

ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT
(Page 1 of 2)

Name of Agency: VISAYAS STATE UNIVERSITY

Period Covered: CY 2014

	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
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
1. Public Bidding*										
1.1. Goods	65,311,525.00	1062	952	49,128,640.00	110	41	41	38	12	952
1.2. Works	18,000,000.00	2	1	14,939,982.02	1	5	3	3	2	1
1.3. Consulting Services										
Sub-Total	83,311,525.00	1064	953	64,068,622.02	111	46	44	41	14	953
2. Alternative Modes										
2.1.1 Shopping (52.1 b above 50K)	50,148,531.60	275	302	39,441,136.07					0	0
2.1.2 Shopping (Others)	27,717,236.68	1551	1402	16,856,666.56						
2.2. Direct Contracting	3,854,918.08	142	142	3,790,927.18						
2.3. Repeat Order	3,849,701.20	2	2	3,849,701.20						
2.4. Limited Source Bidding										
2.5.1 Negotiation (Common-Use Supplies)	100,000.00	1	1	78,265.65						
2.5.2 Negotiation (TFB 53.1)										
2.5.3 Negotiation (SVP 53.9 above 50K)										
2.5.4 Negotiation (Others)										
Sub-Total	85,670,387.56	1971	1849	64,016,696.66					0	0
3. Foreign Funded Procurement**										
3.1. Publicly-Bid										
3.2. Alternative Modes										
Sub-Total	0.00	0	0	0.00						
4. Others, specify:										
TOTAL	168,981,912.56	3035	2802	128,085,318.68						

* 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

ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT
(Page 2 of 2)


Name of Agency: VISAYAS STATE UNIVERSITY

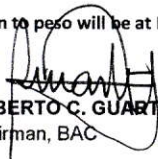
Period Covered: CY 2014

	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to Resolve Requests for Reconsiderations / Protests	No. of Contracts Awarded within prescribed timeframes
	Column 12	Column 13	Column 14	Column 15	Column 16	Column 17	Column 18
1. Public Bidding*							
1.1. Goods	0	0	7	952	952	7	952
1.2. Works	0	0	7	1	1	7	1
1.3. Consulting Services							
Sub-Total	0	0	N/A	953	953	7.00	953
2. Alternative Modes							
2.1.1 Shopping (52.1 b above 50K)							
2.1.2 Shopping (Others)							
2.2. Direct Contracting							
2.3. Repeat Order							
2.4. Limited Source Bidding							
2.5.1 Negotiation (Common-Use Supplies)							
2.5.2 Negotiation (TFB 53.1)							
2.5.3 Negotiation (SVP 53.9 above 50K)							
2.5.4 Negotiation (Others)							
Sub-Total							
3. Foreign Funded Procurement**							
3.1. Publicly-Bid							
3.2. Alternative Modes							
Sub-Total							
4. Others, specify:							
TOTAL							

* 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


ALEX P. TULIN
 Head, BAC Secretariat


ROBERTO C. GUARTE
 Chairman, BAC

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

Name of Agency: VISAYAS STATE UNIVERSITY
Date of Self Assessment: SEPTEMBER 18, 2015

Name of Evaluator: ALEX P. TULIN
Position: BAC Secretariat - Head

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. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK							
Indicator 1. Competitive Bidding as Default Procurement Method							
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	50.02%	0.00		PMRs		
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	34.01%	1.00		PMRs		
Indicator 2. Limited Use of Alternative Methods of Procurement							
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	43.95%	0.00		PMRs		
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	0.06%	3.00		PMRs		
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	2.96%	2.00		PMRs		
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	3.01%	1.00		PMRs		
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	0.00%	3.00		PMRs		
8	(f) 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	Compliant	3.00		APP, APP-CSE, PMR		
Indicator 3. Competitiveness of the Bidding Process							
9	(a) Average number of entities who acquired bidding documents	0.04	0.00		Agency records and/or PhilGEPS records		
10	(b) Average number of bidders who submitted bids	0.04	0.00		Abstract of Bids or other agency records		
11	(c) Average number of bidders who passed eligibility stage	0.04	0.00		Abstract of Bids or other agency records		
12	(d) Sufficient period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records		
		Average I	1.33				
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY							
Indicator 4. Presence of Procurement Organizations							
13	(a) Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training		
14	(b) Creation of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training		
Indicator 5. Procurement Planning and Implementation							
15	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)		
Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)							
16	(a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	1.05%	0.00		Agency records and/or PhilGEPS records		
17	(b) Percentage of contract award information posted by the Phil-GEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records		
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency	0.00%	0.00		Agency records and/or PhilGEPS records		
Indicator 7. System for Disseminating and Monitoring Procurement Information							
19	(a) Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links		
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Not Compliant	0.00		Copy of PMR and received copy that it was submitted to GPPB		
		Average II	1.88				
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES							
Indicator 8. Efficiency of Procurement Processes							
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	75.80%	2.00		APP (including Supplemental amendments, if any) and PMRs		
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	89.57%	0.00		APP (including Supplemental amendments, if any) and PMRs		
23	(c) Percentage of failed biddings and total number of procurement activities conducted	10.43%	0.00		APP (including Supplemental Amendments, if any) and PMRs		

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

Name of Agency: VISAYAS STATE UNIVERSITY
 Date of Self Assessment: SEPTEMBER 18, 2015

Name of Evaluator: ALEX P. TULIN
 Position: BAC Secretariat - Head

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
Indicator 9. Compliance with Procurement Timeframes					
24	(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	100.00%	3.00		PMRs
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	100.00%	3.00		PMRs
26	(c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR	n/a	n/a		PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
27	(a) There is a system within the procuring entity to evaluate the performance of procurement personnel	Fully Compliant	3.00		Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff
28	(b) Percentage of participation of procurement staff in annual procurement training	Less than 60.00% Trained	0.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
29	(c) Agency has activities to inform and update entities on public procurement	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
30	(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.
31	(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					
32	(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation forms
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	Fully Compliant	3.00		Specific procurement contract with amendment to order, variation order or with negative slippage
34	(c) 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	2.23		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
35	(a) Observers are invited to all stages of every public bidding activity	Not Compliant	0.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
36	(b) Attendance of Observers in public bidding activities	100.00%	3.00		PMRs and Abstract of Bids
Indicator 14. Internal and External Audit of Procurement Activities					
37	(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
38	(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints					
39	(a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints

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

Name of Agency: VISAYAS STATE UNIVERSITY
 Date of Self Assessment: SEPTEMBER 18, 2015

Name of Evaluator: ALEX P. TULIN
 Position: BAC Secretariat - Head

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
Indicator 16. Anti-Corruption Programs Related to Procurement					
40	(a) Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		Average IV	2.50		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			1.98		

* APCPI Rating is based on the APCPI Rating System found in Annex C of the User's Guide. Please use this rating system for the self-assessment. After completing the assessment, identify those Indicators with ratings of between 0 to 2 and formulate a procurement capacity development plan called the APCPI Action Plan based on the attached format and submit to GPPB for monitoring.

* For sub-indicators that are not applicable to your specific agency, please write the word Not Applicable in the second column and do not put a rating

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework	3.0000	1.33
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	1.88
Pillar III: Procurement Operations and Market Practices	3.0000	2.23
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	2.50
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.0000	1.98

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: VISAYAS STATE UNIVERSITY

Period: 2014

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
Indicator 1 - Competitive Bidding as Default Procurement Method	*Procurement through public bidding is less than the procurement through AMP. Department/Center/Offices conduct procurement through reimbursement basis	*Propose early submission of PPMP for consolidation by BAC Secretariat and Procurement office for public bidding. *Conduct public bidding for commonly used and fast moving supplies. *Require all end-users to submit realistic PPMP *Ask end-users to minimize unforeseen needs by properly planning procurement	End-Users, Procurement Office, BAC	First month of the last quarter of the year	Memorandum, Manpower
Indicator 1 (a) Percentage of public bidding contracts in terms of amount of total procurement					
Indicator 1 (b) Percentage of public bidding contracts in terms of volume of total procurement					

Name of Agency: VISAYAS STATE UNIVERSITY

Period: 2014

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
Indicator 2 - Limited Use of Alternative Methods of Procurement	*Weak procurement planning	*Conduct Seminar/Workshop on Procurement Planning emphasizing the preparation of PPMP and discuss all the procurement methods stressing out that Public bidding is the default mode of procurement and that the use of Alternative Method should be limited.	BAC Secretariat and Procurement Office	First month of the first quarter of the year	Budget for the conduct of seminar/workshop, Manpower
Indicator 2 (a) Percentage of Shopping Contracts in terms of amount of total procurement					
Indicator 2 (c) Percentage of Direct Contracting in terms of amount of total procurement					
Indicator 2 (d) Percentage of Repeat Order contracts in terms of amount of total procurement					

Name of Agency: VISAYAS STATE UNIVERSITY

Period: 2014

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
Indicator 3. Competitiveness of Procurement Process	* Most Local suppliers not registered yet with the PhilGEPS *Bidders not joining Public Bidding due to the following: (a) ABC per item is not realistic (b) incomplete specifications of items requested especially on highly-technical equipment (c) some items requested are obsolete in the market	*Encourage local suppliers/bidders to register with the PhilGEPS *Conducting pre-canvassing of items to prospective bidders to identify proper estimated cost and correct specifications of the items before the bidding *Identify a list of prospective bidders and invite through email or phone to participate aside from the advertisement in PhilGEPS, agency website, conspicuous places, and newspaper if applicable.	Procurement Office, BAC	within the year	PC with Internet Connection for Email, Telephone, Fax, Manpower
Indicator 3 (a) Average number of entities who acquired bidding documents					
Indicator 3 (b) Average number of bidders who submitted bids					
Indicator 3 (c) Average number of bidders who passed eligibility stage					
Indicator 6 (a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	Bid opportunities of AMP not posted in PhilGEPS	Designation of personnels to post bid opportunities of AMP with total ABC of above Php 50,000.00 to PhilGEPS	Procurement Office and BAC Secretariat	5 minutes per Bid Notice	PC with Internet Connection, Manpower
Indicator 6 (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency	Awards of AMP not posted in PhilGEPS	Designation of personnels to post awards of AMP with total ABC of above Php 50,000.00 to PhilGEPS	Procurement Office and BAC Secretariat	10 minutes per Award	PC with Internet Connection, Manpower

Name of Agency: VISAYAS STATE UNIVERSITY

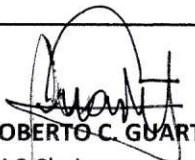
Period: 2014

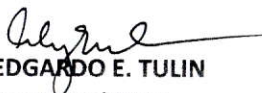
Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
Indicator 7 (b) Preparation of Procurement Monitoring Reports (PMR) using the prescribed format, prompt submission to GPPB, and posting in agency website	Agency prepares a Monitoring Report but not using the prescribed format of GPPB. Also, this report is not submitted to GPPB and not posted in the agency website.	Preparation of PMR using the prescribed format and submission to GPPB and posting it to the agency website	Procurement Office and BAC Secretariat	3 days	PC, Manpower
Indicator 8. Efficiency of Procurement Processes	<ul style="list-style-type: none"> * Some items for bidding failed since the ABC indicated is lower than the current price in the market Wrong specifications or obsolete model indicated for the items * Some bidding activities were participated by few bidders 	<ul style="list-style-type: none"> *Conducting pre-canvassing of items to prospective bidders to identify proper estimated cost and correct specifications of the items before the bidding *Identify a list of prospective bidders and invite through email or phone to participate aside from the advertisement in PhilGEPS, agency website, conspicuous places, and newspaper if applicable. 	Procurement Office/BAC Secretariat	3 days	PC with Internet Connection for canvassing through email, Telephone/Fax Machine for canvassing through telephone or fax
Indicator 8 (a) Percentage of total amount of contracts awarded against total amount of approved APPs					
Indicator 8 (b) Percentage of number of contracts awarded against total number of procurement activities done through public bidding					
Indicator 8 (c) Percentage of failed biddings and total number of procurement activities conducted					

Name of Agency: VISAYAS STATE UNIVERSITY

Period: 2014

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
Indicator 10 (b) Percentage of Participation of procurement staff in annual procurement training	* Short notice of Invitation of the Trainings Agency has limited budget for trainings for Procurement Staff and BAC	* Notice should be properly addressed to the BAC Chairman or to the Procurement Office * Allocate budget for seminars/trainings related to procurement	Training-Sponsoring Agencies, Budget office	within the year	Telephone, Fax, Internet Connection for Email, Budget Allocation


ROBERTO C. GUARTE
BAC Chairman


EDGARDO E. TULIN
President/HOPE