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

Name of Agency: PHILIPPINE COCONUT AUTHORITY Date of Self Assessment: March 07, 2023

Name of Evaluator: Edsel B. Pabellano Position: BAC Head Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
PILL	AR I. LEGISLATIVE AND REGULATORY FRAMEWORK				
maic	cator 1. Competitive Bidding as Default Method of Procuremen	nt			
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	41.50%	0.00	a.The agency has no limited source bidding. b. Some items were not awarded due to failure bidding. c. End-user/s did not pursue the procurement of items included in the APP	PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	0.82%	0.00	Several items were procured through Alternative Mode of Procurement as indicated in the APP CY 2023	PMRs
India	nator 2 Limited Heart Alternation Mark - J. C.				
104	Percentage of shopping contracts in terms of amount of total				
2.a	procurement	1.12%	3.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	53.69%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	3.69%	1.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	Compliant	3.00		Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	Compliant	3.00		Procurement documents relative to conduct of Limited Source Bidding
India	cator 3. Competitiveness of the Bidding Process				
3.a	Average number of entities who acquired bidding documents	1.11	0.00	The invitation to bid and related documents for all competitive bidding were duly posted in the PhilGEPS and PCA website and in three (3) conspicuous places for the purpose of the PCA premises which is compliance with the provisions of the IRR of RA 9184	Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.06	0.00	The invitation to bid and related documents for all competitive bidding were duly posted in the PhilGEPS and PCA website and in three (3) conspicuous places for the purpose of the PCA premises which is compliance with the provisions of the IRR of RA 9184	Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.00	1.00	The bidders were evaluated pursuant to the provisions of the IRR of RA 9184 but some bidders did not pass the evaluation/post qualification	Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I	1.54		
PILL	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEME		1,04		
Indic	ator 4. Presence of Procurement Organizations				
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
India	eator 5 Procurement Planning and Inches				
muic	cator 5. Procurement Planning and Implementation				

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Preparation of Ar Supplies and Equ Common-Use Su Service  5.c Existing Green Spitems are adopted Fercentage of the Percentage of Commethods posted Fercentage of Commethods Percentage of Commethods Fercentage Fercentage Fercentage Of Commethods Fercentage	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
Supplies and Equ Common-Use Su Service  5.c Existing Green Sp items are adopte  Indicator 6. Use of Go 6.a Percentage of bid registered Agence 6.b Percentage of co PhilGEPS-register 6.c Percentage of co methods posted  Indicator 7. System fo 7.a Presence of web- information easil Preparation of Pr 7.b GPPB-prescribed posting in agence  PILLAR III. PROCUREM Indicator 8. Efficiency 8.a Percentage of to assessment year Percentage of to number of procu- bidding  8.c Planned procure outcomes and of Indicator 9. Compliance 9.a Percentage of co action to procure 9.b Action to procure 9.c Percentage of co action to procure 9.c Percentage of co action to procure 10.a Percentage of pa There is a system performance of pa There is a system performance of pa  10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa 10.b Percentage of pa	APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
Indicator 6. Use of Go 6.a Percentage of being registered Agence 6.b Percentage of content of percentage of to assessment year  Percentage of to assessment year Percentage of to assessment year Percentage of to assessment year Percentage of to assessment year Percentage of to assessment year Percentage of to assessment year Percentage of to assessment year Percentage of to assessment year Percentage of to assessment year Percentage of to action to procure outcomes and other of percentage of content of percentage of	of Annual Procurement Plan for Common-Use Equipment (APP-CSE) and Procurement of E Supplies and Equipment from the Procurement	Fully Compliant	3.00		APP, APP-CSE, PMR
6.a Percentage of bid registered Agence 6.b Percentage of comethods posted  Indicator 7. System for 7.a Presence of web-information easil Preparation of Procure for posting in agence Percentage of to assessment year Percentage of to number of procubidding  8.a Percentage of to assessment year Percentage of to number of procubidding  8.c Planned procure outcomes and of percentage of concept of percentage of concept outcomes and outcomes and outcomes and of percentage of concept outcomes and	n Specifications for GPPB-identified non-CSE opted	Compliant	3.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
6.a Percentage of bid registered Agence 6.b Percentage of comethods posted  Indicator 7. System for 7.a Presence of web-information easily Preparation of Procure for the posting in agence PILLAR III. PROCUREM Indicator 8. Efficiency Percentage of to assessment year Percentage of to number of procure fourtomes and of the posting in agence PILLAR III. PROCUREM Indicator 9. Percentage of the posting in agence Percentage of concept for action to procure 9.c Percentage for action to procure 9.c Percentage for	Government Electronic Procurement System		STEEL STEEL		
PhilGEPS-register  Percentage of comethods posted  Indicator 7. System for  Presence of web- information easil  Preparation of Precentage of to assessment year  Percentage of to assessment year  Percentage of to number of procubidding  8.c Planned procure outcomes and of Precentage of contaction to procure outcomes and of Percentage of contaction to procure outcomes and of Percentage of contaction to procure outcomes of precentage of prec	of bid opportunities posted by the PhilGEPS-	n/a	n/a		Agency records and/or PhilGEPS records
6.c Percentage of comethods posted  Indicator 7. System foron Presence of websinformation easilon Preparation of Procure posting in agency  PILLAR III. PROCUREM Indicator 8. Efficiency  Percentage of to assessment year Percentage of to number of procubidding  8.c Planned procure outcomes and observed presentage of conductor of procure percentage of conduction to procure performance of percentage of pe	f contract award information posted by the istered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
7.a Presence of websinformation easily 7.b Preparation of Progressing in agence  PILLAR III. PROCUREM Indicator 8. Efficiency 8.a Percentage of to assessment year  Percentage of to number of procubidding  8.c Planned procure outcomes and of procure outcomes and of action to procure 9.b action to procure 9.c Percentage of coaction to procure 9.c Percentage of coaction to procure 10.c Percentage of page 10.c Percentage 10.c Perce	of contract awards procured through alternative ted by the PhilGEPS-registered Agency	n/a	n/a		Agency records and/or PhilGEPS records
7.a Presence of web- information easil 7.b Preparation of Pr GPPB-prescribed posting in agence  PILLAR III. PROCUREM Indicator 8. Efficiency 8.a Percentage of to assessment year  Percentage of to number of procu- bidding  8.c Planned procure outcomes and of  Indicator 9. Complianc 9.a Percentage of co action to procure 9.c Percentage of co action to procure 9.c Percentage of co action to procure 10.a Percentage of co action to procure performance of procure performance of procure performance of page 10. b Percentage of page 10. b					
7.b GPPB-prescribed posting in agency  PILLAR III. PROCUREM Indicator 8. Efficiency  8.a Percentage of to assessment year  Percentage of to number of procubidding  8.c Planned procure outcomes and observed action to procure Percentage of coaction to procure 9.b Percentage of coaction to procure 9.c Percentage of coaction to procure 10.a Percentage of coaction to procure Percentage of coaction to procure Percentage of coaction to procure 10.a Percentage of perc	n for Disseminating and Monitoring Procuremen website that provides up-to-date procurement easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific
PILLAR III. PROCUREM Indicator 8. Efficiency 8.a Percentage of to assessment year Percentage of to number of procubidding 8.c Planned procure outcomes and observed action to procure Percentage of coaction to procure Percentage of pe	of Procurement Monitoring Reports using the bed format, submission to the GPPB, and ency website	Fully Compliant	3.00		website links  Copy of PMR and received copy that it was submitted to GPPB
Indicator 8. Efficiency  8.a Percentage of to assessment year  Percentage of to number of procubidding  8.c Planned procure outcomes and observed outcomes					
Indicator 8. Efficiency  8.a Percentage of to assessment year  Percentage of to number of procubidding  8.c Planned procure outcomes and observed outcomes	REMENT OPERATIONS AND MARKET PRACTICES	Average II	3.00		
assessment year Percentage of to number of procu- bidding  8.c Planned procure outcomes and ob  Indicator 9. Complianc 9.a Percentage of co- action to procure 9.b Percentage of co- action to procure 9.c Percentage of co- action to procure 10.a There is a system performance of page 10.b Percentage 0.b Percent	ency of Procurement Processes				
8.b number of procubidding  8.c Planned procure outcomes and observed and observed outcomes of percentage of coaction to procure outcomes of percentage of page 10.b Percentage of page 10.b Percentage of page 11.b Percentage of page 12.b Percentage of page 12.b Percentage of page 13.b Percentage of page 14.b Percentage 14.b Per	of total amount of contracts signed within the vear against total amount in the approved APPs	16.03%	0.00		APP (including Supplemental amendments, if any) and PMRs
outcomes and of outcomes action to procure outcomes.  9.a percentage of conference of percentage of conference outcomes.  Percentage of conference outcomes.  Indicator 10. Capacity  There is a system performance of percentage of page 10. b	of total number of contracts signed against total rocurement projects done through competitive	38.89%	0.00	Some items were not awarded due to failure bidding.	APP(including Supplemental amendments, if any)and PMRs
9.a Percentage of co action to procure 9.b Percentage of co action to procure 9.c Percentage of co action to procure 10.a There is a system performance of page 10.b Percentage of page 10.b Percentage of page 10.b	curement activities achieved desired contract d objectives within the target/allotted timeframe	Fully Compliant	3.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services  Contracts with amendments and variations to order amount to 10% or less
9.a Percentage of co action to procure 9.b Percentage of co action to procure 9.c Percentage of co action to procure 10.a Percentage of particles a system performance of particles and percentage of particles and percentage of particles are performance of particles and percentage of particles are performance of particles are performan					to order amount to 10% or 1035
9.b Percentage of co action to procure 9.b Percentage of co action to procure 9.c Percentage of co action to procure Indicator 10. Capacity 10.a Percentage of pa	liance with Procurement Timeframes				
9.c Percentage of co action to procure  10.a Percentage of co action to procure  10.a Percentage of pa		100.00%	3.00		PMRs
Indicator 10. Capacity  There is a system performance of part	of contracts awarded within prescribed period of cure infrastructure projects	100.00%	3.00		PMRs
10.a There is a system performance of p	of contracts awarded within prescribed period of cure consulting services	n/a	n/a		PMRs
10.a There is a system performance of p	city Building for Government Personnel and Priv	ate Sector Partic	ipants		
11(1,1)	stem within the procuring entity to evaluate the 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
	of participation of procurement staff in training and/or professionalization program	0.00%	0.00	Send procurement staff to trainings on procurement law and other related courses	Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
	g entity has open dialogue with private sector access to the procurement opportunities of the tity	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicate 44 A	agement of Procurement and Contract Managen				

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Name of Evaluator: Edsel B. Pabellano Position: BAC Head Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
lan all a	12 Control Management Based				
Indic	ator 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		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	2.25		
	AR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREN	MENT SYSTEM			
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
India	ator 14. Internal and External Audit of Procurement Activities				
muic	ator 14. Internal and external Audit of Procurement Activities				Verify copy of Order or show actual
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00		organizational chart showing IAU, auidt reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Above 90- 100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
India	ator 15. Capacity to Handle Procurement Related Complaints				
	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting mesures to address procurement-related complaints
1 . 1					
Indic	cator 16. Anti-Corruption Programs Related to Procurement	F. II.			lu e i
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant Average IV	3.00		Verify documentation of anti-corruption program
CDA	ND TOTAL (Assessed L. Assessed II. Assessed III. Assessed		THE RESERVOIR SHAPE		
GKA	ND TOTAL (Avarege I + Average II + Average III + Average IV /	+)	2.32		

### Summary of APCPI Scores by Pillar

	APCPI Pillars	Ideal Rating	Agency Rating
t	Legislative and Regulatory Framework	3.00	1.54
Ш	Agency Insitutional Framework and Management Capacity	3.00	3.00
111	Procurement Operations and Market Practices	3.00	2.25
IV	Integrity and Transparency of Agency Procurement Systems	3.00	2.50
	Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.32



ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

TOTAL	4. Others, specify:	Sub-Total	3.2. Alternative Modes	3.1. Publicly-Bid	3. Foreign Funded Procurement**	Sub-Total	2.5.6 Other Negotiated Procurement (50K or less)	2.5.5 Other Negotiated Procurement (Others above 50K)	2.5.4 Negotiation (SVP 53.9 above 50K)	2.5.3 Negotiation (TFB 53.1)	2.5.2 Negotiation (Recognized Government Printers)	2.5.1 Negotiation (Common-Use Supplies)	2.4. Limited Source Bidding	2.3.2 Repeat Order (50K or less)	2.3.1 Repeat Order (above 50K)	2.2.2 Direct Contracting (50K or less)	2.2.1 Direct Contracting (above 50K)	2.1.3 Other Shopping	2.1.2 Shopping (52.1 b above 50K)	2.1.1 Shopping (52.1 a above 50K)	2. Alternative Modes	Sub-Total	1.3. Consulting Services	1.2. Works	1.1. Goods	1. Public Bidding*	Column 1	
359,392,825.31		0.00			China Mineral Indiana	189,438,927.31	7,240,180.62		173,194,002.42		400,000.00					493,508.43	2,633,083.89	229,417.54	5,248,734.41		が元次 日本	169,953,898.00	11,500,000.00	106,000,000.00	52,453,898.00		Column 2	Total Amount of Approved APP
980		0				962	665		224		2					23	10	19	19			18	3	2	13		Column 3	Total Number of Procurement Activities
857		0			Market Market Barrell	850	665		113		2					23	10	33	4		Sandard Sandard	7		2	5		Column 4	No. of Contracts Awarded
56,977,881.74		0.00			The same of the same of	33,371,885.89	6,239,239.00		24,296,770.92		102,550.00					448,956.39	1,648,358.13	186,499.25	449,512.20			23,605,995.85		4,111,729.83	19,494,266.02		Column 5	Total Amount of Contracts Awarded
	A THREE STATE OF THE PARTY.		THE STATE OF THE S		THE REPORT OF THE PARTY OF THE		<b>国际</b> (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)			STATE OF THE PARTY				CANADA MARK				THE RESIDENCE OF THE PERSON NAMED IN			AND IN THE SAME	2			2	No. See See See See	Column 6	No. of Failed Biddings
		THE RESERVE TO SECURE			The second of the second			DESCRIPTION OF STREET		Children or Asia College							が できる	A Common Trans.			The Sales of Control	20		5	15		Column 7	Total No. of Entities who Acquired Bid Docs
THE RESERVE AND ADDRESS.	A DESCRIPTION OF THE PERSON OF				Call Sport Company			The Part Age of			Salata Managara			THE CHARGOST							TO THE PERSON OF	19		5	14	AND SOCIOTION ON	Column 8	Total No. of Bidders who Submitted Bids
	S ATTACKED OF STATES	STATE OF THE PARTY			STATE OF STREET						A SERVICE A ROLL OF	Consideration of the Constitution of the Const		DAMMER P. PUBL				CANDERS AND DESCRIPTION OF	A PROPERTY.		STATISTICS NO.	18		5	13	Column of the Paris	Column 9	Total No. of Bidders who passed Eligibility Stage
STORES TO SERVICE TO SERVICE	ALMINIT THE STATE OF THE PARTY		NAME OF TAXABLE PARTY.	· 新 人们是是 · · · · · · · · · · · · · · · · · ·	MALE PARTY OF THE	243	THE RESERVE OF THE PARTY OF	SAME STATE OF STATE O	224			THE STATE OF THE S		AL SHOW, YALLIN	Salitation French				19			7		2	5		Column 10	No. of Bid Opportunities Posted at PhilGEPS
	A CASHIDE MANAGEMENT		A PARTICION PROPERTY.	THE PERSON NAMED IN	S TOTAL STATE STATE	127			113		A STATE OF THE PARTY OF THE PAR	State of the		PIT CARROLL STREET	-	STATE OF THE PARTY	10		4		STATE OF STATE OF	7		2	5		Column 11	No. of Contract Award Posted at PhilGEPS
Time to be a second of the sec	Capped School Section	The state of the s	THE PERSON NAMED IN COLUMN				THE RESIDENCE IN THE	IN THE BUILDING			S. S	一		MAN THE MAN THE PARTY OF THE PA	The second second	NAME OF TAXABLE PARTY.		AND PROPERTY.	TO STATE OF THE PARTY OF THE PA	THE REAL PROPERTY.	A CONTROL TO A CONTROL OF THE PARTY OF THE P	0			0	THE PERSON NAMED IN	Column 12	Total No. Of Contracts that incurred negative slippage
			DECEMBER OF STREET		200 100 100 100 100 100 100 100 100 100		で 一大学 とこので	Charles Charles of the		THE STATE OF THE OWNER, AND THE STATE OF THE		THE RESIDENCE OF THE PARTY OF T			The troublest of the	THE WASHINGTON TO SEE STATE OF THE PARTY OF		Mary Local Mary 1200	Mary Company of the Company		では、「他なり、「中心」	0			0	SUST SERVICE SERVICES	Column 13	Total No. of contracts with amendments to order or variation orders
WHEN SERVICE	10年十二大学	THE STREET	TANK THE PROPERTY.		THE PERSON IN		THE STREET, STREET	THE STREET STREET	Market was an a		CALL SAME AND ASSESSED.	A VALORY WATER OF THE	THE REPORT OF THE PARTY OF THE	Charles and the San	THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAM	I WIT COMMAND THE		A O'CHANGE OF THE		10日は自分を行う		7		2	5	No. of Control of the	Column 14	No. of Contracts Awarded within prescribed timeframes

EDSEL B. PABELLANO, Nead, BAC Secretariat

ROEL M. ROSALES, BAC Chairman

<sup>\*</sup> 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

No. Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)		
7.00 (NC)198000000000111 (NC)000000000000	0	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK  ndicator 1. Competitive Bidding as Default Method of Procurement				
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%
Percentage of competitive bidding and limited source bidding contracts in	Below 20.00%	Between 20.00- 39.99%	200-30-30-70-20-20-20-20-20-20-20-20-20-20-20-20-20	PAN SHAPES
terms of volume of total procurement	D010W 20.00%	Detween 20.00- 39.99%	Between 40.00-50.00%	Above 50.00%
dicator 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%
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		56111211210210310	Compliant
8 Compliance with Limited Source Bidding procedures	Not Compliant			Compliant
dicator 3. Competitiveness of the Bidding Process  Nerage number of entities who acquired bidding documents	Below 3,00	3.00-3.99		
O Average number of bidders who submitted bids	Below 2:00	2.00-2.99	4.00-5,99 3.00-4,99	6.00 and above 5.00 and above
11 Average number of bidders who passed eligibility stage 12 Sufficiency of period to prepare bids	Below 1.00 Not Compliant	1.00 – 1.99 Partially Compliant	2.00-2.99 Substantially Compliant	3.00 and above Fully Compliant
Use of proper and effective procurement documentation and technical specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
LLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY				
dicator 4. Presence of Procurement Organizations  4 Creation of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
5 Presence of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
dicator 5. Procurement Planning and Implementation				
6 An approved APP that includes all types of procurement Preparation of Annual Procurement Plan for Common-Use Supplies and	Not Compliant			Compliant
7 Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
8 Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant			Compliant
	That compliant			compliant
dicator 6. Use of Government Electronic Procurement System				
9 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%
Percentage of contract award information posted by the PhilGEPS-registered	Below 20.00%	55-5 30 05-5 05-5 05-5 05-5 05-5 05-5 05		
Agency  Percentage of contract awards progrand through alternative mathed and alternative m		Between 20.00- 50.99%	Between 51.00-80.00%	Above 80.00%
by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00 - 50.99%	Between 51.00-80.00%	Above 80.00%
dicator 7. System for Disseminating and Monitoring Procurement Information				
2 Presence of website that provides up-to-date procurement information easily accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Preparation of Procurement Monitoring Reports using the GPPB-prescribed	No. Complete		2.70	200 2 10 0
format, submission to the GPPB, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
LLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES dicator 8. Efficiency of Procurement Processes				
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%
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%
procurement projects done through competitive bidding Planned procurement activities achieved desired contract outcomes and	AND THE PROPERTY OF THE PROPER	Section of the sectio	100 100 100 100 100 100 100 100 100 100	
objectives within the target/allotted timeframe	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
dicator 9. Compliance with Procurement Timeframes				
7 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%
8 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%
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%
dicator 10. Capacity Building for Government Personnel and Private Sector Part   There is a system within the procuring entity to evaluate the performance of		Partially Compliant	**************************************	AND PROCESSION
procurement personnel on a regular basis	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
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
The procuring entity has open dialogue with private sector and ensures	Not Compliant			Compliant
access to the procurement opportunities of the procuring entity	130 Acces 1 Acc			
dicator 11. Management of Procurement and Contract Management Records				
The BAC Secretariat has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
4 Implementing Units has and is implementing a system for keeping and	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
maintaining complete and easily retrievable contract management records		. S. story compliant	Substantiany Compliant	Fully Compliant
Agency has defined procedures or standards in such areas as quality control,	Not Compliant	Partially Compliant	Substantially Compliant	F. W. F U*
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
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 After 45 days	Partially Compliant Between 38-45 days	Substantially Compliant  Between 31-37 days	Fully Compliant On or before 30 days
Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance 6 Timely Payment of Procurement Contracts		No. 200 St. Marchael	a and the second and a second and a second and a second as a secon	
Agency has defined procedures or standards in such areas as quality control, social acceptance and inspection, supervision of works and evaluation of contractors' performance  Timely Payment of Procurement Contracts  LLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM dicator 13. Observer Participation in Public Bidding		No. 200 St. Marchael	a and the second and a second and a second and a second as a secon	
Agency has defined procedures or standards in such areas as quality control, soceptance and inspection, supervision of works and evaluation of contractors' performance  Timely Payment of Procurement Contracts  LLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM dicator 13. Observer Participation in Public Bidding		No. 200 St. Marchael	a and the second and a second and a second and a second as a secon	
Agency has defined procedures or standards in such areas as quality control, sacceptance and inspection, supervision of works and evaluation of contractors' performance in Timely Payment of Procurement Contracts  LLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM dicator 13. Observer Participation in Public Bidding  Observers are invited to attend stages of procurement as prescribed in the IRR	After 45 days	Between 38-45 days	Between 31-37 days	On or before 30 days
Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance  6 Timely Payment of Procurement Contracts  LLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM dicator 13. Observer Participation in Public Bidding  7 Observers are invited to attend stages of procurement as prescribed in the IRR  dicator 14. Internal and External Audit of Procurement Activities  8 Creation and operation of Internal Audit Unit (IAU) that performs specialized	After 45 days	Between 38-45 days  Partially Compliant	Between 31-37 days  Substantially Compliant	On or before 30 days  Fully Compliant
Agency has defined procedures or standards in such areas as quality control, sacceptance and inspection, supervision of works and evaluation of contractors' performance  16 Timely Payment of Procurement Contracts  LLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM dicator 13. Observer Participation in Public Bidding  17 Observers are invited to attend stages of procurement as prescribed in the IRR  dicator 14. Internal and External Audit of Procurement Activities  18 Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	After 45 days  Not Compliant  Not Compliant	Between 38-45 days  Partially Compliant  Partially Compliant	Between 31-37 days  Substantially Compliant  Substantially Compliant	On or before 30 days  Fully Compliant  Fully Compliant
Agency has defined procedures or standards in such areas as quality control, sacceptance and inspection, supervision of works and evaluation of contractors' performance  16 Timely Payment of Procurement Contracts  LLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM dicator 13. Observer Participation in Public Bidding  17 Observers are invited to attend stages of procurement as prescribed in the IRR  dicator 14. Internal and External Audit of Procurement Activities  18 Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits.	After 45 days  Not Compliant	Between 38-45 days  Partially Compliant	Between 31-37 days  Substantially Compliant	On or before 30 days  Fully Compliant
Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance  16 Timely Payment of Procurement Contracts  LLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM dicator 13. Observer Participation in Public Bidding  17 Disservers are invited to attend stages of procurement as prescribed in the IRR dicator 14. Internal and External Audit of Procurement Activities  18 Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits  19 Audit Reports on procurement related transactions  dicator 15. Capacity to Handle Procurement Related Complaints	After 45 days  Not Compliant  Not Compliant	Between 38-45 days  Partially Compliant  Partially Compliant	Between 31-37 days  Substantially Compliant  Substantially Compliant	On or before 30 days  Fully Compliant  Fully Compliant
Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance    Intelligent Payment of Procurement Contracts  LLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM dicator 13. Observer Participation in Public Bidding    Observers are invited to attend stages of procurement as prescribed in the IRR    dicator 14. Internal and External Audit of Procurement Activities    Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits    Audit Reports on procurement related transactions	After 45 days  Not Compliant  Not Compliant	Between 38-45 days  Partially Compliant  Partially Compliant	Between 31-37 days  Substantially Compliant  Substantially Compliant	On or before 30 days  Fully Compliant  Fully Compliant
Sacceptance and inspection, supervision of works and evaluation of contractors' performance	After 45 days  Not Compliant  Not Compliant  Below 60% compliance	Partially Compliant  Partially Compliant  Partially Compliant  Between 61-70.99% compliance	Between 31-37 days  Substantially Compliant  Substantially Compliant  Between 71-89.99% compliance	On or before 30 days  Fully Compliant  Fully Compliant  Above 90-100% compliance

Name of Re		_	Philippine Cocon Edsel B. Pabellar		entral Office		Date: Position:		Mar-24 ad Secretariat
						-		<del></del>	
Instruction: according to	Put a o wha	a check (√) at is asked.	mark inside the be Please note that a	ox beside ead Il questions ri	ch condition/req nust be answere	uirement met as pro ed completely.	ovided below a	nd then fill in the co	orresponding blanks
1. Do you h	ave a	an approved	d APP that include	s all types of	procurement, gi	ven the following co	onditions? (5a)		
[	✓	Agency pre	epares APP using	the prescribe	d format				
[	✓	Approved A	APP is posted at th	ne Procuring I	Entity's Website	1			
						th_sec106/APPROVED	_APP_SGD_3-21	-23_20230323.pdf	
	7		n of the approved a rovide submission		PPB within the p	orescribed deadline		···.	<del>-</del>
2. Do you pi Procure you	repar ur Co	e an Annua mmon-Use	al Procurement Pla Supplies and Equi	n for Commo pment from ti	n-Use Supplies he Procurement	and Equipment (Al t Service? (5b)	PP-CSE) and		
	√	Agency pre	epares APP-CSE ເ	ising prescrib	ed format				
[	7	its Guidelin		ition of Annua		by the Department of tion Plans issued a		Management in	
	✓	Proof of ac	tual procurement	of Common-L	Jse Supplies an	d Equipment from [	DBM-PS		
3. In the cor	nduct	of procurer	ment activities usir	g Repeat Ord	der, which of the	ese conditions is/are	e met? (2e)		
E		Original co	ntract awarded thr	ough compet	itive bidding				
		The goods four (4) uni		contract mus	it be quantifiable	e, divisible and cons	sisting of at lea	st	
[			ice is the same or ous to the governn		_	act awarded through	n competitive b	oidding which is	
		The quanti	ty of each item in t	he original co	entract should n	ot exceed 25%			
		original cor				ctivity date stated in divery, inspection a			
4. In the cor	nduct	of procurer	ment activities usin	g Limited So	urce Bidding (L	SB), which of these	conditions is/a	ire met? (2f)	
		Upon recor	mmendation by the	BAC, the HO	OPE issues a C	ertification resorting	to LSB as the	proper modality	
		Preparation governmer		a List of Pre-	Selected Suppli	ers/Consultants by	the PE or an id	lentified relevant	
		Transmittal	I of the Pre-Selecte	ed List by the	HOPE to the G	PPB			
[		procureme				of the list by the G			
5. In giving	your	prospective	bidders sufficient	period to pre	pare their bids,	which of these cond	litions is/are m	et? (3d)	
	<b>✓</b>	Bidding do		able at the tim	ne of advertisem	nent/posting at the F	PhilGEPS webs	site or	
	✓	Supplemer	ntal bid bulletins ar	e issued at le	ast seven (7) ca	alendar days before	bid opening;		
Г	<b>√</b>	Minutes of	pre-bid conference	e are readily a	available within	five (5) days			

		e proper and effective procureme ditions? (3e)	ent doc	sumentation and technical specifications/requirements, given the
	<b>V</b>	documents based on relevant ch	aracte	and complete Purchase Requests, Terms of Reference, and other ristics, functionality and/or performance requirements, as required ommencement of the procurement activity
	$\checkmark$	No reference to brand names, ex	cept fo	or items/parts that are compatible with the existing fleet or equipment
	<b>V</b>	Bidding Documents and Reques Agency website, if applicable, an		Proposal/Quotation are posted at the PhilGEPS website, onspicuous places
7. In creati	ing you	ur BAC and BAC Secretariat whic	h of the	ese conditions is/are present?
For BAC	): (4a)			
	<b>V</b>	Office Order creating the Bids ar please provide Office Order N		ords Committee Special Order # 182, series of 2023
	<b>V</b>	There are at least five (5) members and the Name/s		
	A. R	oel M. Rosales		Sept. 20-24, 2021
	_	la. Celia M. Raquepo		Sept. 20-24, 2021
	_	ernani S. Yap		Sept. 20-24, 2021
	_	tty. Janet K. Oclarit loemi C. Dubongco		
	_	uz Brenda P. Balibrea		
	G. —	or promati . Dambioa		<del></del>
		Members of BAC meet qualificat	ions	
	$\square$	Majority of the members of BAC	are tra	ained on R.A. 9184
For BAC	Secr	etariat: (4b)		
	<u> </u>	000 0 1 11 4 51 1		
	Ľ	<del>-</del>	a Awar	ds Committee Secretariat or designing Procurement Unit to
		act as BAC Secretariat please provide Office Order N	۸٠ د	Propint Order # 492, earing of 2022
		please provide Office Order N	u <u>s</u>	Special Order # 182, series of 2023
	<b>√</b>	The Head of the BAC Secretaria please provide name of BAC S		·
	$\square$	Majority of the members of BAC please provide training date:		tariat are trained on R.A. 9184 ept. 20-24, 2021
8 Have vo	NI COR	ducted any procurement activities		ay of the following? (Fe)
		mark at least one (1) then, answ		•
	<b>✓</b>	Computer Monitors, Desktop Computers and Laptops	7	Paints and Varnishes
		Air Conditioners	$\overline{\mathbf{A}}$	Food and Catering Services
		Vehicles	$\checkmark$	Training Facilities / Hotels / Venues
		Fridges and Freezers	<b>✓</b>	Toilets and Urinals
		Copiers	<b></b>	Textiles / Uniforms and Work Clothes
Davision	ت ء	•		
no you	use gr	een technical specifications for th	е ргос	curement activity/ies of the non-CSE item/s?
	$\square$	Yes		No

9. In determining these conditions	g whether you provide up-to-date procurement information easily accessible at no cost, which of is/are met? (7a)
	Agency has a working website please provide link: <a href="http://pca.gov.ph/index.php">http://pca.gov.ph/index.php</a>
7	Procurement information is up-to-date
<b>V</b>	Information is easily accessible at no cost
10. In complying which of these of	with the preparation, posting and submission of your agency's Procurement Monitoring Report, onditions is/are met? (7b)
$\square$	Agency prepares the PMRs
7	PMRs are promptly submitted to the GPPB please provide submission dates: 1st Sem - 14-Jul-23 2nd Sem - 10-Jan-24
	PMRs are posted in the agency website please provide link: <a href="https://pca.gov.ph/images/ln_compliance_with_sec106/PCACO_PMRrev2023_2ndSemesterSGD_2.pdf">https://pca.gov.ph/images/ln_compliance_with_sec106/PCACO_PMRrev2023_2ndSemesterSGD_2.pdf</a>
$\square$	PMRs are prepared using the prescribed format
	f procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, onditions is/are met? (8c)
$\checkmark$	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
<b></b>	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)
7	Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
7	Procuring entity communicates standards of evaluation to procurement personnel
$\square$	Procuring entity and procurement personnel acts on the results and takes corresponding action
	following procurement personnel have participated in any procurement training and/or professionalization program ree (3) years? (10b)
	Date of most recent training: Sept. 20-24, 2021
$\checkmark$	Head of Procuring Entity (HOPE)
	Bids and Awards Committee (BAC)
$\overline{\checkmark}$	BAC Secretariat/ Procurement/ Supply Unit
~	BAC Technical Working Group
	End-user Unit/s
<b>✓</b>	Other staff
14. Which of the procuring entity?	following is/are practised in order to ensure the private sector access to the procurement opportunities of the (10c)
☑	Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year
$\checkmark$	The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and

vhich of the	nese c	conditions is/are present? (11a)	d maintaining procurement records,
	<b>7</b>	There is a list of procurement related documents that are n	naintained for a period of at least five
	<b>V</b>	The documents are kept in a duly designated and secure kept filing cabinets and electronic copies in dedicated computer	ocation with hard copies kept in appropriate s
	<b></b>	The documents are properly filed, segregated, easy to retriaudit personnel	eve and accessible to authorized users and
6. In dete hich of th	erminir nese c	ing whether the Implementing Units has a system for keeping conditions is/are present? (11b)	and maintaining procurement records,
	<b>✓</b>	There is a list of contract management related documents five years	that are maintained for a period of at least
	7	The documents are kept in a duly designated and secure longitudes and electronic copies in dedicated computers	ocation with hard copies kept in appropriate
	7	The documents are properly filed, segregated, easy to retriaudit personnel	eve and accessible to authorized users and
7. In dete f goods, v	erminir works	ing if the agency has defined procedures or standards for quasiand services, which of these conditions is/are present? (12a	ality control, acceptance and inspection
	<b>✓</b>	Agency has written procedures for quality control, acceptan	ce and inspection of goods, services and works
Have yo	u prod	ocured Infrastructure projects through any mode of procureme	ent for the past year?
		Yes No	
If YES	S, plea	ase answer the following:	
		Supervision of civil works is carried out by qualified constru Name of Civil Works Supervisor:	ction supervisors
		Agency implements CPES for its works projects and uses re (applicable for works only)  Name of CPES Evaluator:	esults to check contractors' qualifications
8. How lo	ng wil s are o	ill it take for your agency to release the final payment to your complete? (12b) da	
9.When i	A. Eli B. Sh C. Pr D. Pr E. Bi	ng Observers for the following procurement activities, which of cligibility Checking (For Consulting Services Only) chortlisting (For Consulting Services Only) Pre-bid conference Preliminary examination of bids bid evaluation of cost-qualification	these conditions is/are met? (13a)
	7	Observers are invited to attend stages of procurement as p	rescribed in the IRR
	<b>V</b>	Observers are allowed access to and be provided document	nts, free of charge, as stated in the IRR
	<b>V</b>	Observer reports, if any, are promptly acted upon by the pro-	ocuring entity
0. In crea	iting a	and operating your Internal Audit Unit (IAU) that performs spenditions were present? (14a)	cialized procurement audits,
	<b>V</b>	Creation of Internal Audit Unit (IAU) in the agency Agency Order/DBM Approval of IAU position/s: Internal Inter	ernal Audit unit is part of the agency's plantilla
	✓	Conduct of audit of procurement processes and transaction	

Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report
commendations responded to or implemented within six months of the submission of the auditors'
Yes (percentage of COA recommendations responded to or implemented within six months)
No procurement related recommendations received
ng whether the Procuring Entity has an efficient procurement complaints system and has the capacity rocedural 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
ng whether agency has a specific anti-corruption program/s related to procurement, which of these 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

# Annex D

# PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: PHILIPPINE COCONUT AUTHORITY CENTRAL OFFICE

Period: CY 2023

4.a	3. e	3.d	3.c	3.b	بن ف	2.f	2.e	2.d	2.c	2.b	2.a	1.6	1.a	Sub-Indicators
Creation of Bids and Awards Committee(s)	Use of proper and effective procurement documentation and technical specifications/requirements	Sufficiency of period to prepare bids	Average number of bidders who passed eligibility stage	Average number of bidders who submitted bids	Average number of entities who acquired bidding documents	Compliance with Limited Source Bidding procedures	Compliance with Repeat Order procedures	Percentage of repeat order contracts in terms of amount of total procurement	Percentage of direct contracting in terms of amount of total procurement	Percentage of negotiated contracts in terms of amount of total procurement	Percentage of shopping contracts in terms of amount of total procurement	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Key Area for Development
			Comprehensive discusssion of technical specifications and requirements during the prebid conference	Ensure compliance with posting and publication of ITB pursuant to the provisions of the IRR of RA 9184	Ensure compliance with posting and publication of ITB pursuant to the provisions of the IRR of RA 9184				As result of procurement planning, all end-users shall be advised of the procurement process and shall prepare necessary documents for the procurement to proceed	As result of procurement planning, all end-users shall be advised of the procurement process and shall prepare necessary documents for the procurement to proceed		Strengthen procurement planning to ensure approval of Indicative APP and APP in accordance with the -With the approval of the IAPP, Early Procurement activites with be implemented	-Strengthen procurement planning to ensure approval of Indicative APP and APP in accordance with the GPPB timeline -With the approval of the IAPP, Early Procurement activites will be implemented	Proposed Actions to Address Key Areas
			Central Office (CO) Bids and Awards Committee (BAC) / Regional BAC / Center BAC	Central Office (CO) Bids and Awards Committee (BAC) / Regional BAC / Center BAC	Central Office (CO) Bids and Awards Committee (BAC) / Regional BAC / Center BAC				Central Office (CO) Bids and Awards Committee (BAC) / Regional BAC / Center BAC	Central Office (CO) Bids and Awards Committee (BAC) / Regional BAC / Center BAC		Central Office (CO) Bids and Awards Committee (BAC) / Regional BAC / Center BAC	Central Office (CO) Bids and Awards Committee (BAC) / Regional BAC / Center BAC	Responsible Entity
			within procurement year	within procurement year	within procurement year				within procurement year	within procurement year		within procurement year	within procurement year	Timetable
			internet facility/supplier database	internet facility/supplier database	internet facility/supplier database									Resources Needed

# PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: PHILIPPINE COCONUT AUTHORITY CENTRAL OFFICE

Period: CY 2023

					GIRON. OI ACAO	
	Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
	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				
	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				
1	8.6	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	To discuss comprehensively/thoroughly technical requirements during pre- bid conference minimize probability of failure of bidding	Central Office (CO) Bids and Awards Committee (BAC) / Regional BAC / Center BAC	within procurement year	
T	8.0	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe				
	9.a	Percentage of contracts awarded within prescribed period of action to procure goods				
	9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects				
	9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services				
	10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis				
	10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Include in the HR plan the sending of HOPE, BAC Members, secretariat and procurement staff to trainings on procurement law and other related courses	Human Resources Division	within procurement year	training funds

# PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: PHILIPPINE COCONUT AUTHORITY CENTRAL OFFICE

Period: CY 2023

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Document No. and
10.с	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				
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				