	---												
2.5.4 Negotiation (SVP 53.9 above 50K)	21,420,166.37	420	420	19,870,105.82					100	25			
2.5.5 Other Negotiated Procurement (Others above 50K)	15,174,354.29	97	97	14,796,120.29						3			
2.5.6 Other Negotiated Procurement (50K or less)	8,366,740.31	525	525	8,106,097.71									
Sub-Total	53,006,423.82	1,301	1,301	50,369,629.90					100	28			
<b>3. Foreign Funded Procurement**</b>													
3.1. Publicly-Bid	---												
3.2. Alternative Modes	---												
Sub-Total	0.00	0	0	0.00									
<b>4. Others, specify:</b>													
<b>TOTAL</b>	<b>65,256,423.82</b>	<b>1,305</b>	<b>1,305</b>	<b>60,169,347.56</b>									

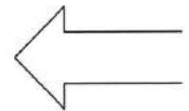
\* Should include foreign-funded publicly-bid projects per procurement type

\*\* 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

  
LORENZA O. CRUZ  
BAC Secretariat, Head

  
MARIE ANGELIE C. VILLAPANDO  
BAC Chairperson

  
HAROLD E. CLAVITE  
Director General



AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

Name of Agency: PHILIPPINE INFORMATION AGENCY  
 Name of Respondent: PIA Bids and Awards Committee

Date: January 22, 2019  
 Position: \_\_\_\_\_

*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://pia.gov.ph/transparency
- Submission of the approved APP to the GPPB within the prescribed deadline  
 please provide submission date: January 31, 2019

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: August 31, 2018
- Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

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

- Original contract awarded through competitive bidding
- The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification
- The quantity of each item in the original contract should not exceed 25%
- Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

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

- Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality
- Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- Transmittal of the Pre-Selected List by the HOPE to the GPPB
- Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPS website, agency website, if available and at any conspicuous place within the agency

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

- Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;
- Minutes of pre-bid conference are readily available within five (5) days.

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

- 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.: PIA Office Order 093 / 093A

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>MARIE ANGELIE VILLAPANDO</u>	<u>May 28-29, 2018, 24-26 Aug 2016</u>
B. <u>VICTORIA MENDOZA</u>	<u>July 13 - 14, 2017</u>
C. <u>ELIZABETH CUISIA</u>	<u>July 13 - 14, 2017, May 28-29, 2018</u>
D. <u>JOSELITO REYES</u>	<u>May 28-29, 2018</u>
E. <u>JIMMYLEY GUZMAN</u>	<u>January 24, 2019</u>
F. _____	_____
G. _____	_____

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.: PIA Office Order No.093 / 093A Series of 2018

The Head of the BAC Secretariat meets the minimum qualifications  
please provide name of BAC Sec Head: LORENZA O. CRUZ

Majority of the members of BAC Secretariat are trained on R.A. 9184  
please provide training date: May 28-29, 2018

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 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

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: https://pia.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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

PMRs are promptly submitted to the GPPB  
 please provide submission dates: 1st Sem - \_\_\_\_\_ 2nd Sem - March 26, 2019

PMRs are posted in the agency website  
 please provide link: https://pia.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: May 28-29, 2018

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

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

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

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

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

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

- 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) 3-5 working days 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

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: PIA Circular No.03 Series of 2013: Creation of PIA Management System

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) \_\_\_\_\_ %

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

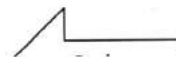
Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body

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



## Annex D

## PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Philippine Information AgencyPeriod: CY 2018

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	BAC to review the PPMPs of all units/division and consolidate amount of related items (i.e catering services, hotel accommodation, etc) to be subjected for <b>competitive bidding</b>	BAC and PIA Performance Management Team (PMT)	1st quarter	
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	BAC to review the PPMPs of all units/division and consolidate related items (i.e catering services, hotel accommodation, etc) to be subjected for <b>competitive bidding</b>	BAC and PIA Performance Management Team (PMT)	1st quarter	
2.a	Percentage of shopping contracts in terms of amount of total procurement	BAC to review and validate the PPMPs of all units/division and recommend guidelines for procurement modalities	BAC and Finance and Management Division	2nd quarter	
2.b	Percentage of negotiated contracts in terms of amount of total procurement	BAC to review and validate the PPMPs of all units/division and recommend guidelines for procurement modalities	BAC and Finance and Management Division	ongoing	
2.c	Percentage of direct contracting in terms of amount of total procurement	BAC to review and validate the PPMPs of all units/division and recommend guidelines for procurement modalities	BAC and Finance and Management Division	Second quarter	
2.d	<b>Percentage of repeat order contracts in terms of amount of total procurement</b>	BAC to review and validate the PPMPs of all units/division and recommend guidelines for procurement modalities	BAC and Finance and Management Division	second quarter	
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents	BAC to list prospective suppliers and inform them regularly of bidding opportunities and conduct of dialogues/fora with prospective suppliers	BAC and Admin Division	Third quarter	
3.b	Average number of bidders who submitted bids	BAC to list prospective suppliers and inform them regularly of bidding opportunities and follow up those who attended Pre-bid conferences	BAC and Admin Division	Third quarter	
3.c	Average number of bidders who passed eligibility stage	Emphasize and explain the eligibility requirements during dialogues / pre - bid conferences	BAC and Admin Division	Third quarter	
3.d	Sufficiency of period to prepare bids	Implement prescribed procurement timeline	BAC and Admin Division	ongoing	
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Regular consultation with Technical Working Groups and resource persons	BAC and Admin Division	quarterly	
4.a	Creation of Bids and Awards Committee(s)	Adherence to RA 9184 on the composition of BAC and formulation of guidelines and procedures for Procurement	HoPE	once a year	
4.b	Presence of a BAC Secretariat or Procurement Unit	Filling up of positions for the DBM-Approved Plantilla of a PIA Procurement Section	PIA HRDD	ongoing	
5.a	An approved APP that includes all types of procurement	BAC to review PPMPs of all PIA units	BAC and PIA Performance Management Team (PMT)	first quarter	



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	Adhere to set deadlines for preparation and submission of APP-CSE	BAC and PIA Performance Management Team (PMT)	continuing	
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	BAC to include Green Procurement in the guidelines and procedures	BAC and Admin Division	continuing	
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Strictly implement the procedures for posting of bid per RA 9184	BAC and Admin Division	continuing	
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Strictly implement the procedures for posting of bid per RA 9184	BAC and Admin Division	continuing	
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Strictly implement the procedures for posting of bid per RA 9184	PIA Bids and Awards Committee	continuing	
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Update regularly procurement posting in the agency website	BAC and PIA CG	continuing	
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Closely monitor and ensure compliance in the submission of PMR	BAC and Admin Division	continuing	
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Strictly adhere to procurement timelines as contained in the approved APP	BAC and PIA Performance Management Team (PMT)	continuing	
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Strictly monitor the implementation of contracts	PIA End - users units	continuing	
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	Strictly monitor the implementation of contracts	PIA End - users units	continuing	
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Adherence to the implementation of the Performance Management System of the agency	BAC and PIA Performance Management Team (PMT)	continuing	
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	Ensure continuing capability building of procurement personnel and other units	HOPE, BAC and PIA HRDD	continuing	
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Conduct fora/dialogue with prospective bidders at least once a year	PIA Admin Division	3rd quarter	
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Sustain and improve current systems on records management	BAC Secretariat and Admin Division	continuing	
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Sustain and improve current systems on records management	BAC Secretariat and Admin Division	3rd quarter	
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Continuous review and reiteration of established procurement procedures	BAC and Admin Division and HOPE	continuing	
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Review and streamline current processes	PIA Finance and Management Division	continuing	
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	Ensure that invitations observers are sent within the prescribed timeline	PIA Bids and Awards Committee	continuing	

12.b	Timely Payment of Procurement Contracts	Recommend the creation of IAU	HOPE, BAC and PIA HRDD	continuing	
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Ensure proper implementation of procurement policies and guidelines to prevent audit findings	HOPE and PIA BAC	continuing	
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Adhere to the guidelines on the protest mechanism per RA 9184	PIA Bids and Awards Committee	continuing	
14.b	Audit Reports on procurement related transactions	Monitor and improve implementation of agency anti-corruption policies and programs	HOPE and PIA BAC	continuing	
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Adhere to the guidelines on the protest mechanism per RA 9184	PIA Bids and Awards Committee	continuing	
16.a	Agency has a specific anti-corruption program/s related to procurement	Monitor and improve implementation of agency anti-corruption policies and programs	HOPE and PIA BAC		