

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: ILOILO STATE COLLEGE OF FISHERIES Main Poblacion Campus

Period: \_\_\_\_\_

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				
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement				
2.a	Percentage of shopping contracts in terms of amount of total procurement				
2.b	Percentage of negotiated contracts in terms of amount of total procurement				
2.c	Percentage of direct contracting in terms of amount of total procurement				
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
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	Posting of procurement projects to conspicuous place, other government agencies bulletin of information and through all forms of communication to attain participation of bidders	HOPF, BAC BAC Sec, End-User	every procurement period	Invitation to Bid, Office Supplies
3.b	Average number of bidders who submitted bids	Posting of procurement projects to conspicuous place, other government agencies bulletin of information and through all forms of communication to attain participation of bidders	HOPF, BAC BAC Sec, End-User	every procurement period	Invitation to Bid, Office Supplies
3.c	Average number of bidders who passed eligibility stage	Prepare Technical and Eligibility Documents Checklist for the awareness of Bidders	BAC Secretariat	bidders who bought bid docs	Invitation to Bid, Office Supplies
3.d	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				
4.a	Creation of Bids and Awards Committee(s)				
4.b	Presence of a BAC Secretariat or Procurement Unit				

5.a	An approved APP that includes all types of procurement				
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				
5.c	Existing Green Specifications for GPPs-identified non-CSE Items are adopted				
6.a	Percentage of bid opportunities posted by the PHILGEPs-registered Agency				
6.b	Percentage of contract award information posted by the PHILGEPs-registered Agency	Contract of Award should be posted in PHILGEPs	BAC Secretariat	as scheduled	Notice of Award
6.c	Percentage of contract awards procured through alternative methods posted by the PHILGEPs-registered Agency				
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost				
7.b	Preparation of Procurement Monitoring Reports using the GPPs-prescribed format, submission to the GPPB, and posting in agency website				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Conduct dialogue with BAC concerning the procurement projects to minimize failed bidding	BAC, BAC Sec, TWG	every procurement period	Invitation to Bid, Office supplies
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe				
9.a	Percentage of contracts awarded within prescribed period of action to procure goods				
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects				
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services				
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis				
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Send procurement staff to seminars, training	HOPE	AS SCHEDULED	Budget Allocation
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity				
11.a	The BAC secretariat has a system for keeping and maintaining procurement records				

11b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records				
12a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance				
12b	Timely Payment of Procurement Contracts				
13a	Observers are invited to attend stages of procurement as prescribed in the IRR				
14a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	To create Internal Audit Unit (IAU) to perform and operate specialized procurement units	Administration, Internal Audit Unit	2018/2019	Office, Office Supplies
14b	Audit Reports on procurement related transactions				
15a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements				
16a	Agency has a specific anti-corruption program/s related to procurement				

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

Name of Agency: **LOUISIANA STATE COLLEGE OF FISHERIES**

Period Covered: **CY 2012**

	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
	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bid Docs	Total No. of Bidders who submitted bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities posted at PhilGEPs	No. of Contract Award posted at PhilGEPs	Total No. of Contracts that incurred responsive slippage	Total No. of contracts with amendments to order or variation orders	No. of Contracts Awarded within prescribed timeframe	
<b>1. Public Bidding*</b>														
1.1. Goods	15,672,163.00	14	10	1,422,067.00	4	17	16	16	14	0	0	0	10	
1.2. Works														
1.3. Consulting Services														
Sub-Total	15,672,163.00	14	10	1,422,067.00	4	17	16	16	14	0	0	0	10	
<b>2. Alternative Bids</b>														
2.1.1 Shopping (52.1 a above 50K)														
2.1.2 Shopping (52.1 b above 50K)														
2.1.3 Other Shopping														
2.2.1 Direct Contracting (above 50K)														
2.2.2 Direct Contracting (50K or less)														
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)														
2.5.2 Negotiation (Recognized Government Printers)														
2.5.3 Negotiation (199 53.1)														
2.5.4 Negotiation (50K 53.9 above 50K)														
2.5.5 Other Negotiated Procurement (Others above 50K)														
2.5.6 Other Negotiated Procurement (50K or less)														
Sub-Total	0.00	0	0	0.00					0	0				
<b>3. Foreign Funded Procurement**</b>														
3.1. Priority Bid														
3.2. Alternative Modes	0.00	0	0	0.00										
Sub-Total	0.00	0	0	0.00										
<b>4. Others, specify:</b>														
<b>TOTAL</b>	<b>15,672,163.00</b>	<b>14</b>	<b>10</b>	<b>1,422,067.00</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

  
**RUBY FERRASOL**  
 BAC Head Secretarial

  
**JOSE MANSUETA**  
 Administrative Officer IV

**GODELYN G. HISOLE**  
 SAC President II

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

Name of Agency: ILOILO STATE COLLEGE OF FISHERIES Main Poblacion Campus  
Date of Self Assessment: August 28, 2018

Name of Evaluator: JOSE S. ARICAYA  
Position: Administrative Officer IV

No.	Assessment Conditions	Agency Score	APCI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
6.a	Percentage of bid opportunities posted by the PhilGEPs-registered Agency	100.00%	3.00		Agency records and/or PhilGEPs records
6.b	Percentage of contract award information posted by the PhilGEPs-registered Agency	0.00%	0.00		Agency records and/or PhilGEPs records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPs-registered Agency	n/a	n/a		Agency records and/or PhilGEPs records

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

Name of Agency: ILOILO STATE COLLEGE OF FISHERIES Main Poblacion Campus  
Date of Self Assessment: August 28, 2018

Name of Evaluator: JOSE S. ARICAVA  
Position: Administrative Officer IV

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be included in the Evaluation)
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00	Identify specific procurement-related portion in the agency website and specific website links	
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Fully Compliant	3.00	Copy of PMR and received copy that it was submitted to GPPB	
<b>Average II</b>					
2.67					
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	9.07%	0.00	APP (including Supplemental amendments, if any) and PMRs	
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	71.43%	0.00	APP (including Supplemental amendments, if any) and PMRs	
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00	Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less	
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00	PMRs	
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	n/a	n/a	PMRs	
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a	PMRs	
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00	Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel	
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00	Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted	
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00	Ask for copies of documentation of activities for bidders	
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
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.	
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>					

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Date of Self Assessment: August 28, 2018

Name of Evaluator: JOSE S. ARIACAYA  
Position: Administrative Officer IV

No.	Assessment Conditions	Agency Score	APCI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
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
12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	2.18		

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Date of Self Assessment: August 28, 2018

Name of Evaluator: JOSE S. ARICAVA  
Position: Administrative Officer IV

No.	Assessment Conditions	Agency Score	APCI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
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<b>PILLAR IV, INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
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.)

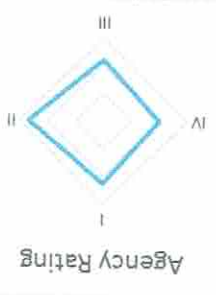
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	0.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
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>					
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>					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>			<b>2.28</b>		

Summary of APCI Scores by Pillar

APCI Pillars	Ideal Rating	Agency Rating
I	Legislative and Regulatory Framework	3.00
II	Agency Institutional Framework and Management Capacity	2.67
III	Procurement Operations and Market Practices	2.18
IV	Integrity and Transparency of Agency Procurement Systems	2.00
<b>Total (Pillar I+Pillar II+Pillar III+PillarIV)/4</b>		<b>2.28</b>





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Name of Evaluator: JOSE S. ARICAYA  
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No.	Assessment Conditions	Agency Score	APCI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
<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 contracts in terms of amount of total procurement	100.00%	3.00		PMRS
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	100.00%	3.00		PMRS
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
2.a	Percentage of shopping contracts in terms of amount of total procurement	0.00%	3.00		PMRS
2.b	Percentage of negotiated contracts in terms of amount of total procurement	0.00%	3.00		PMRS
2.c	Percentage of direct contracting in terms of amount of total procurement	0.00%	3.00		PMRS
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRS
2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
3.a	Average number of entities who acquired bidding documents	1.21	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.14	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.14	1.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully	3.00		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
4.a	Creation of Bids and Awards Committee(s)	Fully	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
<b>Indicator 5. Procurement Planning and Implementation</b>					
5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully	3.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
<b>Indicator 6. Use of Government Electronic Procurement System</b>					