

**ANNEX A**

Name of Agency: **BASES CONVERSION AND DEVELOPMENT AUTHORITY**  
 Date of Self Assessment: 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 Submitted to GPPB)	
<b>PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK</b>						
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>						
1	1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	79.00%	1.00		PMRs
2	1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	6.36%	0.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>						
3	2.a	Percentage of shopping contracts in terms of amount of total procurement	0.02%	3.00		PMRs
4	2.b	Percentage of negotiated contracts in terms of amount of total procurement	11.94%	1.00		PMRs
5	2.c	Percentage of direct contracting in terms of amount of total procurement	0.10%	3.00		PMRs
6	2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
7	2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
8	2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
<b>Indicator 3. Competitiveness of the Bidding Process</b>						
9	3.a	Average number of entities who acquired bidding documents	1.98	0.00		Agency records and/or PhilGEPS records
10	3.b	Average number of bidders who submitted bids	1.49	0.00		Abstract of Bids or other agency records
11	3.c	Average number of bidders who passed eligibility stage	1.38	1.00		Abstract of Bids or other agency records
12	3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
13	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
			<b>Average I</b>	<b>1.64</b>		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>						
<b>Indicator 4. Presence of Procurement Organizations</b>						
14	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
15	4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
<b>Indicator 5. Procurement Planning and Implementation</b>						
16	5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
17	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
18	5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	n/a	n/a		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
<b>Indicator 6. Use of Government Electronic Procurement System</b>						
19	6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	94.20%	3.00		Agency records and/or PhilGEPS records
20	6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	94.87%	3.00		Agency records and/or PhilGEPS records
21	6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>						

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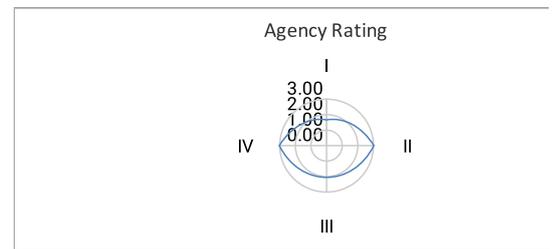
22	7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links
23	7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed 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
			<b>Average II</b>	<b>3.00</b>		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>						
<b>Indicator 8. Efficiency of Procurement Processes</b>						
24	8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	84.96%	3.00		APP (including Supplemental amendments, if any) and PMRs
25	8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	70.91%	0.00		APP(including Supplemental amendments, if any)and PMRs
26	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
<b>Indicator 9. Compliance with Procurement Timeframes</b>						
27	9.a	Percentage of contracts awarded within prescribed period of action to procure goods	0.00%	0.00		PMRs
28	9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	0.00%	0.00		PMRs
29	9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	0.00%	0.00		PMRs
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>						
30	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
31	10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	100.00%	3.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
32	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
<b>Indicator 11. Management of Procurement and Contract Management Records</b>						
33	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.
34	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
<b>Indicator 12. Contract Management Procedures</b>						
35	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
36	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
			<b>Average III</b>	<b>2.08</b>		
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>						
<b>Indicator 13. Observer Participation in Public Bidding</b>						
37	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.)
	13.b	(b) Attendance of Observers in public bidding activities				PMRs and Abstract of Bids
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>						

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38	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
39	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
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>						
40	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
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>						
41	16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
			<b>Average IV</b>	<b>3.00</b>		
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>				<b>2.43</b>		

**Summary of APCPI Scores by Pillar**

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I Legislative and Regulatory Framework	3.00	1.64
Pillar II Agency Institutional Framework and Management Capacity	3.00	3.00
Pillar III Procurement Operations and Market Practices	3.00	2.08
Pillar IV Integrity and Transparency of Agency Procurement	3.00	3.00
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>	<b>3.00</b>	<b>2.43</b>



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

Name of Agency: BASES CONVERSION AND DEVELOPMENT AUTHORITY

Period Covered: CY 2019

	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	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
<b>1. Public Bidding*</b>													
1.1. Goods	112,779,111.00	41	28	79,959,651.41	13	38	37	35	32	27			40
1.2. Works	5,634,000,000.00	5	3	5,195,970,525.76	2	65	40	37	3	3		1	5
1.3. Consulting Services	309,349,600.00	9	8	303,447,971.44	1	6	5	4	7	7			9
Sub-Total	6,056,128,711.00	55	39	5,579,378,148.61	16	109	82	76	42	37	0	1	54
<b>2. Alternative Modes</b>													
2.1.1 Shopping (52.1 a above 50K)													
2.1.2 Shopping (52.1 b above 50K)	834,765.00	3	3	834,765.00					3	3			
2.1.3 Other Shopping	274,101.25	10	10	274,101.25						9			
2.2.1 Direct Contracting (above 50K)	6,568,309.52	11	11	6,568,309.52						11			
2.2.2 Direct Contracting (50K or less)	163,000.00	3	3	163,000.00						3			
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)	1,119,121.35	5	5	1,045,991.51									
2.5.2 Negotiation (Recognized Government Printers)													
2.5.3 Negotiation (TFB 53.1)	8,488,000.00	1	1	4,694,000.00					1	1			
2.5.4 Negotiation (SVP 53.9 above 50K)	59,106,782.20	165	165	40,804,270.61					165	165			
2.5.5 Negotiation (53.5 A to A)	8,122,000.00	2	2	8,122,000.00						2			
2.5.6 Negotiation (53.7 HTC)	9,992,000.00	8	8	8,492,000.00						8			
2.5.7 Negotiation (53.4 Adjacent or Contiguous)	657,000,000.00	1	1	610,353,791.30						1			
2.5.8 Negotiation (53.6 Scientific, Scholarly or Artistics)	4,230,000.00	2	2	4,118,750.00						2			
2.5.9 Negotiation (53.10 Lease of Property)	1,500,000.00	1	1	1,259,030.00						1			
2.5.10 Other Negotiated Procurement (53.13 Others above 50K)	761,529,702.20	14	14	691,119,841.91						14			
2.5.11 Other Negotiated Procurement (50K or less)	738,843,648.29	353	353	106,316,694.09									
Sub-Total	2,257,771,429.81	579	579	1,484,166,545.19					169	220			
<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>													
TOTAL	8,313,900,140.81	634	618	7,063,544,693.80									

\* 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

  
ARISTOTLE E. GUERRERO  
Head BAC Secretariat for Infrastructures

  
BGEN CARLOS F. QUITA (RET)  
Senior Vice President  
Corporate Services Group

  
VIVENCIO B. DIZON  
President and CEO

STEVENSON E. TUGAS, JR.  
Head BAC Secretariat for Consulting Services

  
RAUG G. BUENSALIDA  
Head BAC Secretariat for Goods

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# AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

Name of Agency: **Bases Conversion and Development Authority**  
 Name of Respondent: **Aristotle Guerrero, Stevenson Tugas, Jr, Raul Buensalida**

Date: 28-May-20  
 Position: BAC Secretariats

*Instruction: Put a check (ü) 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.*

<p>1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)</p> <p><input checked="" type="checkbox"/> Agency prepares APP using the prescribed format</p> <p><input checked="" type="checkbox"/> Approved APP is posted at the Procuring Entity's Website                  please provide link: <u>www.bcda.gov.ph/transparency</u></p> <p><input checked="" type="checkbox"/> Submission of the approved APP to the GPPB within the prescribed deadline                  please provide submission date: <u>30-Jan-20</u></p>	<p>Compliant</p>
<p>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)</p> <p><input checked="" type="checkbox"/> Agency prepares APP-CSE using prescribed format</p> <p><input checked="" type="checkbox"/> 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: <u>9-Oct-19</u></p> <p><input checked="" type="checkbox"/> Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS</p>	<p style="background-color: #d9ead3; padding: 2px;">Fully Compliant</p> <p>Fully Compliant</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">3</p>
<p>3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)</p> <p><input type="checkbox"/> Original contract awarded through competitive bidding</p> <p><input type="checkbox"/> The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> The quantity of each item in the original contract should not exceed 25%</p> <p><input type="checkbox"/> 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</p>	<p>n/a</p> <p>Not Compliant</p>
<p>4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)</p> <p><input type="checkbox"/> Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality</p> <p><input type="checkbox"/> Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority</p> <p><input type="checkbox"/> Transmittal of the Pre-Selected List by the HOPE to the GPPB</p> <p><input type="checkbox"/> 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</p>	<p>n/a</p> <p>Not Compliant</p>
<p>5. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)</p> <p><input checked="" type="checkbox"/> Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;</p> <p><input checked="" type="checkbox"/> Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;</p> <p><input checked="" type="checkbox"/> Minutes of pre-bid conference are readily available within five (5) days.</p>	<p style="background-color: #d9ead3; padding: 2px;">Fully Compliant</p> <p>1</p> <p>1</p> <p>1</p> <p>3</p>
<p>6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the the following conditions? (3e)</p> <p><input checked="" type="checkbox"/> 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</p> <p><input checked="" type="checkbox"/> No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment</p> <p><input checked="" type="checkbox"/> Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places</p>	<p>Fully Compliant</p>
<p>7. In creating your BAC and BAC Secretariat which of these conditions is/are present?</p>	

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**AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE**

For BAC: (4a)

Office Order creating the Bids and Awards Committee  
 please provide Office Order No.: SO No. 344 s. 2018

Fully Compliant  
1

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

1

Name/s	Date of RA 9184-related training
A. <u>Aileen An. Zosa</u>	<u>November 20, 2019</u>
B. <u>Joshua Bingcang</u>	<u>November 20, 2019</u>
C. <u>BGen. Carlos Quita</u>	<u>November 20, 2019</u>
D. <u>Arrey Perez</u>	<u>November 6, 2019</u>
E. <u>Atty. Edilberto Rebato, Jr.</u>	<u>November 6 &amp; 8, 2019</u>
F. <u>Atty. Gizela Kalalo</u>	<u>November 6 &amp; 8, 2019</u>
G. <u>Virgil Alvarez</u>	<u>November 6 &amp; 8, 2019</u>

Members of BAC meet qualifications

1

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

1  
4

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.: SO No. 344 s. 2019

Fully Compliant  
1

The Head of the BAC Secretariat meets the minimum qualifications  
 please provide name of BAC Sec Head: Aristotle Guerrero, Raul Buensalida, Stevenson Tugas, Jr.

1

Majority of the members of BAC Secretariat are trained on R.A. 9184  
 please provide training date: 11/6/19 & 11/8/19

1  
3

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

n/a

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

- Yes                       No

Not Compliant

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

Fully Compliant

Agency has a working website  
 please provide link: www.bcda.gov.ph/transparency

1

Procurement information is up-to-date

1

Information is easily accessible at no cost

1  
3

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

Fully Compliant

Agency prepares the PMRs

1

PMRs are promptly submitted to the GPPB  
 please provide submission dates: 1st Sem - 12-Jul-19 2nd Sem - 14-Jan-20

1

PMRs are posted in the agency website  
 please provide link: www.bcda.gov.ph/procurement-monitoring-report

1

PMRs are prepared using the prescribed format

1  
4

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)

Fully Compliant

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

1

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

1

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# AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

<p><input checked="" type="checkbox"/> Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts</p>	1 3	
<p>12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)</p>		
<p><input checked="" type="checkbox"/> Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s</p>	1	Fully Compliant
<p><input checked="" type="checkbox"/> Procuring entity communicates standards of evaluation to procurement personnel</p>	1	
<p><input checked="" type="checkbox"/> Procuring entity and procurement personnel acts on the results and takes corresponding action</p>	1 3	
<p>13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)</p>		
<p>Date of most recent training: <u>11/6/2019 and 11/8/2019</u></p>	1.00 1	
<p><input checked="" type="checkbox"/> Head of Procuring Entity (HOPE)</p>		0.25
<p><input checked="" type="checkbox"/> Bids and Awards Committee (BAC)</p>		0.20
<p><input checked="" type="checkbox"/> BAC Secretariat/ Procurement/ Supply Unit</p>		0.20
<p><input checked="" type="checkbox"/> BAC Technical Working Group</p>		0.15
<p><input checked="" type="checkbox"/> End-user Unit/s</p>		0.15
<p><input checked="" type="checkbox"/> Other staff</p>		0.05
<p>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)</p>		
<p><input type="checkbox"/> Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year</p>	0	
<p><input checked="" type="checkbox"/> The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels</p>	1	Compliant
<p>15. In determining whether the BAC Secretariat has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11a)</p>		
<p><input checked="" type="checkbox"/> There is a list of procurement related documents that are maintained for a period of at least five years</p>	1	
<p><input checked="" type="checkbox"/> 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</p>	1	
<p><input checked="" type="checkbox"/> The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel</p>	1 3	Fully Compliant
<p>16. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)</p>		
<p><input checked="" type="checkbox"/> There is a list of contract management related documents that are maintained for a period of at least five years</p>	1	
<p><input checked="" type="checkbox"/> 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</p>	1	
<p><input checked="" type="checkbox"/> The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel</p>	1 3	Fully Compliant
<p>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)</p>		
<p><input checked="" type="checkbox"/> Agency has written procedures for quality control, acceptance and inspection of goods, services and works</p>	1	Fully Compliant
<p>Have you procured Infrastructure projects through any mode of procurement for the past year?</p>		
<p><input checked="" type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span></p>	2	
<p>If YES, please answer the following:</p>		
<p><input checked="" type="checkbox"/> Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: <u>Brando Aguilera, Ryan Galura, Jerico Bondoc, Ryan Pineda, Eduardo Rosqueta, Mark Torres, Vergel Paras, Marinell Paclibar</u></p>	1	
<p><input checked="" type="checkbox"/> Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: <u>Mark Torres, Marinell Paclibar, Vergel Paras</u></p>	1 5	
<p>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) <u>30</u> days</p>		
		On or before 30 days 30

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**AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE**

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)		<b>Fully Compliant</b>
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		3
F. Post-qualification		
<input checked="" type="checkbox"/> Observers are invited to attend stages of procurement as prescribed in the IRR		1
<input checked="" type="checkbox"/> Observers are allowed access to and be provided documents, free of charge, as stated in the IRR		1
<input checked="" type="checkbox"/> Observer reports, if any, are promptly acted upon by the procuring entity		1
20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (14a)		<b>Fully Compliant</b>
<input checked="" type="checkbox"/> Creation of Internal Audit Unit (IAU) in the agency		1
Agency Order/DBM Approval of IAU position/s:	<u>IASO, ISO Internal Audit Team</u>	
<input checked="" type="checkbox"/> Conduct of audit of procurement processes and transactions by the IAU within the last three years		1
<input checked="" type="checkbox"/> Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report		1 3
21. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)		<b>Above 90-100% com</b>
<input type="checkbox"/> Yes (percentage of COA recommendations responded to or implemented within six months)	_____ %	
<input checked="" type="checkbox"/> 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)		<b>Fully Compliant</b>
<input checked="" type="checkbox"/> The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR		1
<input checked="" type="checkbox"/> The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR		1
<input checked="" type="checkbox"/> 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		1 3
23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (16a)		<b>Fully Compliant</b>
<input checked="" type="checkbox"/> Agency has a specific office responsible for the implementation of good governance programs		1
<input checked="" type="checkbox"/> Agency implements a specific good governance program including anti-corruption and integrity development		1
<input checked="" type="checkbox"/> Agency implements specific policies and procedures in place for detection and prevention of corruption		1 3



**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: **Bases Conversion and Development Authority**

Period: **2019**

<b>Sub-Indicators</b>	<b>Key Area for Development</b>		<b>Proposed Actions to Address Key Areas</b>	<b>Responsible Entity</b>	<b>Timetable</b>	<b>Resources Needed</b>
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	1.00	Consider the budgetting of the project/s to be procured.	End Users	2020	n/a
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	0.00		n/a	n/a	
2.b	Percentage of negotiated contracts in terms of amount of total procurement	1.00	from AMP to competitive bidding	End user	2020	N/A
3.a	Average number of entities who acquired bidding documents	0.00	Attend training on Technical Specification on Cost Estimates, Packaging/ABC	GPPB	2020	Training fee
3.b	Average number of bidders who submitted bids	0.00	Analyze or review technical specifications/TOR/ABC.	End Users	2020	Training fee
3.c	Average number of bidders who passed eligibility stage	1.00	Consider in bidding schedule the renewal period of legal documents such as tax clearance, mayors permit, income/business tax returns etc.	BAC, End Users	2020	n/a
			Continuation of implentation of BCDA Merchant Registry	PPMD	2020	n/a
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	0.00	Non-compliance legal docs. For BACs to monitor causes of failure of bidding	BAC, End Users	2020	n/a
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	0.00	Consider thorough budget planning, market sounding and crafting of accurate TOR	GPPB, End Users	2020	Training fee
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	0.00	Consider in timetable of bidding activities the submisison of bids as against the required documents to be prepared by the prospective bidders	BAC, End Users	2020	n/a
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	0.00	Improve market sounding and TOR creation.	GPPB, End Users	2020	Training fee

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