

ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

Indexed from: 01/2019

Category	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Category 11	Category 12	Category 13	Category 14
Public Bidding*	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Category 11	Category 12	Category 13	Category 14
1.1 Goods	25,365,267.41	5	5	20,310,223.23	0	14	31	14	5	5	0	0	5	
1.2 Works	15,161,987.41	5	5	20,410,113.25	0	14	31	14	5	5	0	0	5	
1.3 Contracting Services														
2. Professional Fees	4,714,811.05	40	40	4,411,217.80										
2.1 Consulting	1,870,483.85	18	18	1,814,822.10										
2.2 Architectural														
2.3 Engineering														
2.4 Other Professional														
2.5 Other														
3. Procurement Process**	3,480,951.30	181	181	9,016,612.10										
3.1 Single Bid														
3.2 Alternative Bids	8.00	0	0	0.00										
4. Other, specify:														
TOTAL	34,669,918.77	232	232	59,807,123.18										

* Should include foreign-sourced publicly sold projects not procurement type
** All procurement using foreign source including National Competitive Bidding (NCB) contracts conversion to open bids as the bid/generator was authorized

[Signature]
MAYOR, TANNIS
Chief Executive Officer

[Signature]
MAYOR, TANNIS
Chief Executive Officer

[Signature]
CONA FAIRBANKS
Schools District Superintendent



Code	Requirement	Start Date	End Date	Project Name	Project Manager	Project Start	Project End	Project Budget	Project Status	Project Description	Project Location	Project Type	Project Category	Project Sub-Category	Project Phase	Project Milestones	Project Deliverables	Project Risks	Project Issues	Project Comments
01	Sanjour High School	2018-07-01	2018-12-31	Sanjour High School	John Doe	2018-07-01	2018-12-31	\$1,000,000	Completed	Sanjour High School	Sanjour, DC	Education	Construction	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom
02	Sanjour Middle School	2018-07-01	2018-12-31	Sanjour Middle School	John Doe	2018-07-01	2018-12-31	\$800,000	Completed	Sanjour Middle School	Sanjour, DC	Education	Construction	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom
03	Sanjour Elementary School	2018-07-01	2018-12-31	Sanjour Elementary School	John Doe	2018-07-01	2018-12-31	\$600,000	Completed	Sanjour Elementary School	Sanjour, DC	Education	Construction	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom

Code	Requirement	Start Date	End Date	Project Name	Project Manager	Project Start	Project End	Project Budget	Project Status	Project Description	Project Location	Project Type	Project Category	Project Sub-Category	Project Phase	Project Milestones	Project Deliverables	Project Risks	Project Issues	Project Comments
04	Sanjour High School	2018-07-01	2018-12-31	Sanjour High School	John Doe	2018-07-01	2018-12-31	\$1,000,000	Completed	Sanjour High School	Sanjour, DC	Education	Construction	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom
05	Sanjour Middle School	2018-07-01	2018-12-31	Sanjour Middle School	John Doe	2018-07-01	2018-12-31	\$800,000	Completed	Sanjour Middle School	Sanjour, DC	Education	Construction	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom
06	Sanjour Elementary School	2018-07-01	2018-12-31	Sanjour Elementary School	John Doe	2018-07-01	2018-12-31	\$600,000	Completed	Sanjour Elementary School	Sanjour, DC	Education	Construction	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom	Classroom

Prepared by:
 [Signature]
 Date: 10/15/2018

Reviewed by:
 [Signature]
 Date: 10/15/2018

Approved by:
 [Signature]
 Date: 10/15/2018

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

MAY 13, 2020

RECEIVED

Name of Agency: DepEd City Schools Division of Biñan City
Date of Self Assessment: May 13, 2020

Name of Evaluator: _____
Position: Y

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 7. System for Disseminating and Monitoring Procurement Information					
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
		Average II	2.90		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
24	8.a Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	84.83%	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	100.00%	3.00		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
Indicator 9. Compliance with Procurement Timeframes					
27	9.a Percentage of contracts awarded within prescribed period of action to procure goods	n/a	n/a		PMRs
28	9.b Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00		PMRs
29	9.c Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
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
Indicator 11. Management of Procurement and Contract Management Records					
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
Indicator 12. Contract Management Procedures					
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 forms
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

[Signature]
EDNA FAURA-AGUSTIN

Schools Division Superintendent

Noted by:

[Signature]
MARILOU A. ALARCON
State Auditor III
OIC-Audit Team Leader

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

Name of Agency: DepEd City Schools Division of Bilián City
 Date of Self Assessment: May 13, 2020

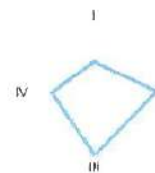
Name of Evaluator: _____
 Position: _____

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/ Documentation (Not to be Included in the Evaluation)
		Average III	3.00		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation In Public Bidding					
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.)
Indicator 14. Internal and External Audit of Procurement Activities					
38	14.a Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	0.00		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
Indicator 15. Capacity to Handle Procurement Related Complaints					
40	15.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					
41	16.a Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		Average IV	2.00		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.34		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I Legislative and Regulatory Framework	3.00	1.45
Pillar II Agency Institutional Framework and Management Capacity	3.00	2.90
Pillar III Procurement Operations and Market Practices	3.00	3.00
Pillar IV Integrity and Transparency of Agency Procurement Systems	3.00	2.00
Total (Pillar I+Pillar II+Pillar III+Pillar IV)/4	3.00	2.34

Agency Rating



Edna Faura Agustin
EDNA FAURA-AGUSTIN
 Schools Division Superintendent

Noted by: *Mariou A. Alarcon*
MARILOU A. ALARCON
 State Auditor III
 OIC-Audit Team Leader

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Name of Agency: DepEd City Schools Division of Biñan City
Name of Respondent: Sylvia S. Tanael

Date: 13-05-2020
Position: BAC Secretariat

Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website
please provide link: www.depedbinanbac.wordpress.com
- Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: December 17, 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: December 17, 2019
- 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;


EDNA FAURA-AGUSTIN
Schools Division Superintendent

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

- 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.: 049, s. 2019
- 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>Ariel M. Cabantog</u>	<u>November 6-9, 2019</u>
B. <u>Bayani V. Enriquez, Ed.D.</u>	<u>November 6-9, 2019</u>
C. <u>Mary Ann L. Tatlongmaria, Ed.D.</u>	<u>November 6-9, 2019</u>
D. <u>Sonny L. Atanacio</u>	<u>November 6-9, 2019</u>
E. <u>Engr. Precious Joy A. Coronado</u>	<u>November 6-9, 2019</u>
F. <u>Joel J. Valenzuela</u>	<u>November 6-9, 2019</u>
G. <u>Romulo D. Casipit</u>	<u>November 6-9, 2019</u>
- Members of BAC meet qualifications
- Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

- Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat
please provide Office Order No.: 049, s. 2019
- The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: Sylvia S. Tanael
- Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: November 6-9, 2019

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 type="checkbox"/> Vehicles | <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues |
| <input checked="" type="checkbox"/> Fridges and Freezers | <input type="checkbox"/> Toilets and Urinals |
| | <input type="checkbox"/> Textiles / Uniforms and Work Clothes |


EDNA FAURA-AGUSTIN
 Schools Division Superintendent

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Copiers

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: www.depedbinanbac.wordpress.com

Procurement information is up-to-date

Information is easily accessible at no cost

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

Agency prepares the PMRs

PMRs are promptly submitted to the GPPB
please provide submission dates: 1st Sem - March 15, 2019 2nd Sem - October 08, 2019

PMRs are posted in the agency website
please provide link: www.depedbinanbac.wordpress.com

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: 06-11-2019


Head of Procuring Entity (HOPE)

Bids and Awards Committee (BAC)

BAC Secretariat/ Procurement/ Supply Unit

BAC Technical Working Group

End-user Unit/s


EDNA FAURA-AGUSTIN
Schools Division Superintendent

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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


EDNA FAURA-AGUSTIN
Schools Division Superintendent

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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

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

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

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

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

- Agency has written procedures for quality control, acceptance and inspection of goods, services and works

Have you procured Infrastructure projects through any mode of procurement for the past year?

- Yes No

If YES, please answer the following:

- Supervision of civil works is carried out by qualified construction supervisors
Name of Civil Works Supervisor: _____
- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
Name of CPES Evaluator: _____

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) 2 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


EDNA FAURA-AGUSTIN
Schools Division Superintendent

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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

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

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

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

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

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

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

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




EDNA FAURA AGUSTIN
Schools Division Superintendent

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: DepEd City Schools Division of Binan City

Period: CY 2019

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Increase the percentage of competitive bidding and limited source bidding contracts from 69.28% to 72% in terms of total procurement in the succeeding year by re-assessing the items for bidding	End-user department/BAC/Property and Supply Unit	January-December 2020	None
1b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Increase the percentage of competitive bidding and limited source bidding contracts from 4.66% to 5% in terms of volume of total procurement	End-user department/BAC/Property and Supply Unit	January-December 2020	None
2a	Percentage of shopping contracts in terms of amount of total procurement	Reduce the percentage of shopping contracts in terms of amount of total procurement	End-user department/BAC/Property and Supply Unit	January-December 2020	None
2b	Percentage of negotiated contracts in terms of amount of total procurement	Reduce the percentage of negotiated contracts in terms of amount of total procurement	End-user department/BAC	January-December 2020	None
2c	Percentage of direct contracting in terms of amount of total procurement	Sustain the percentage of direct contracting in terms of amount of total procurement	End-user department/BAC/Property and Supply Unit	January-December 2020	None
2d	Percentage of repeat order contracts in terms of amount of total procurement	Maintain the percentage of repeat order contracts in terms of amount of total procurement	End-user department/BAC/Property and Supply Unit	January-December 2020	None
2e	Compliance with Reveal Order procedures	Sustain compliance with reveal order procedures	BAC/Procurement Unit	January-December 2020	None
2f	Compliance with Limited Source Bidding procedures	N/A	N/A	N/A	N/A
3a	Average number of entities who acquired bidding documents	Sustain the average number of entities who will acquire bidding documents	BAC/Procurement Unit	January-December 2020	None
3b	Average number of bidders who submitted bids	Sustain the average number of bidders who will submit bids	BAC/Procurement Unit	January-December 2020	None
3c	Average number of bidders who passed eligibility stage	Sustain the average number of bidders who will pass the eligibility stage	BAC/Procurement Unit	January-December 2020	None
3d	Sufficiency of period to prepare bids	Maintain compliance with the sufficiency of period to prepare bids	BAC/Procurement Unit	January-December 2020	None
3e	Use of proper and effective procurement documentation and technical specifications/requirements	Sustain the use of proper and effective procurement documentation and technical specifications/requirements	BAC/Procurement Unit	January-December 2020	None
4a	Creation of Bids and Awards Committee(s)	Maintain compliance with the creation of Bids and Awards Committee(s)	Head of the Procuring Entity (HOPE)	January 2020	None
4b	Presence of a BAC Secretariat or Procurement Unit	Maintain compliance with regard to the presence of BAC Secretariat or Procurement Unit and effect improvement in the competency of its members	Head of the Procuring Entity (HOPE)	January-December 2020	None
5a	An approved APP that includes all types of procurement	Maintain compliance on the preparation of an approved APP that includes all types of procurement	BAC/End-user Department/Procurement Unit	Before January of each calendar year	None

EDVA FAVILA AGUSTIN

12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of work and evaluation of contractor's performance	Sustain compliance with defined procedures or standards set by the Agency in such areas as quality control, acceptance and inspection, supervision of work and evaluation of contractor's performance	Project Monitoring Unit/State Auditor	January-December 2020	None
12.b	Timely Payment of Procurement Contracts	Maintain the practice of timely payment of procurement contracts	Budget and Finance Unit/Procurement Unit	January-December 2020	None
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Sustain compliance in inviting observers to attend the stages of procurement as prescribed in the IRR	BAC/BAC Secretariat	January-December 2020	None
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	The DepEd City Schools Division of Bishan City shall create an Internal audit unit who shall perform specialized procurement audits	Internal Audit Unit	January-December 2020	None
14.b	Audit Reports on procurement related transactions	Sustain compliance with CDA rules and regulations and RA 9184 regarding procurement activities	BAC/BAC Secretariat/Finance Unit/Procurement Unit	January-December 2020	None
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Effect improvement in the procuring entity's procurement complaints system and comply to the procedural requirements	concerned department	January-December 2020	None
16.a	Agency has a specific anti-corruption program/s related to procurement	Maintain a specific anti-corruption program/s related to procurement	BAC/Internal Audit Unit	January-December 2020	None

Back to "how to fill up"


EDNA FAURA AGUSTIN
 Schools Division Superintendent

5b	Preparation of Annual Procurement Plan for Common-Use Supplies and equipment (APE-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Comply with RA 5184 and its IRR re: procurement of common-use supplies and equipment from the DSM PS in the succeeding years	BAC/Procurement Unit	January-December 2020	None
5c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Maintain compliance re: existing green specifications and adopt green specifications for GPPB-identified non-CSE items	End-user department/BAC/Property and Supply Unit	January-December 2020	None
5a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Compliance with the percentage of bid opportunities posted in the PhilGEPS	BAC/Procurement Unit	January-December 2020	None
5b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Maintain 100% percentage of contract award information posted in the PhilGEPS	BAC/Procurement Unit	January-December 2020	None
5c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Maintain 100% percentage of contract awards procured through alternative methods posted in the PhilGEPS	BAC/Procurement Unit	January-December 2020	None
7a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Sustain compliance with regard to existing DepEd City Schools Division Office City website that provides up-to-date procurement information that is easily accessible at no cost	BAC/CTC/Procurement Unit	January-December 2020	None
7b	Preparation of Procurement Monitoring Report using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Maintain existing compliance in the preparation of procurement monitoring report using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	BAC/CTC/Procurement Unit	January-December 2020	None
8a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Maintain the 84.83% percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	HOPE/BAC/TMG/BAC Secretariat	January-December 2020	None
8b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Increase the percentage of total number of contracts signed against the total number of procurement projects done through competitive bidding	BAC/Procurement Unit	January-December 2020	None
8c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Sustain efficiency re: planned procurement activities, desired contract outcomes and objectives are achieved within the target/allotted timeframe	BAC/Procurement Unit	January-December 2020	None
9a	Percentage of contracts awarded within prescribed period of action to procure goods	Maintain the percentage of contracts awarded within prescribed period of action to procure goods	BAC/Procurement Unit	January-December 2020	None
9b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Maintain 100% percentage of contracts awarded within prescribed period of action to procure infrastructure projects	BAC/Procurement Unit	January-December 2020	None
9c	Percentage of contracts awarded within prescribed period of action to procure consulting services	N/A	N/A	N/A	N/A
10a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Maintain the existing system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Administrative Officer V/ASDS	December 2020	None
10b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Increase the percentage of participation of procurement staff in procurement training and/or professionalization program	HOPE/BAC/Procurement Unit	January-December 2020	None
10c	The procuring entity has open dialogue with private sector and ensure access to the procurement opportunities of the procuring entity	Sustain the procuring entity's open dialogue with private sector and ensure them to have access to the procurement opportunities of procuring entity	HOPE/BAC/Procurement Unit	January-December 2020	None
11a	The BAC Secretariat has a system for keeping and maintaining procurement records	Sustain in effecting improvement re: system for keeping and maintaining procurement records by the BAC Secretariat	BAC Secretariat	January-December 2020	None
11b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Maintain compliance with regard to system for keeping and maintaining complete and easily retrievable contract management records by the implementing units	Implementing Units/Project Monitoring Unit	January-December 2020	None

EDNA F. ORBAGUSTIN
Schoons Division Superintendent
MI