

L-OED-2020-0439 June 29, 2020

ATTY. ROWENA CANDICE M. RUIZ

Executive Director V

Government Procurement Policy Board
Technical Support Office
Unit 2505 Raffles Center
Ortigas Jr., Road, Ortigas Center

Dear Atty. Ruiz:

In compliance with the Good Government Conditions in the grant of Performance Based Bonus for FY2020, we are submitting the Philippine Heart Center's Agency Procurement Compliance Indicator (APCPI) Self-Assessment Results for FY 2019.

Thank you for your continued support.

Very truly yours,

JOEL M. ABANILLA, M.D.

Executive Director







ANNEX B GOVERNMENT PROCUREMENT POLICY BOARD CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: PHILIPPINE HEART CENTER
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 PhilGEPS	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
1. Public Bidding*													
1.1. Goods	1,088,297,786.96	100	48	495,240,674.64	52	162	155	83	100	48			48
1.2. Works	241,000,000.00	8	1	106,979,996.63	7	2	2	2	8	1			1
1.3. Consulting Services		0	0	0.00	0	0	0	0	0	0			0
Sub-Total	1,329,297,786.96	108	49	602,220,671.27	59	164	157	85	108	49	0	0	49
2. Alternative Modes													
2.1.1 Shopping (52.1 a above 50K)	24,051,294.00	181	181	15,981,675.48									
2.1.2 Shopping (52.1 b above 50K)	3,048,756.00	25	25	2,088,964.06									
2.1.3 Other Shopping	6,775,012.00	246	246	4,427,956.29									
2.2.1 Direct Contracting (above 50K)	141,876,660.00	78	78	33,422,394.81									
2.2.2 Direct Contracting (50K or less)	10,678,888.00	91	91	2,365,328.86									
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)	3,798,432.00	4	4	2,302,080.00									
2.5.3 Negotiation (TFB 53.1)													
2.5.4 Negotiation (SVP 53.9 above 50K)	1,183,690,256.00	2,042	2,042	556,355,868.51									
2.5.5 Other Negotiated Procurement (Others above 50K)	142,613,284.00	85	85	67,639,335.58									
2.5.6 Other Negotiated Procurement (50K or less)	99,829,299.00	2,102	2,102	44,307,367.47									
Sub-Total	1,616,361,881.00	4,854	4,854	728,890,971.06					0	0			
3. Foreign Funded Procurement**													
3.1. Publicly-Bid													
3.2. Alternative Modes													
Sub-Total	0.00	0	0	0.00									
4. Others, specify:													
TOTAL	2,945,659,667.96	4,962	4,903	1,331,111,642.33									

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

GILBERT C. VILELA, M.D.

Chairman, BAC-A

Chairman, BAC-B

MARIETTA A. VELASCO, RN., MAN

Chairman, BAC-B

JOEL M. ABANILLA, M.D.

Executive Director, Head of the Procuring Entity

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^{**} 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

Name of Agency Name of Respo	-	Philippine Heart Center Gilbert C. Vilela, MD. / Marietta A. Velasco	o, RN., MAN	Date: Position:	June 16, 2020 Chairman, BAC - A & B	
		✓) mark inside the box beside each conditioned. Please note that all questions must be a			then fill in the corresponding bla	nks
1. Do you have	an approv	ved APP that includes all types of procurem	nent, given the follov	ving conditions? (5a)		
$\sqrt{}$	Agency p	prepares APP using the prescribed format				
V		ed APP is posted at the Procuring Entity's Worovide link: www.phc.gov.ph	Vebsite			
V		sion of the approved APP to the GPPB with provide submission date: January 31		adline		
		nual Procurement Plan for Common-Use Su se Supplies and Equipment from the Procu				
$\sqrt{}$	Agency	prepares APP-CSE using prescribed forma	at			
$\sqrt{}$	its Guide	sion of the APP-CSE within the period preso elines for the Preparation of Annual Budget e provide submission date: Aug 23, 2018	t Execution Plans iss	=	anagement in	
$\sqrt{}$	Proof of	actual procurement of Common-Use Suppl	lies and Equipment	from DBM-PS		
3. In the conduc	ct of procu	urement activities using Repeat Order, whic	ch of these condition	s is/are met? (2e)		
$\sqrt{}$	Original	contract awarded through competitive biddi	ling			
V	•	ds under the original contract must be quar units per item	ntifiable, divisible and	d consisting of at least		
$\sqrt{}$		price is the same or lower than the original geous to the government after price verification.		nrough competitive bide	ding which is	
$\sqrt{}$	The qua	ntity of each item in the original contract sh	nould not exceed 25%	%		
$\sqrt{}$	original o	was used within 6 months from the contract contract, provided that there has been a pa e same period	•	-		
4. In the conduc	ct of procu	urement activities using Limited Source Bidd	ding (LSB), which of	these conditions is/are	e met? (2f)	
$\sqrt{}$	Upon red	commendation by the BAC, the HOPE issue	es a Certification res	sorting to LSB as the p	roper modality	
V		tion and Issuance of a List of Pre-Selected nent authority	Suppliers/Consultar	nts by the PE or an ider	ntified relevant	
$\sqrt{}$	Transmit	ttal of the Pre-Selected List by the HOPE to	o the GPPB			
$\sqrt{}$	procurer	cd from the receipt of the acknowledgement ment opportunity at the PhilGEPS website, a thin the agency	•	•		
5. In giving your	prospect	tive bidders sufficient period to prepare thei	ir bids, which of thes	e conditions is/are met	? (3d)	
$\sqrt{}$	Bidding of	documents are available at the time of advewebsite;	ertisement/posting a	t the PhilGEPS website	e or	

Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;

√ Minutes of	pre-bid conference are read	lily available within five (5) days.
6. Do you prepare proper arthe following conditions? (3		cumentation and technical specifications/requirements, given the
documents	based on relevant characte	and complete Purchase Requests, Terms of Reference, and other ristics, functionality and/or performance requirements, as required ommencement of the procurement activity
$\sqrt{}$ No referen	ce to brand names, except fo	or items/parts that are compatible with the existing fleet or equipment
	ocuments and Requests for F bsite, if applicable, and in co	Proposal/Quotation are posted at the PhilGEPS website, onspicuous places
7. In creating your BAC and	BAC Secretariat which of th	nese conditions is/are present?
For BAC: (4a)		
	er creating the Bids and Awa rovide Office Order No.: <u>N</u>	ards Committee Memorandum Order No. 172:2018
	at least five (5) members of t	pective training dates:
A. Gilbert C. Vil	Name/s ela. M.D	Date of RA 9184-related training June 27, 2019
	wyn F. Flores, M.D.	June 27, 2019
C. Marietta A. V	/elasco, RN., MAN	June 27, 2019
D. Antonio D. P		June 27, 2019
	A. Remojo, CPA	June 27, 2019
F. Aileen G. Ba	nzon, MD.	June 27, 2019
G		
√ Members o	of BAC meet qualifications	
_		
√ Majority of	the members of BAC are tra	ined on R.A. 9184
For BAC Secretariat: (4b)		
act as BAC	Secretariat	ds Committee Secretariat or designing Procurement Unit to
please p	rovide Office Order No.: <u>B</u>	BAC Ref 281.19
	of the BAC Secretariat meets	
		tariat are trained on R.A. 9184 MC-October 23-24,
•	procurement activities on an ast one (1) then, answer the o	
	Monitors, Desktop √ s and Laptops	Paints and Varnishes
√ Air Condition	oners	Food and Catering Services
√ Vehicles	√	Training Facilities / Hotels / Venues
√ Fridges an	d Freezers	Toilets and Urinals
√ Copiers	$\sqrt{}$	Textiles / Uniforms and Work Clothes

Do you use gr	een technical specifications for the procurement activity/ies of the non-CSE item/s?
$\sqrt{}$	Yes No
	g whether you provide up-to-date procurement information easily accessible at no cost, which of is/are met? (7a)
V	Agency has a working website please provide link: www.phc.gov.ph
$\sqrt{}$	Procurement information is up-to-date
$\sqrt{}$	Information is easily accessible at no cost
	with the preparation, posting and submission of your agency's Procurement Monitoring Report, conditions is/are met? (7b)
$\sqrt{}$	Agency prepares the PMRs
	PMRs are promptly submitted to the GPPB please provide submission dates: 1st Sem - July 15, 2019 2nd Sem - January 14, 2020
V	PMRs are posted in the agency website please provide link: www.phc.gov.ph
$\sqrt{}$	PMRs are prepared using the prescribed format
	of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, conditions is/are met? (8c)
$\sqrt{}$	There is an established procedure for needs analysis and/or market research
$\sqrt{}$	There is a system to monitor timely delivery of goods, works, and consulting services
V	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)
V	Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
$\sqrt{}$	Procuring entity communicates standards of evaluation to procurement personnel
$\sqrt{}$	Procuring entity and procurement personnel acts on the results and takes corresponding action
	e following procurement personnel have participated in any procurement training and/or professionalization program nree (3) years? (10b)
	Date of most recent training: June 27, 2019
$\sqrt{}$	Head of Procuring Entity (HOPE)
$\sqrt{}$	Bids and Awards Committee (BAC)
$\sqrt{}$	BAC Secretariat/ Procurement/ Supply Unit
$\sqrt{}$	BAC Technical Working Group
$\sqrt{}$	End-user Unit/s
$\sqrt{}$	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

	ng whether the BAC Secretariat has a system for keeping and maintaining procurement records, conditions is/are present? (11a)
$\sqrt{}$	There is a list of procurement related documents that are maintained for a period of at least five years
$\sqrt{}$	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
$\sqrt{}$	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ng whether the Implementing Units has a system for keeping and maintaining procurement records, conditions is/are present? (11b)
$\sqrt{}$	There is a list of contract management related documents that are maintained for a period of at least five years
\checkmark	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
V	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ng if the agency has defined procedures or standards for quality control, acceptance and inspection and services, which of these conditions is/are present? (12a)
$\sqrt{}$	Agency has written procedures for quality control, acceptance and inspection of goods, services and works
Have you prod	cured Infrastructure projects through any mode of procurement for the past year?
$\sqrt{}$	Yes No
If YES, plea	se answer the following:
$\sqrt{}$	Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: Engr. Ricardo Limpin / Engr. Raul Rosal
V	Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: Engr. Ricardo Limpin
	ill it take for your agency to release the final payment to your supplier/service provider or contractor/consultant,once complete? (12b) days
A. E B. S C. P D. P E. B	
A. E B. S C. P D. P E. B	g Observers for the following procurement activities, which of these conditions is/are met? (13a) ligibility Checking (For Consulting Services Only) hortlisting (For Consulting Services Only) re-bid conference reliminary examination of bids id evaluation
A. E B. S C. P D. P E. B F. P	g Observers for the following procurement activities, which of these conditions is/are met? (13a) ligibility Checking (For Consulting Services Only) thortlisting (For Consulting Services Only) tre-bid conference reliminary examination of bids id evaluation ost-qualification

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:
$\sqrt{}$ 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)
$\sqrt{}$ The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
$\sqrt{}$ 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)
$\sqrt{}$ 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 C Back to APCPI Revised Scoring and Rating System "how to fill up"

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ANNEX A GOVERNMENT PROCUREMENT POLICY BOARD

Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: <u>PHILIPPINE HEART CENTER</u>
Date of Self Assessment: <u>June 16, 2020</u>

Name of Evaluator : <u>GILBERT C. VILELA, M.D. / MARIETTA A. VELASCO, RN., MAN</u>
Position: <u>Chairman BAC A & B</u>

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	(Not to be Included in the Evaluation
PILLA	AR I. LEGISLATIVE AND REGULATORY FRAMEWORK				Form Submitted to CDDD)
Indic	ator 1. Competitive Bidding as Default Method of Procuremen	t			
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	45.32%	0.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	1.00%	0.00		PMRs
Indic	ator 2. Limited Use of Alternative Methods of Procurement				
2.a	Percentage of shopping contracts in terms of amount of total procurement	1.69%	3.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	50.29%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	2.69%	2.00		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
India	ator 3. Competitiveness of the Bidding Process				1
3.a	Average number of entities who acquired bidding documents	1.52	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.45	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	0.79	0.00		Abstract of Bids of other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
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
			4.07		
DILL	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEME	Average I	1.27		
-	ator 4. Presence of Procurement Organizations	NT CAPACITY			
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
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
India	ator 5. Procurement Planning and Implementation				
5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
J	Preparation of Annual Procurement Plan for Common-Use	Copilane	3.00		zzp, z
5.b	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
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
<u></u>					,
indic	ator 6. Use of Government Electronic Procurement System Percentage of bid opportunities posted by the PhilGEPS-				1
6.a	registered Agency	4.97%	0.00		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: _PHILIPPINE HEART CENTER

Date of Self Assessment: _June 16, 2020

Name of Evaluator : GILBERT C. VILELA, M.D. / MARIETTA A. VELASCO, RN., MAN

Position: Chairman BAC A & B

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	(Not to be Included in the Evaluation
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	0.00%	0.00		Agency records and/or PhilGEPS records
117					
Indic	ator 7. System for Disseminating and Monitoring Procuremen I	t Information	I		Identify specific procurement-related
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		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
		Average II	2.40		
PILL A	AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES	Average ii	2.40		
	ator 8. Efficiency of Procurement Processes				1
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	45.19%	1.00		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	45.37%	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
Indic	ator 9. Compliance with Procurement Timeframes				
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	100.00%	3.00		PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
lua ali a	atou 10. Consoits Building for Consumpt Borrows I and Bris	ata Castau Bautis	in a mate		
10 a	ator 10. Capacity Building for Government Personnel and Prival 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	100.00%	3.00		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
Indic	ator 11. Management of Procurement and Contract Managem	ent Records			<u> </u>
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.

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

Name of Agency: PHILIPPINE HEART CENTER

Name of Evaluator: GILBERT C. VILELA, M.D. / MARIETTA A. VELASCO, RN., MAN

Date of Self Assessment: June 16, 2020

Position: Chairman BAC A & B

No. Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	(Not to be Included in the Evaluation
Implementing Units has and is implementing a system for 11.b 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	T	I		1
Agency has defined procedures or standards in such areas as 12.a 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
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	2.58		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREN	MENT SYSTEM			
Indicator 13. Observer Participation in Public Bidding	1			Verify copies of Invitation Letters to CSOs
Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00		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				lu de la
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, auidt 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
Indicator 15. Capacity to Handle Procurement Related Complaints				
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 mesures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement	F. 0.			Marifa da coma antatian afanti an
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	3.00		
GRAND TOTAL (Avarege I + Average II + Average III + Average IV /	4)	2.31		

Summary of APCPI Scores by Pillar

	APCPI Pillars	Ideal Rating	Agency Rating
1	Legislative and Regulatory Framework	3.00	1.27
П	Agency Insitutional Framework and Management Capacity	3.00	2.40
Ш	Procurement Operations and Market Practices	3.00	2.58
IV	Integrity and Transparency of Agency Procurement Systems	3.00	3.00
	Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.31

Agency Rating



Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Philippine Heart Center Period: 2019

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	Cost benefit analysis in terms of competitive bidding of the Project.			
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Linked to PhilGeps particularly with regard to the Posting of all bid opportunities to invite more players for the Project.			
2.a	Percentage of shopping contracts in terms of amount of total procurement	Utilization of market study/cost benefit analysis in the formulation of the specification of the items for procurement			
2.b	Percentage of negotiated contracts in terms of amount of total procurement	>Utilization of market study/cost benefit analysis in the formulation of the specification of the items for procurement >Conduct workshop/training on the preparation of PPMP			
2.c	Percentage of direct contracting in terms of amount of total procurement	Require submission of Certificate of Exclusive Distributorship			
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Evaluation of currently functioning equipment if subject for replacement or upgrading.			
2.e	Compliance with Repeat Order procedures	Strict compliance with Repeat Order procedures per 2016 RIRR of RA 9184			
2.f	Compliance with Limited Source Bidding procedures	Not applicable			
3.a	Average number of entities who acquired bidding documents	To have sufficient participation of bidder for every Project.			
3.b	Average number of bidders who submitted bids	Have invited prospective bidders to join Procurement Process.			
3.c	Average number of bidders who passed eligibility stage	To imposed minimum eligibility requirements to invite more bidders.			
3.d	Sufficiency of period to prepare bids	Reiterate the Jury Duty of the BAC, TWG and Secretariat member. >Additional BAC Secretariat organic personnel >Reiterate the completeness and timely submission	>Executive Committee >BAC >TWG >Secretariat >End-user	>ASAP	>Conduct training to the responsible entity. >Additional manpower
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Reiterate the adherence of the technical specification on the implementing rules and regulation of procurement. > Utilization of market study / cost benefit analysis in planning the specification of the items for procurement.	>BAC >TWG >End-user	>ASAP	>Conduct training to the responsible entity. >Previous similar technical specification
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 GPPB-identified non-CSE items are adopted	> Encourage the end-user to include green specification on their projects > Provide orientation for green specification advantages and its impact compliance to the agency performance.	>Executive Committee >BAC >TWG >Secretariat >End-user		>Issuance of memorandum pertaining to the application of green specification for applicable item subject for procurement >Conduct update to the responsible entity
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				
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 GPPB- 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 of training/workshop of preparation of PPMP. > Issuance of memorandum on the strict compliance on the timely submission of required document on procurement as stated in the APP. >BAC Secretariat to make consistent follow up on the submission of the required documents on procurement	>Executive Committee >BAC >TWG >Secretariat >End-user	>3rd semester of 2018 >1st quarter of 2019	>Conduct training to the responsible entity.
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	>Reiterate the completeness and timely submission of the technical specification of the end-user. > Reiterate the Jury Duty of the BAC, TWG and Secretariat member. > Additional BAC Secretariat organic personnel	>Executive Committee >BAC >TWG >Secretariat >End-user	>ASAP	>Conduct training to the responsible entity. >Additional manpower
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	> Review the the internal policy and procedures of the procurement services. > Timely monitoring of the submission of TWG reports and other procurement documents. > Reiterate the Jury Duty of the BAC, TWG and Secretariat member.	>Executive Committee >BAC >TWG >Secretariat >End-user	>ASAP	>Conduct training to the responsible entity. >Additional manpower
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	> Review the the internal policy and procedures of the procurement services. > Timely monitoring of the submission of TWG reports and other procurement documents. > Reiterate the Jury Duty of the BAC, TWG and Secretariat member.	>Executive Committee >BAC >TWG >Secretariat >End-user	>ASAP	>Manual of procedures
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		 Conduct of training, update or workshop regarding procurement process align with the present rules. 	>Executive Committee >BAC >TWG >Secretariat >End-user	>Conduct training to the responsible entity.
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity			
11 .a		>Additional BAC Secretariat organic personnel >Request for a bigger office and stockroom	>Executive Committee >BAC Secretariat	>Additional manpower >Budget allotment for the infrastructure
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records			
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			
12.b	Timely Payment of Procurement Contracts			
13 .a	Observers are invited to attend stages of procurement as prescribed in the IRR			
1 4.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits			
14.b	Audit Reports on procurement related transactions			
1 5.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements			
1 6.a	Agency has a specific anti-corruption program/s related to procurement			