ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: Provincial Government of South Cotabato

Period Covered: CY 2023

	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	**612,451,660.22**	**148**	**129**	**574,136,450.31**	**19**	**371**	**355**	**330**	**148**	**129**	0	0	**128**
1.2. Works	**626,403,423.77**	**169**	**155**	**625,326,266.75**	**14**	**252**	**251**	**239**	**169**	**155**	**33**	**4**	**155**
1.3. Consulting Services	0.00	0	0	0.00	0	0	235	0	0	0	0	0	0
Sub-Total	**1,238,855,083.99**	**317**	**284**	**1,199,462,717.06**	**33**	**623**	**841**	**569**	**317**	**284**	**33**	**4**	**283**
2. Alternative Modes													
2.1.1 Shopping (52.1 a above 50K)	**0.00**	0	0	**0.00**						0			
2.1.2 Shopping (52.1 b above 50K)	**7,169,173.80**	**44**	**44**	**6,053,990.64**					**44**	23			
2.1.3 Other Shopping	0.00	0	0	0.00									
2.2.1 Direct Contracting (above 50K)	**851,186.49**	**7**	**7**	**778,972.62**						**7**			
2.2.2 Direct Contracting (50K or less)	**348,338.36**	**18**	**18**	**341,859.16**									
2.3.1 Repeat Order (above 50K)	**234,665.20**	**1**	**1**	**234,665.20**						1			
2.3.2 Repeat Order (50K or less)	0.00	0		0.00						0			
2.4. Limited Source Bidding	0.00	0	0	0.00					0	0			
2.5.1 Negotiation (Common-Use Supplies)	**818,278.56**	**102**	**14**	**818,278.56**									
2.5.2 Negotiation (Recognized Government Printers)	**1,516,775.00**	**4**	**4**	**1,493,250.00**									
2.5.3 Negotiation (TFB 53.1)	**8,446,086.45**	**7**	**7**	**8,387,792.06**					**7**	**7**			
2.5.4 Negotiation (SVP 53.9 above 50K)	**176,682,766.74**	**855**	**811**	**161,472,203.48**					**855**	**505**			
2.5.5 Other Negotiated Procurement (Others above 50K)	**16,580,147.50**	**9**	**9**	**16,580,147.50**						**9**			
2.5.6 Other Negotiated Procurement (50K or less)	**0.00**	**0**	**0**	-									
Sub-Total	**212,647,418.10**	**1,047**	**915**	**196,161,159.22**					**906**	**552**			
3. Foreign Funded Procurement**													
3.1. Publicly-Bid	**0.00**	0	0	**0.00**		**0**	**0**	**0**					
3.2. Alternative Modes	**0.00**	0	0	**0.00**		**0**	**0**	**0**					
Sub-Total	**0.00**	**0**	**0**	**0.00**									
4. Others, specify:													
TOTAL	**1,451,502,502.09**	**1,364**	**1,199**	**1,395,623,876.28**									

*** 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**

(SGD)JOHN B. MAGBANUA-Supervising Admin. Officer/Head BAC Secretariat
(Designation)

(SGD)ATTY. MARNITO B. COSEP-Provincial Legal Officer/BAC Chairman
(Designation)

(SGD)REYNALDO S. TAMAYO, JR. - Provincial Governo
(Designation)

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Name of Agency: Provincial Government of South Cotabato
Name of Respondent: **John B. Magbanua / Junrey L. Paches/Danna Marie B. Asentista**
Date: **February 13, 2024**
Position: SAO / SO II/SO III

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

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

- [✓] Agency prepares APP using the prescribed format
- [✓] Approved APP is posted at the Procuring Entity's Website
  please provide link: http://southcotabato.gov.ph/procurement
- [✓] Submission of the approved APP to the GPPB within the prescribed deadline
  please provide submission date: 31-Jan-24

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: 9-Oct-23
- [✓] 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.: .+

☑ 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.	ATTY. MARNITO B. COSEP	June 13, 2023
B.	RAUL D. TEVES, DVM	June 13, 2023
C.	ENGR. LLOYD M. ESPARAGOSA	June 13, 2023
D.	RUDY S. JIMENEA	June 13, 2023
E.	FREDA LIZA P. GAZO	June 13, 2023
F.	ROLLY DOANE C. AQUINO, RN	September 13, 2023
G.	EMILY J. DABAN	September 13, 2023

☑ 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.: SP Resolution No. 275, Ordinance No. 35, Series of 2015

☑ The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: JOHN B. MAGBANUA

☑ Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: June 13, 2023

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
☑ Air Conditioners
☑ Vehicles
☑ Fridges and Freezers
☑ Copiers
☑ Paints and Varnishes
☑ Food and Catering Services
☑ Training Facilities / Hotels / Venues
☑ Toilets and Urinals
☑ Textiles / Uniforms and Work Clothes

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: http://www.southcotabato.gov.ph/procurement

☑ 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)

- [x] Agency prepares the PMRs
- [x] PMRs are promptly submitted to the GPPB
  please provide submission dates: 1st Sem - July 14, 2023 2nd Sem - January 13, 2024
- [ ] PMRs are posted in the agency website
  please provide link: http://southcotabato.gov.ph/procurement
- [x] 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)

- [x] There is an established procedure for needs analysis and/or market research
- [x] There is a system to monitor timely delivery of goods, works, and consulting services
- [x] 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)

- [x] Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
- [x] Procuring entity communicates standards of evaluation to procurement personnel
- [x] 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: **September 13, 2023**

- [ ] Head of Procuring Entity (HOPE)
- [x] Bids and Awards Committee (BAC)
- [x] BAC Secretariat/ Procurement/ Supply Unit
- [x] 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)

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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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

- [x] There is a list of procurement related documents that are maintained for a period of at least five years
- [x] 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)

- [x] There is a list of contract management related documents that are maintained for a period of at least five years
- [x] 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)

- [x] 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?

- [x] Yes
- [ ] No

If YES, please answer the following:

- [x] Supervision of civil works is carried out by qualified construction supervisors
  Name of Civil Works Supervisor: ENGR. LLOYD M. ESPARAGOSA
- [x] Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
  Name of CPES Evaluator: ENGR. RHYAN D. BALLERAS

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) 10 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

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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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

- [x] Creation of Internal Audit Unit (IAU) in the agency
  Agency Order/DBM Approval of IAU position/s: SP Resolution No. 174, Ordinance No. 04, Series 2009
- [x] Conduct of audit of procurement processes and transactions by the IAU within the last three years
- [x] 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) _____ %
- [x] 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)

- [x] The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- [x] The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- [x] 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)

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

ANNEX C
APCPI Revised Scoring and Rating System

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No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
PILLAR 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 terms of amount of total procurement	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 terms of volume of total procurement	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 5.00-7.00 %	Between 3.00-4.99 %	Below 3.00%
4	Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 9.00 -15.00%	Between 4.00-8.99%	Below 4.00%
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 specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
14	Creation of Bids and Awards Committee(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			Compliant
17	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	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					

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
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 Agency	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 by the PhilGEPS-registered Agency	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 accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
23	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
24	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	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 procurement projects done through competitive bidding	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 objectives within the target/allotted timeframe	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 9. Compliance with Procurement Timeframes					
27	Percentage of contracts awarded within prescribed period of action to procure goods	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 infrastructure projects	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 consulting services	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 procurement personnel on a regular basis	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	Percentage of participation of procurement staff in procurement training and/or professionalization program	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 records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
34	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 12. Contract Management Procedures					

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
35	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	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 IRR	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 procurement audits	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 the capacity to comply with procedural requirements	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

ANNEX A

GOVERNMENT PROCUREMENT POLICY BOARD

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

Name of Agency: Provincial Government of South Cotabato
Date of Self Assessment: March 22, 2024

Name of Evaluator: Grace L. Maniego
Position: Internal Auditor 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
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	86.09%	2.00	There are inconsistencies and inaccuracies in the Consolidated Procurement Monitoring Report (CPMR) data for Public Bidding and Alternative Mode of Procurement thru Negotiation (Common-Use Supplies) and Negotiation (recognized Government Printers).	PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	24.05%	1.00	1. PGSC procurement is initially thru public bidding but if there are remaining items that fall below the One (1) million threshold, the BAC has the option whether to procure thru public bidding or alternative mode of procurement 2. There are inconsistencies and inaccuracies in the Consolidated Procurement Monitoring Report (CPMR) data for Public Bidding (Goods) and Alternative Mode of Procurement thru Negotiation (Common-Use Supplies).	PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	0.43%	3.00	The requirements for shopping set under Section 52 of Republic Act 9184 and its implementing IRR were strictly complied by the PGSC for its procurement for Calendar Year 2023.	PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	13.38%	1.00	Less contracts awarded to DBM and RGPs versus contracts awarded through negotiation to private suppliers/bidders due to the lack of supply as evidenced by the Certificate of non-Availability of supplies issued by the concerned agency.	PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.08%	3.00	The requirements for direct contracting set under Section 5o of Republic Act 9184 and its implementing IRR were complied with by the PGSC for its procurement for Calendar Year 2023.	PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.02%	3.00	PGSC resorts to alternative mode of procurement thru repeat order on one occasion in 2023, which is one of good practices of the agency in the conduct of procurement activities.	PMRs
2.e	Compliance with Repeat Order procedures	Compliant	3.00	The requirements for Repeat Order set under Section 51 of Republic Act 9184 and its implementing IRR were complied with by the PGSC for its procurement for Calendar Year 2023.	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
Indicator 3. Competitiveness of the Bidding Process					

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No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
3.a	Average number of entities who acquired bidding documents	1.97	0.00	Although there is an increase in the number of new suppliers/Constructors in 2023, the total number of local suppliers/Constructors that participated in the procurement of goods and Infra is still below the threshold set under APCPI Guidelines which is a minimum of three (3) suppliers/Constructors should acquire biding documents in one (1) procurement activity.	Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	2.65	1.00	There are inconsistencies and inaccuracies in the CPMR data for the number bidders who submitted bids.	Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.79	1.00	There are inconsistencies and inaccuracies in the CPMR data for the number bidders who passed the eligibility stage.	Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00	PGSC's Supplemental Bid Bulletins for Calendar Year 2023 for goods and civil works are duly issued at least seven (7) calendar days before the scheduled bid opening.	Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00	The BAC conducts a pre-procurement conference to thoroughly evaluate the technical specifications of those procurements required under Section 20 of RA 9184 and it's implementing IRR.	Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I	**2.00**		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00	On May 25, 2023, the Provincial Governor issued Executive Order No. 34, Series of 2023, Reconstituting the Bids and Awards Committee (BAC) for the Provincial Government of South Cotabato (PGSC).	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	The PGSC has a fully functional and technically equipped BAC Secretariat which serves as the main support unit of the BAC.	Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation					
5.a	An approved APP that includes all types of procurement	Compliant	3.00	The PGSC prepared the Annual Procurement Plan (APP) 2023 using the prescribed format provided under the Government Procurement Policy Board (GPPB) Circular No. 02-2020 and duly signed by the Head of BAC Secretariat, recommended for approval by the BAC Chairperson, and approved by the Provincial Governor.	Copy of APP and its supplements (if any)

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

Name of Agency: Provincial Government of South Cotabato
Date of Self Assessment: March 22, 2024

Name of Evaluator: Grace L. Maniego
Position: Internal Auditor 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
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully Compliant	3.00	The PGSC- Bids and Awards Committee Secretariat prepared the 2023 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) using the prescribed format, and signed prepared by the head of the BAC Secretariat, certified funds available/certified appropriated funds available by the Provincial Budget Officer, and approved by the Provincial Governor.	APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00	The green technical specifications/conditions used for the procurement activity are indicated in the ITBs and/or RFQs.	ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
Indicator 6. Use of Government Electronic Procurement System					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	3.00	All procurement opportunities in the PGSC are posted in the PhilGEPS, agency website and conspicuous places in the Provincial Capitol Compound, such as the BAC Bulletin Board and the Full Disclosure Bulletin Board.	Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00	The PGSC- BAC Secretariat has registered two (2) accounts with the PhilGEPS and has designated the head of the BAC Secretariat for the procurement of goods and services and the head of the civil works section- supply officer III for the civil works transactions of the agency. However, there are one hundred ninety-six (196) delayed NOA posting for Public Bidding – Goods, and seven (7) delayed NOA posting for Public Bidding – Civil Works.	Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	62.80%	2.00	There are 552 award information posted in the PhilGEPS website out of 879, and out of the five hundred fifty-two (552) Contract Award Information posted for the Alternative Modes, there are five hundred eleven (511) delayed NOA posting.	Agency records and/or PhilGEPS records

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Indicator 7. System for Disseminating and Monitoring Procurement Information					
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00	The PGSC has a working website (https://southcotabato.gov.ph/procurement/) which is accessible with no cost and provides procurement information thru the coordination of the PGO-BAD with the PIO-ICTC.	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	Substantially Compliant	2.00	The PGSC- BAC prepared the 1st and 2nd Semester Procurement Monitoring Report (PMR) for 2023 in accordance with the prescribed format as directed by the GPPB duly signed prepared by the Head of BAC Secretariat, recommended for approval by the BAC Chairperson, and approved by the Provincial Governor.	Copy of PMR and received copy that it was submitted to GPPB
		Average II	**2.80**		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	96.15%	3.00		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	89.59%	0.00	Out of 317 procurement activities for CY 2023, 33 of which were failed biddings due to the following reasons: a. No interested bidder; b. Ineligible bidder; c. Non-responsive bidder; and d. Disqualified during the post qualification	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	The PGSC-BAC Secretariat conducts regular need analysis and/or market research through pre-canvass.There is a fully functional Inspectorate Unit that closely coordinates with the Provincial General Services Office in the conduct of inspection of goods and services. Further, there is a working Provincial Engineer's Office-Material Testing and Quality Control Division under that ensures quality of infrastructure projects at all stages of implementation.The PGSC likewise implements CPES for its works projects and uses results to check contractors' qualifications since 2018.	Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less
Indicator 9. Compliance with Procurement Timeframes					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	99.22%	2.00	One (1) of 129 Notice of Awards (NOA) for goods was not prepared and issued within the prescribed period of ninety (90) days from the bid opening	PMRs

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9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00	100% of 155 Notice of Awards (NOA) for infrastructure projects were prepared and issued within three (3) months or ninety (90) days from the bid opening	PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a	There was no procurement activity on public bidding consulting services in CY 2023	PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
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	The PGSC has strictly adopted and implemented the Guidelines in Strategic Performance Management System (SPMS) in assessing the performance of Procurement personnel. Personnel roles, duties and responsibilities involving procurement are included in the Individual Performance Commitment and personnel's performance is evaluated using the approved pre-set standards.	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	55.00%	0.00	There are only 25 out of 98 identified personnel/ participants have undergone procurement training because the BAC Secretariat does not allocate a budget nor coordinate with the Provincial Human Resource and Management Office (PHRMO) to conduct an in-house training, orientation and/or updating for the Provincial Government of South Cotabato every three (3) years. It was observed that the procurement trainings of some of the end-users are availed through an invitation offered by the partner agencies such as Department of Budget and Management (DBM) and Department of Health (DOH).	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	The PGSC through the BAC Secretariat observed meeting with private sector and ensures access of the latter to the procurement opportunities of the procuring entity. The BAC Secretariat annually conducts Contractor's Assembly to provide an update with the national and local procurement laws, policies and issuances. In addition, the contact details and exact address of PE and/or BAC Secretariat are completely stated in the invitations to bid and/or requests for proposals/quotation with available options for other means of communication, such as email or mobile number. There is also an available holding or reception area with a designated personnel of the day that is ready to attend for walk-in queries of bidders.	Ask for copies of documentation of activities for bidders

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Indicator 11. Management of Procurement and Contract Management Records					
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Substantially Compliant	2.00	The BAC Secretariat has no available Records Room and adequate filing cabinet for the proper storage and safekeeping of procurement-related documents that are not yet endorsed to the Archival and Records Disposal Unit. Currently, the procurement-related documents for goods are temporarily placed in a sack while the filing cabinet of the Civil Works Section is not adequate to properly file and keep its procurement-related documents as such some of the documents are placed at the top of the tables and chairs.	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	Substantially Compliant	2.00	The BAC Secretariat has no available Records Room and adequate filing cabinet for the proper storage and safekeeping of procurement-related documents that are not yet endorsed to the Archival and Records Disposal Unit. Currently, the procurement-related documents for goods are temporarily placed in a sack while the filing cabinet of the Civil Works Section is not adequate to properly file and keep its procurement-related documents as such some of the documents are placed at the top of the tables and chairs.	Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					
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	The PGSC has adopted a standards for quality control, acceptance and inspection of goods, works and services. There is a fully functional Inspectorate Unit that closely coordinates with the Provincial General Services Office in the conduct of inspection of goods and services. Further, there is a working Material Testing and Quality Control Division under the Provincial Engineer's Office that ensures quality of infrastructure projects at all stages of implementation. The supervision of civil works is being carried out by a qualified and competent construction supervisors. Furthermore, the PGSC implements CPES for its civil works projects and uses results to check contractors' qualifications since 2018	Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz

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12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00	The obligations due to the contractor/ supplier for CY 2023 were settled by the PGSC on the average within 10 days upon receipt of complete supporting documents. However, 4 out of 261 samples were not settled within the prescribed 30 day perid as there were deficiencies in the submitted supporting documents and some were not immediately acted by the concerned office	Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts

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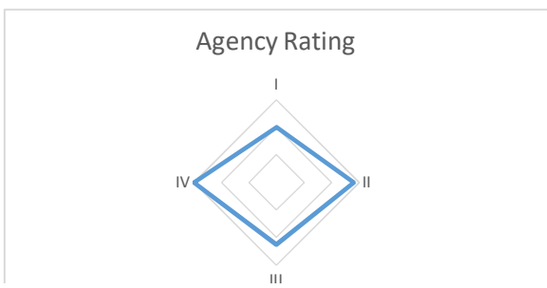
		Average III	**2.25**		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00	The BAC Scretariat invites observers to attend stages of procurement. Notice of Meeting for goods and civil works were received by the observers within five (5) calendar days before the meeting.	Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
Indicator 14. Internal and External Audit of Procurement Activities					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00	1. The PGSC has a fully functional Internal Audit Unit. The PGO-IAU was created by virtue of an Ordinance No. 04, series of 2009. While its Organizational and Management Strengthening was approved under Ordinance No. 14, series of 2017.	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	1. There was no Audit Observation Memorandum (AOM) from the Commission on Audit Regional Office XII issued before the Provincial Governor, Head of the Procuring Entity on procurement related transactions. This was verified through review of the COA Annual Audit Report on the Province of South Cotabato for the period 2019 to 2022.	Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints					
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00	The PGSC thru the BAC has established an efficient procurement complaint system/feedback mechanism. In 2023, there was no protest lodged before the Provincial Governor, Head of the Procuring entity. Requests for reconsideration were acted by the BAC Members and BAC Secretariat within seven (7) working days as prescribed in Section 55 of the IRR of RA 9184.	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					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00	The PGSC has already adopted Anti-Corruption Program related to procurement in its Integrity Program and Open-Governance Program	Verify documentation of anti-corruption program
		Average IV	**3.00**		
GRAND TOTAL (Avarege I + Average II + Average III + Average IV / 4)			2.51		

Summary of APCPI Scores by Pillar

	APCPI Pillars	Ideal Rating	Agency Rating
I	Legislative and Regulatory Framework	3.00	2.00
II	Agency Insitutional Framework and Management Capacity	3.00	2.80
III	Procurement Operations and Market Practices	3.00	2.25
IV	Integrity and Transparency of Agency Procurement Systems	3.00	3.00



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	Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.51		

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Provincial Government of South Cotabato **Period:** 2023

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	Increase the number of procurement using competitive bidding and limit procurement on Alternative Mode of Procurement(Consolidate Purchase Request)	BIDS AND AWARDS COMMITTEE & SECRETARIAT	2024 Onwards	none
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Increase the number of procurement using competitive bidding and limit procurement on Alternative Mode of Procurement(Consolidate Purchase Request)	BIDS AND AWARDS COMMITTEE & SECRETARIAT	2024 Onwards	none
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	Increase the number of procurement using competitive bidding and lessen the use of negotiated procurement	BIDS AND AWARDS COMMITTEE & SECRETARIAT	2024 Onwards	none
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	Widen the information dissemination of procurement activities(Philgeps, PLGU Website, OGP Website & Conspicuous places posting), encourage bidders to participate in the procurement opportunities published and establish competitive price/costing for procurement opportunities	BIDS AND AWARDS COMMITTEE & SECRETARIAT	2024 Onwards	none
3.b	Average number of bidders who submitted bids	Widen the information dissemination of procurement activities(Philgeps, PLGU Website, OGP Website & Conspicuous places posting), encourage bidders to participate in the procurement opportunities published and establish competitive price/costing for procurement opportunities	BIDS AND AWARDS COMMITTEE & SECRETARIAT	2024 Onwards	none
3.c	Average number of bidders who passed eligibility stage	Conduct orientation seminars/capability building with suppliers and updates on RA 9184, GPPB Resolutions, Circulars and other issuances	BIDS AND AWARDS COMMITTEE & SECRETARIAT	2024 Onwards	none

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 GPPB-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				
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	To have an additional personnel to manage the posting of Notice of Awards, Contract and NTP to PHILGEPS and strategies posting of award on time.	BIDS AND AWARDS COMMITTEE & SECRETARIAT	2024 Onwards	none
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	To ensure Procurement Monitoring Report is posted by person incharge in the Agency Website as set forth by RA 9184.	BIDS AND AWARDS COMMITTEE & SECRETARIAT	2024 Onwards	none
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Increase the number of Procurement using Competitive Bidding and Limit Prcorement done thru Alternative Mode of Procurement	BIDS AND AWARDS COMMITTEE & SECRETARIAT	2024 Onwards	none
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	Ensure that the Procurement Timeline is followed on Contract Award based on the guidelines set forth of RA 9184	BIDS AND AWARDS COMMITTEE & SECRETARIAT	2024 Onwards	none
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	Facilitate to conduct orientation on RA 9184, it's IRR, GPPB Circulars and Resolutions to HOPE, BAC, BAC Sec, TWG, End Users and other stake holders within 3 years	BIDS AND AWARDS COMMITTEE, BAC SECRETARIAT	2024 Onwards	none
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	To provide storage facility for all BAC related documents	BIDS AND AWARDS COMMITTEE, BAC SECRETARIAT	2024 Onwards	none
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	To provide storage facility for all BAC related documents. To conduct scanning as e-copy of all BAC related documents and save it in a storage device for easily access/retrievable files.	BIDS AND AWARDS COMMITTEE, BAC SECRETARIAT	2024 Onwards	none
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				