



Republic of the Philippines
PHILIPPINE HEART CENTER
East Avenue, Quezon City 1100, Philippines
Telephone Nos. 8925-2401 to 50 www.phc.gov.ph

L-OED-2024-0320
26 March 2024

ATTY. ROWENA CANDICE M. RUIZ
Executive Director V
Government Procurement Policy Board
Technical Support Office
Bike Lane, Commonwealth Avenue,
Diliman, Quezon City

Dear Atty. Ruiz,

In compliance with the Good Governance Conditions in the grant of Performance Based Bonus for FY2024, we are submitting the Philippine Heart Center's Agency Procurement Compliance and Performance Indication (APCPI) Self-Assessment Results for FY2023.

Thank you for your continued support.

Very truly yours,

JOEL M. ABANILLA, MD
Head of Procuring Entity /
Executive Director IV

JMA/JMGL/MNAR/IOM/mib/jzb



ISLANDS of GOOD
GOVERNANCE



Quality Management System ISO 9001 :2015 Certified

GOVERNMENT PROCUREMENT POLICY BOARD

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

| No. | Assessment Conditions | Agency Score | APCPI Rating* | Comments/Findings to the Indicators and | Supporting Information/Documentation (Not to be Included in the Evaluation Form Submitted to |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Agency: PHILIPPINE HEART CENTER | | | | | |
| Date of Self Assessment: March 25, 2024 | | | | | |
| Name of Evaluator: Ranulfo B. Javelosa Jr., MD. | | | | | |
| Antonio D. Pascual, MD | | | | | |
| Position: Chairman, BAC-A and BAC-B | | | | | |
| PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK | | | | | |
| Indicator 1. Competitive Bidding as Default Method of Procurement | | | | | |
| 1.1.a | Percentage of competitive bidding and limited source bidding | 66.56% | 0.00 | | PMRs |
| 2.1.b | Percentage of competitive bidding and limited source bidding | 1.09% | 0.00 | | PMRs |
| Indicator 2. Limited Use of Alternative Methods of Procurement | | | | | |
| 3.2.a | Percentage of shopping contracts in terms of amount of total | 1.16% | 3.00 | | PMRs |
| 4.2.b | Percentage of negotiated contracts in terms of amount of | 31.23% | 0.00 | | PMRs |
| 5.2.c | Percentage of direct contracting in terms of amount of total | 0.89% | 3.00 | | PMRs |
| 6.2.d | Percentage of repeat order contracts in terms of amount of | 0.16% | 3.00 | | PMRs |
| 7.2.e | Compliance with Repeat Order procedures | Compliant | 3.00 | | 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 |
| Indicator 3. Competitiveness of the Bidding Process | | | | | |
| 9.3.a | Average number of entities who acquired bidding documents | 1.93 | 0.00 | | Agency records and/or PhilGEPs records |
| 10.3.b | Average number of bidders who submitted bids | 1.76 | 0.00 | | Abstract of Bids or other agency records |
| 11.3.c | Average number of bidders who passed eligibility stage | 1.56 | 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 |
| Average I | | | 1.58 | | |
| PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY | | | | | |
| Indicator 4. Presence of Procurement Organizations | | | | | |
| 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 Secretariat; Organizational Chart; and Certification of Training |
| Indicator 5. Procurement Planning and Implementation | | | | | |
| 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 | Fully Compliant | 3.00 | | APP, APP-CSE, PMR |
| 18.5.c | Existing Green Specifications for GPPB-identified non-CSE | Compliant | 3.00 | | ITBs and/or RFQs clearly |
| Indicator 6. Use of Government Electronic Procurement System | | | | | |
| 19.6.a | Percentage of bid opportunities posted by the PhilGEPs- | 99.02% | 3.00 | | Agency records and/or PhilGEPs records |
| 20.6.b | Percentage of contract award information posted by the | 100.00% | 3.00 | | Agency records and/or PhilGEPs records |
| 21.6.c | Percentage of contract awards procured through alternative | 100.00% | 3.00 | | Agency records and/or PhilGEPs records |
| 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 | | | 3.00 | | |
| 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 | 74.88% | 2.00 | | APP (including Supplemental amendments, if any) |
| 25.8.b | Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding | 54.62% | 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 |
| Indicator 9. Compliance with Procurement Timeframes | | | | | |
| 27.9.a | Percentage of contracts awarded within prescribed period of | 100.00% | 3.00 | | PMRs |
| 28.9.b | Percentage of contracts awarded within prescribed period of | 100.00% | 3.00 | | PMRs |
| 29.9.c | Percentage of contracts awarded within prescribed period of | 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 | 0.00% | 0.00 | | 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 | 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 | Fully Compliant | 3.00 | | Verify actual procurement records and time it took |
| 34 | 11.b | Implementing Units has and is implementing a system for | Fully Compliant | 3.00 | | Verify actual contract management records and time |
| Indicator 12. Contract Management Procedures | | | | | | |
| 35 | 12.a | Agency has defined procedures or standards in such areas as | Fully Compliant | 3.00 | | Verify copies of written procedures for quality |
| 36 | 12.b | Timely Payment of Procurement Contracts | On or before | 3.00 | | Ask Finance or Accounting Head of Agency for |
| | | | | Average III | 2.42 | |
| 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 | Fully Compliant | 3.00 | | Verify copies of Invitation Letters to CSOs and |
| Indicator 14. Internal and External Audit of Procurement Activities | | | | | | |
| 38 | 14.a | Creation and operation of Internal Audit Unit (IAU) that | Fully Compliant | 3.00 | | Verify copy of Order or show actual organizational |
| 39 | 14.b | Audit Reports on procurement related transactions | Above 90-100% | 3.00 | | Verify COA Annual Audit Report on Action on Prior |
| Indicator 15. Capacity to Handle Procurement Related Complaints | | | | | | |
| 40 | 15.a | The Procuring Entity has an efficient procurement complaints | Fully Compliant | 3.00 | | Verify copies of BAC resolutions on Motion for |
| Indicator 16. Anti-Corruption Programs Related to Procurement | | | | | | |
| 41 | 16.a | Agency has a specific anti-corruption program/s related to | Fully Compliant | 3.00 | | Verify documentation of anti-corruption program |
| | | | | Average IV | 3.00 | |
| GRAND TOTAL (Average I + Average II + Average III + Average IV / 4) | | | | | 2.50 | |

Summary of APCPI Scores by Pillar

| APCPI Pillars | Ideal Rating | Agency Rating |
|--------------------------------------------------------------------|--------------|---------------|
| Pillar I Legislative and Regulatory Framework | 3.00 | 1.58 |
| Pillar II Agency Institutional Framework and Management Capacity | 3.00 | 3.00 |
| Pillar III Procurement Operations and Market Practices | 3.00 | 2.42 |
| Pillar IV Integrity and Transparency of Agency Procurement Systems | 3.00 | 3.00 |
| Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4 | 3.00 | 2.50 |



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"how to fill up"**

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

| Name of Agency: PHILIPPINE HEART CENTER | 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 PHIGEPS | No. of Contract Award Posted at PHIGEPS | 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 |
| 1. Public Bidding* | | | | | | | | | | | | | |
| 1.1. Goods | 2,329,433,194.96 | 116 | 62 | 1,590,906,638.26 | 54 | 223 | 204 | 180 | 116 | 52 | 0 | 0 | 62 |
| 1.2. Works | 41,000,000.00 | 3 | 3 | 37,630,091.69 | 0 | 7 | 6 | 6 | 3 | 3 | 0 | 0 | 3 |
| 1.3. Consulting Services | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub-Total | 2,370,433,194.96 | 119 | 65 | 1,628,536,639.95 | 54 | 230 | 210 | 186 | 119 | 55 | 0 | 0 | 65 |
| 2. Alternative Modes | | | | | | | | | | | | | |
| 2.1.1 Shopping (52.1 a above 50K) | 32,506,603.72 | 205 | 205 | 22,823,510.40 | | | | | | 205 | | | |
| 2.1.2 Shopping (52.1 b above 50K) | 2,352,550.13 | 23 | 23 | 1,651,770.60 | | | | | | 23 | | | |
| 2.1.3 Other Shopping | 5,684,169.15 | 232 | 232 | 3,990,954.26 | | | | | | | | | |
| 2.2.1 Direct Contracting (above 50K) | 30,702,099.66 | 57 | 57 | 20,307,936.10 | | | | | | 57 | | | |
| 2.2.2 Direct Contracting (50K or less) | 2,150,758.30 | 58 | 58 | 1,422,624.84 | | | | | | | | | |
| 2.3.1 Repeat Order (above 50K) | 5,840,962.05 | 3 | 3 | 3,863,520.00 | | | | | | 3 | | | |
| 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) | 2,506,119.56 | 1 | 1 | 2,340,000.00 | | | | | | | | | |
| 2.5.3 Negotiation (TFE 53.1) | | | | | | | | | | | | | |
| 2.5.4 Negotiation (SVF 53.9 above 50K) | 708,779,950.11 | 2,203 | 2,203 | 661,798,037.91 | | | | | 2,203 | 2,203 | | | |
| 2.5.5 Other Negotiated Procurement (Others above 50K) | 56,224,634.36 | 87 | 87 | 52,497,752.49 | | | | | | 37 | | | |
| 2.5.6 Other Negotiated Procurement (50K or less) | 53,203,802.00 | 3,049 | 3,049 | 49,677,457.72 | | | | | | | | | |
| Sub-Total | 899,951,649.04 | 5,918 | 5,918 | 820,373,354.32 | | | | | 2,203 | 2,578 | | | |
| 3. Foreign Funded Procurement** | | | | | | | | | | | | | |
| 3.1. Publicly-Bid | | | | | | | | | | | | | |
| 3.2. Alternative Modes | | | | | | | | | | | | | |
| Sub-Total | 0.00 | 0 | 0 | 0.00 | | | | | | | | | |
| 4. Others, specify: | | | | | | | | | | | | | |
| TOTAL | 3,270,384,844.00 | 6,037 | 5,983 | 2,448,910,044.27 | | | | | | | | | |

* 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

RANULFO B. JAVIELOSA, JR., MD.
 Chairman, BAC for Infrastructure, Medical Supplies and Services

ANTONIO D. PASCUAL, MD
 Chairman, BAC for Pharma Supplies & Medical Equipment

JOEL M. ABANILLA, MD.
 Executive Director / Head of the Procuring Entity

Name of Agency: Philippine Heart Center
 Name of Respondent: Ranulfo B. Javelosa Jr., MD./Antonio D. Pascual, MD

Date: March 25, 2024
 Position: Chairman, BAC-A and BAC-B

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

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

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website
 please provide link: https://www.phc.gov.ph/Images/trans-seal/APP_2023.pdf
- Submission of the approved APP to the GPPB within the prescribed deadline
 please provide submission date: January 30, 2023

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: September 30, 2022
- Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

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

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

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

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

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

- Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or

Agency website:

- Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;
- Minutes of pre-bid conference are readily available within five (5) days.

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

- The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity
- No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment
- Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

7. In creating your BAC and BAC Secretariat which of these conditions is/are present?

For BAC: (4a)

- Office Order creating the Bids and Awards Committee
please provide Office Order No.: MO-OED-2023-568 / September 15, 2023
- 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>Ranulfo B. Javelosa, Jr., MD.</u> | <u>November 10-11, 2022</u> |
| B. <u>Antonio D. Pascual, MD.</u> | <u>November 10-11, 2022</u> |
| C. <u>Imelda M. Vieña, RPh</u> | <u>November 10-11, 2022</u> |
| D. <u>Elmer Benedict E. Collong, RMT</u> | <u>November 10-11, 2022</u> |
| E. <u>Daisy U. Algenio, RN.</u> | <u>November 10-11, 2022</u> |
| F. <u>Agnes L. Balid, RSW</u> | <u>November 10-11, 2022</u> |
| G. <u>Marcial M. Magleo, RMT</u> | <u>November 10-11, 2022</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.: BAC.Ref.281.19 / July 18, 2019
- The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: Jeanette Z. Burillo, RL
- Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: November 10-11, 2022

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.

- Computer Monitors, Desktop Computers and Laptops
- Paints and Varnishes
- Air Conditioners
- Food and Catering Services
- Training Facilities / Hotels / Venues

- Vehicles
- Toilets and Urinals
- Fridges and Freezers
- Textiles / Uniforms and Work Clothes
- 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: <https://www.phc.gov.ph>

- Procurement information is up-to-date

- Information is easily accessible at no cost

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

- Agency prepares the PMRs

- PMRs are promptly submitted to the GPPB
please provide submission dates: 1st Sem - July 13, 2023 2nd Sem - January 15, 2024

- PMRs are posted in the agency website
please provide link: <https://www.phc.gov.ph/Images/trans-seal/PMR%20July-December%202023%20PHC.pdf#navpanes=0>

- 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: November 10-11, 2022

- Head of Procuring Entity (HOPE)

- Bids and Awards Committee (BAC)

- BAC Secretariat/ Procurement/ Supply Unit
- BAC Technical Working Group
- End-user Unit/s
- Other staff

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

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

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

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

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

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

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

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

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

- Yes No

If YES, please answer the following:

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

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) 20 days

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)

- A. Eligibility Checking (For Consulting Services Only)
- B. Shortlisting (For Consulting Services Only)
- C. Pre-bid conference
- D. Preliminary examination of bids
- E. Bid evaluation
- F. Post-qualification

- Observers are invited to attend stages of procurement as prescribed in the IRR
- Observers are allowed access to and be provided documents, free of charge, as stated in the IRR
- Observer reports, if any, are promptly acted upon by the procuring entity

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

- Creation of Internal Audit Unit (IAU) in the agency
Agency Order/DBM Approval of IAU position/s: OSEC-2016-000532 / November 4, 2016
- 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

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| No. | Assessment Conditions | Poor/Not Compliant (0) | Acceptable (1) | Satisfactory (2) | Very Satisfactory/Compliant (3) |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------|------------------------|-------------------------|---------------------------------|
| PILAR I. LEGISLATIVE AND REGULATORY FRAMEWORK | | | | | |
| Indicator 1. Competitive Bidding as Default Method of Procurement | | | | | |
| 1 | Percentage of competitive bidding and limited source bidding contracts in | Below 70.00% | Between 70.00-80.99% | Between 81.00-90.99% | Between 91.00-100% |
| 2 | Percentage of competitive bidding and limited source bidding contracts in | Below 20.00% | Between 20.00-39.99% | Between 40.00-50.00% | Above 50.00% |
| Indicator 2. Limited Use of Alternative Methods of Procurement | | | | | |
| 3 | Percentage of shopping contracts in terms of amount of total procurement | Above 7.00% | Between 6.00-7.00 % | Between 4.00-5.99 % | Below 4.00% |
| 4 | Percentage of negotiated contracts in terms of amount of total procurement | Above 15.00% | Between 11.00-15.00% | Between 6.00-10.99% | Below 6.00% |
| 5 | Percentage of direct contracting in terms of amount of total procurement | Above 4.00% | Between 3.00-4.00% | Between 1.00-2.99% | Below 1.00% |
| 6 | Percentage of repeat order contracts in terms of amount of total procurement | Above 4.00% | Between 3.00-4.00% | Between 1.00-2.99% | Below 1.00% |
| 7 | Compliance with Repeat Order procedures | Not Compliant | | | Compliant |
| 8 | Compliance with Limited Source Bidding procedures | Not Compliant | | | Compliant |
| Indicator 3. Competitiveness of the Bidding Process | | | | | |
| 9 | Average number of entities who acquired bidding documents | Below 3.00 | 3.00-3.99 | 4.00-5.99 | 6.00 and above |
| 10 | Average number of bidders who submitted bids | Below 2.00 | 2.00-2.99 | 3.00-4.99 | 5.00 and above |
| 11 | Average number of bidders who passed eligibility stage | Below 1.00 | 1.00 – 1.99 | 2.00-2.99 | 3.00 and above |
| 12 | Sufficiency of period to prepare bids | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 13 | Use of proper and effective procurement documentation and technical | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| PILAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY | | | | | |
| Indicator 4. Presence of Procurement Organizations | | | | | |
| 14 | Creation of Bids and Awards Committees(s) | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 15 | Presence of a BAC Secretariat or Procurement Unit | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| Indicator 5. Procurement Planning and Implementation | | | | | |
| 16 | An approved APP that includes all types of procurement | Not Compliant | Partially Compliant | Substantially Compliant | Compliant |
| 17 | Preparation of Annual Procurement Plan for Common-Use Supplies and | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 18 | Existing Green Specifications for GPPB-identified non-CSE items are adopted | Not Compliant | | | Compliant |
| Indicator 6. Use of Government Electronic Procurement System | | | | | |
| 19 | Percentage of bid opportunities posted by the PhilGEPS-registered Agency | Below 70.99% | Between 71.00-80.99% | Between 81.00-90.99% | Above 91.00% |
| 20 | Percentage of contract award information posted by the PhilGEPS-registered | Below 20.00% | Between 20.00- 50.99% | Between 51.00-80.00% | Above 80.00% |
| 21 | Percentage of contract awards procured through alternative methods posted | Below 20.00% | Between 20.00 - 50.99% | Between 51.00-80.00% | Above 80.00% |
| Indicator 7. System for Disseminating and Monitoring Procurement Information | | | | | |
| 22 | Presence of website that provides up-to-date procurement information easily | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 23 | Preparation of Procurement Monitoring Reports using the GPPB-prescribed | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| PILAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES | | | | | |
| Indicator 8. Efficiency of Procurement Processes | | | | | |
| 24 | Percentage of total amount of contracts signed within the assessment year | Below 40.00% or above 100.00% | Between 40.00- 60.99% | Between 61.00%-80.00% | Above 80.00% |
| 25 | Percentage of total number of contracts signed against total number of | Below 90.00% | Between 90.00- 92.99% | Between 93.00-95.00% | Above 95.00% |
| 26 | Planned procurement activities achieved desired contract outcomes and | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| Indicator 9. Compliance with Procurement Timelines | | | | | |

| | | | | | |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------|---------------------------------|----------------------------|
| 27 | Percentage of contracts awarded within prescribed period of action to procure | Below 90.00% | Between 90.00 to 95.99% | Between 96.00 to 99.99% | 100% |
| 28 | Percentage of contracts awarded within prescribed period of action to procure | Below 90.00% | Between 90.00 to 95.99% | Between 96.00 to 99.99% | 100% |
| 29 | Percentage of contracts awarded within prescribed period of action to procure | Below 90.00% | Between 90.00 to 95.99% | Between 96.00 to 99.99% | 100% |
| Indicator 10. Capacity Building for Government Personnel and Private Sector Participants: | | | | | |
| 30 | There is a system within the procuring entity to evaluate the performance of | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 31 | Percentage of participation of procurement staff in procurement training | Less than 60.00% Trained | Between 60.00-75.99% Trained | Between 76-90% of staff trained | Between 91.00-100% Trained |
| 32 | The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity | Not Compliant | | | Compliant |
| Indicator 11. Management of Procurement and Contract Management Records | | | | | |
| 33 | The BAC Secretariat has a system for keeping and maintaining procurement | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 34 | Implementing Units has and is implementing a system for keeping and | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| Indicator 12. Contract Management Procedures | | | | | |
| 35 | Agency has defined procedures or standards in such areas as quality control, | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 36 | Timely Payment of Procurement Contracts | After 45 days | Between 38-45 days | Between 31-37 days | On or before 30 days |
| PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM | | | | | |
| Indicator 13. Observer Participation in Public Bidding | | | | | |
| 37 | Observers are invited to attend stages of procurement as prescribed in the IFR | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| Indicator 14. Internal and External Audit of Procurement Activities | | | | | |
| 38 | Creation and operation of Internal Audit Unit (IAU) that performs specialized | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 39 | Audit Reports on procurement related transactions | Below 60% compliance | Between 61-70.99% compliance | Between 71-89.99% compliance | Above 90-100% compliance |
| Indicator 15. Capacity to Handle Procurement Related Complaints | | | | | |
| 40 | The Procuring Entity has an efficient procurement complaints system and has | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| Indicator 16. Anti-Corruption Programs Related to Procurement | | | | | |
| 41 | Agency has a specific anti-corruption program/s related to procurement | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: PHILIPPINE HEART CENTER

Period: 2023

| Sub-Indicators | Key Area for Development | Proposed Actions to Address Key Areas | Responsible Entity | Timetable |
|----------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------|
| 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. | > BAC > End-user | 3rd quarter of the CY |
| 1.b | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement | Linked to PhilGeeps particularly with regard to the Posting of all bid opportunities to invite more players for the Project. | > BAC > End-user > Bidders | 3rd quarter of the CY |
| 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 | Procurement End-user | 3rd quarter of the CY |
| 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 PPM | >Procurement End-user >Executive Committee | >3rd quarter of the CY > 3rd quarter of the CY |
| 2.c | Percentage of direct contracting in terms of amount of total procurement | Require submission of Certificate of Exclusive Distributorship | Procurement End-user | ASAP |
| 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. | Procurement End-user | ASAP |
| 2.e | Compliance with Repeat Order procedures | Strict compliance with Repeat Order procedures per 2016 RIRR of RA 9184 | Procurement End-user | ASAP |
| 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. | > BAC > Bidders | ASAP |
| 3.b | Average number of bidders who submitted bids | Have invited prospective bidders to join Procurement Process. | > BAC > Bidders | ASAP |
| 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 | >Retierate the completeness and timely submission of the technical specification of the end-user. > Retierate the Jury Duty of the BAC, TWG and Secretariat member. >Additional BAC Secretariat organic personnel | > Executive Committee > BAC >TWG >Secretariat > End-User | >ASAP |
| 3.e | Use of proper and effective procurement documentation and technical specifications/requirements | >Retierate 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 |
| 4.a | Creation of Bids and Awards Committee(s) | | | |

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

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| 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 GPP3-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 | > 1st quarter of 2019 |
| 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 | > Conduct of training/workshop of preparation of PMP. > 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 |
| 8.b | Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding | | | |
| 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 |
| 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 |
| 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 |
| 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 | | | |

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

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| 10.b | Percentage of participation of procurement staff in procurement training and/or professionalization program | > Conduct of training, update or workshop regarding procurement process align with the present rules. | > Executive Committee > BAC > TWG > Secretariat > End-User | >ASAP |
| 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 | >Additional BAC Secretariat organic personnel >Request for a bigger office and stockroom | > Executive Committee > BAC Secretariat | >ASAP |
| 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 | | | |
| 14.a | Creation and operation of Internal Audit Unit: (IAU) that performs specialized procurement audits | | | |
| 14.b | Audit Reports on procurement related transactions | | | |
| 15.a | The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements | | | |
| 16.a | Agency has a specific anti-corruption program/s related to procurement | | | |