### BIDS AND AWARDS COMMITTEE Cagayan de Oro City Water District



December 27, 2016

### PERFORMANCE MONITORING DIVISION

Government Procurement Policy Board – Technical Support Office Unit 2506 Raffles Corporate Center F. Ortigas Jr., Rd Ortigas Center, Pasig City Telephone #: 900-6741 t 44

#### SIR/MA'AM:

The Cagayan de Oro City Water District (COWD) respectfully submits the following documents in compliance with the 2016 Performance Based Bonus (PBB) requirements:

- Annex A Agency Procurement Compliance and Performance Indicator (APCPI) Self Assessment Form
- 2. Annex B Consolidated Procurement Monitoring Report
- Annex C Agency Procurement Compliance and Performance Indicator (APCPI) Confirmaçion Questionnaire
- 4. Annex D Procurement Capacity Development Action Plan
- 5. Performance Monitoring Report 1" Semester 2016

We hope you find everything in order. Thank you so much.

Very truly yours,

RACHEL M. BEJA General Manager

#### ANNEX A GOVERNMENT PROCUREMENT POLICY BOARD

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

Name of Agency: CAGAYAN DE ORO CITY WATER DISTRICT Date of Self Assessment: December 27, 2016

Name of Evaluator: SULDE DE LEANIO PORTO.
Position: Department Manager demagement Services Department

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lo.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
W.E	AR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRA	MEWORK		A CONTRACTOR OF THE PROPERTY O	THE REAL PROPERTY OF THE CASE OF THE PARTY O
di	cator 1. Competitive Bidding as Default Procurement Method	E			
	(a) Percentage of public bidding contracts in terms of	82.92%	2.00		PMRs
	amount of total procurement	- SELECTOR .	9100		rand
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	6.22%	0.00	The preparation of purchase request is done by the each department on different period as their need arises in which case amount is less than the threshold for public bidding. This process reduce the chance of consolidated procurement which will result to public bidding.	PMRs
×6	cator 2. Limited Use of Alternative Methods of Procurement				
_	(a) Percentage of Shopping contracts in terms of amount of				
5	total procurement	0.97%	3.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	16.12%	0.00	Most number of procurement is done through small-value procurement though it is observed the no-splitting of contract occess	PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	0.00%	3.00		PMRs
5	<ul> <li>(d) Percentage of Repeat Order contracts in terms of amount of total procurement</li> </ul>	0.00%	3.00		PMRs
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	0.00%	3.00		PMRs
8	If ) 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
neli	icator 3. Competitiveness of the Bidding Process		OR STREET		
9	(a) Average number of entities who acquired bidding documents	2.65	0.00	COWD posted all its bidding at the Philgeps, COWD website, its bulletin board and in newpaper when applicable. It has also maintained list of possible suppliers and make the information of the bidding available to them for more	Agency records and/or PhiliGEPS record
0	(b) Average number of bidders who submitted bids	2.24	1.00	the land	Abstract of Bids or other agency records
1	(c) Average number of bidders who passed eligibility stage	1.33	1.00		Abstract of Bids or other agency record
12	(d) Sufficient period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS record
-		Average I	1.83		
VE A	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEM				
_	cator 4. Presence of Procurement Organizations				
3	(a) Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification Training
4	(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
77	cotos E. Donoscomos Classica and Landau and Landau		March Street		
9.2	cator 5. Procurement Planning and Implementation	2.00			
5	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any
rdi	cator 5. Use of Philippine Government Electronic Procuremen	t System (PhilG	EPS)		
6	(a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency	100.00%	3.00		Agency records and/or PhilGEPS record
7	(b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through	95.56%	3.00		Agency records and/or PhilGEPS record
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### GOVERNMENT PROCUREMENT POLICY BOARD Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: CAGAYAN DE ORO CITY WATER DISTRICT Date of Self Assessment: December 27, 2016

Name of Evaluator: SULTES LACAUO MOTE Position: Department Manager, Management Services Department

io.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be included in the Evaluation
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 specifi website links
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Substantially Compliant	2.00		Copy of PMR and received copy that it was submitted to GPPB
	AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES	Average II	2.88		
	cator 8. Efficiency of Procurement Processes				
				Some large contracts are still in	
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	19.61%	0.00	progress. Bidding process is still on going for goods and works	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.	83.33%	0.00		APP(including Supplemental amendment if any)and PMRs.
3	(c) Percentage of failed biddings and total number of procurement activities conducted	33.33%	0.00		APP (including Supplemental Amendments, if any) and PMRs
-					
ndi	cator 9. Compliance with Procurement Timeframes (a) Percentage of contracts awarded within prescribed				
24	procurement time frames to procure goods as indicated in Annex "C" of the IRR	100.00%	3.00		PMRs g
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
nell	cator 10. Capacity Building for Government Personnel and Pr	lunto Soctor Day	ticionate		
		CONTRACTOR OF THE PARTY OF THE	tiopants		E-A-C-S-A-C-
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
18	(b) Percentage of participation of procurement staff in annual procurement training	Less than 60.00% Trained	0.00	All BAC staff have except some personnel from procurment section have not attended some of these trainings.	Ask for copies of Office Orders, training modules, list of participants, schodules o actual training conducted
29	<ul> <li>(c) Agency has activities to inform and update entities on public procurement</li> </ul>	Not Compliant	0.00		Ask for copies of documentation of activities for bidders
ndk	cator 11. Management of Procurement and Contract Manage	ment Records			
	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Substantially Compliant	2.00		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	Substantially Compliant	2.00		Verify actual contrac in nanagement records and time it took to retrieve records should be no more than two hou
-					
ndi	cator 12. Contract Management Procedures				
32	<ul> <li>(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works: and evaluation of contractors' performance</li> </ul>	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly hid contracts.	Fully Compliant	3.00		Specific procurement contract with amendment to order, variation order or with negative staggage
, J	(c) Timely payment of procurement contracts	After 45 days	0.00	Average of 30 calendar days	Ask Finance or Accounting Head of Agent for average period for the release of payments for procurement contracts
34					paginance or processines accounts.
34		Average III	1.46		programme you proceed and its secondaries.

### GOVERNMENT PROCUREMENT POLICY BOARD

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

Name of Agency: CAGAYAN DE ORO CITY WATER DISTRICT

Date of Self Assessment: December 27, 2016

Name of Evaluator: SULDIED: DARAN

Position: Department Manager, Management Services Department

0	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
35	(a) Observers are invited to all stages of every public bidding activity	Not Compliant	0.00	The BAC through its BAC Secretariat sent invitation to the required observers in all its public bidding. However except for pre- procurement conference the BAC does not invite observer which is still in line with the IRR.	Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
16	(b) Attendance of Observers in public bidding activities	97.78%	3.00		PMRs and Abstract of Bids
d	icator 14. Internal and External Audit of Procurement Activiti	es			
37	(a) Creation and operation of internal audit unit as prescribed by DBM (Crcular 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.
3	(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
od	icator 15. Capacity to Handle Procurement Related Complain	ts			
	(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 mesures to address procurement-related complaints.
	icator 16. Ariti-Corruption Programs Related to Procurement				4
40	(a) Agency has a specific anti-corruption program/s related to procurement	Substantially Compliant	2.00		Verify documentation of anti-corruption program
_	Western same	Average IV	2.33		72550750
iR	AND TOTAL (Avarege I + Average II + Average III + Average IV	/4)	2.13		

<sup>\*</sup> APCPI Rating is based on the APCPI Rating System found in Armex 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 manitoring.

### Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework	3.0000	1.83
Pillar II: Agency Insitutional Framework and Management Capacity	3.0000	2.88
Pillar III: Procurement Operations and Market Practices	3,0000	1.46
Pillar IV. Integrity and Transparency of Agency Procurement Systems	3.0000	2.33
Total (Pillar I+Pillar II+Pillar III+ PillariV)/4	3.0000	2.13

<sup>&</sup>quot; 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

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

Name of Agency: CAGAYAN DE ORO CITY WATER DISTRICT

Period Covered: CY\_\_\_\_

	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	Eplumn 7	Column 8	Column 9	Column 10	Column 11
1. Public Bidding*		SERVICE SERVICE	THE RESIDENCE		1 - SO & FURTHER	STREET, STREET	<b>第二层的现在形态</b>	MARKET STATES	HOLLES CASE	Garden and Barrier
1.1. Goods	515,501,232.33	48	43	123,998,309.86	15	131	114	66	48	41
1.2. Works	110,066,768.18	5	2	5,913,543	1	12	7	6	5	2
1.3. Consulting Services	500,000.00	1	0	0	2	0	0	0	1	0
Sub-Total	626,068,000.51	54	45	129,911,853.18	18	143	121	72	54	43
2. Alternative Modes			CONTRACTOR OF THE PARTY OF THE	THE RESIDENCE OF THE PARTY OF T			THE RESIDENCE	Control of the last	Control of the last of the las	
2.1.1 Shopping (52.1 b above 50K)					MAN TO STATE OF THE STATE OF TH	S CALLED STREET, STREE	OF THE RESERVE OF THE PARTY OF	CARROLL STREET		
2.1.2 Shopping (Others)	2,201,086.51	27	9	1,514,821	SECTION THE WORLD	NE STREET STREET, STRE	NUMBER OF STREET	BONDON BOOKEN	THE REPORT OF THE PARTY OF THE	DESCRIPTION OF THE
2.2. Direct Contracting						DE ROSSESSE DE LA CONTRACTION		BEST BEST BEST BEST BEST BEST BEST BEST	STANSACTION OF THE PARTY	SALURIUM CONTRACTOR
2.3. Repeat Order					PROPERTY AND INCOME.	R ADDRESS OF THE PARTY OF	DISTRIBUTE OF THE STREET	THE SAME SHARE SHARE	(CS) III III III III III III III III III I	KINDSHIP TO BE
2.4. Limited Source Bidding										
2.5.1 Negotiation (Common-Use Supplies)	1,763,337.51	44	32	4,324,030	CONTRACTOR OF THE PARTY OF THE			THE RESIDENCE OF THE PARTY OF T	S. Commission of the last	100000000000000000000000000000000000000
2.5.2 Negotiation (TFB 53.1)		2	0	0	Charles and the same of the sa	NA CHICAGO MINISTERIO DE LA COMPANSIONA DEL COMPANSIONA DE LA COMP	transmission and the second		2	0
2.5.3 Negotiation (SVP 53.9 above 50K)	167,482,809.30	205	114	14,853,834	AND THE PERSON NAMED IN		Name and Address of the Owner, where the Owner, which is the Own	<b>化美国以</b> 加州共和国	205	114
2.5.4 Negotiation (Others)	1,490,781.96	811	524	6,072,796				Strategic Company	Contract Con	SECTION AND ADDRESS OF
Sub-Total	172,938,015.27	1,089	679	26,765,480.96		THE RESIDENCE OF THE PARTY OF T	NAME OF PERSONS	The Real Property lies, the Re	207	114
3. Foreign Funded Procurement**	SALES STREET, SALES	Butter bereit ber	STATE OF THE PARTY OF	STREET, STREET, SQUARE,		NAME AND ADDRESS OF THE OWNER, WHEN	Service Control of the Control of th	MARSHINGS HALL	No. of Concession, Name of Street, or other Designation of the Concession of the Con	Children of the last
3.1. Publicly-Bid					OMEDINE STEEL				British Company of the last	\$559055mg362
3.2. Alternative Modes									West Common to the	ECONOMISSIONS
Sub-Total	0.00	0	0	0.00	Office of the last	SECTION AND ADDRESS OF	Part of the Street		CONTRACTOR OF THE PARTY OF THE	CONTRACTOR OF THE PARTY OF THE
4. Others, specify:					RISO POSSO	A STATE OF THE PARTY OF THE PAR	<b>第二十三十二十三十二十三</b>	STATE OF THE PARTY.	BOWN SERVICE THE	SERVICE CONTRACTOR
TOTAL	799,006,015.78	1,143	724	156,677,334.14	THE PROPERTY OF THE PARTY OF TH	THE RESCRIPTION OF THE PARTY OF	MANAGEMENT SWIFT	MATERIAL PROPERTY AND PROPERTY	THE REAL PROPERTY.	ENGINEER STREET

<sup>\*</sup> Should include foreign-funded publicly-bid projects per procurement type

<sup>\*\*</sup> 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: CAGAYAN DE ORO CITY WATER DISTRICT

Property and	discussion of the	A154
Period	Covered:	CT

	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	Cosann 25	Column 16	Column 37	Column 18
1. Public Bidding*	STATE OF THE PARTY		MARINE MARINE DE LA PRIME DE				Control of the last
1.1. Goods	0	N/A	25	39	39	3.	43
1.2. Works	0	0	25	4	4	3	2
1.3. Consulting Services	0	N/A	25	1	0	3	0
Sub-Total	0	0	N/A	44	43	3	45
2. Alternative Modes		277 777 771	State of the late		A STATE OF THE PARTY OF		000000000000000000000000000000000000000
2.1.1 Shopping (52.1 b above 50K)	No. of the last of	A STATE OF THE STA	The second section is a second section of		THE RESERVE OF THE PARTY OF THE		SECTION AND ADDRESS OF
2.1.2 Shopping (Others)		THE PARTY NAMED IN COLUMN TWO		TO SELECT OF A POWER TO SELECT A SE	O CHARLOWS NO SECURE OF		<b>建筑市场间</b>
2.2. Direct Contracting		The second second second second	CONTRACTOR OF THE PROPERTY OF			STATE OF THE PARTY	
2.3. Repeat Order		DATE SEE HOUSE SEE SALE	· · · · · · · · · · · · · · · · · · ·		STATE OF STA		CONTRACTOR OF THE PARTY OF THE
2.4. Limited Source Bidding		Marine State of the State of th	THE RESERVE OF THE PARTY OF THE				THE REAL PROPERTY.
2.5.1 Negotiation (Common-Use Supplies)		CONTRACTOR DESCRIPTION OF THE PARTY OF THE P	Control of the second s	<b>经验的企业的经验的企业的基础的</b>			The state of the same
2.5.2 Negotiation (TFB 53.1)	MARKET STATE OF THE PARTY OF TH				THE RESERVE OF THE PERSON NAMED IN	NUMBER OF STREET	OF STREET, SQUARE, SQU
2.5.3 Negotiation (SVP 53.9 above 50K)	CONTRACTOR OF STREET	Entertainment of the state of t	MATRICE CONTRACTOR OF THE PARTY	STATE OF THE PARTY OF THE PARTY.		production of the second	Committee of the Parket
2.5.4 Negotiation (Others)			CONTRACTOR OF THE PARTY OF				MINISTERNATION OF THE PERSONS IN
Sub-Total	New York Control of the Party o	CONTRACTOR OF THE PARTY OF THE		HISTORY WATER TO BE VEHICLE		NEW YORK STREET	THE RESERVE OF THE PARTY OF THE
3. Foreign Funded Procurement**	Charles (20) and he co	AND RESIDENCE TO SERVICE SERVICE	Silver and the same of the same of	AVITA IN THE RESIDENCE OF THE PARTY OF THE P	S STREET, STRE	to the same of the same	(dzymatsani)
3.1. Publicly-Bid	SERVE PROPERTY.		Commencement of the same of th	AUGUS CERCITATIONS	STATE OF THE PERSON OF THE PER		MARKET STATES
3.2. Alternative Modes	DOMESTICK STORY		Charles and the state of the st	TO THE PERSON NAMED IN		NO PROPERTY OF THE PERSON NAMED IN	NECESTED BY LOCAL
Sub-Total	Coles Indiana Property Coles	Silver Sandard Street,	NOT THE RESERVE OF THE PARTY OF	A STATE OF THE PARTY OF THE PAR	OF THE RESERVE OF THE PARTY OF		Name of the Party
4. Others, specify:		<b>能力是最高的。2011年</b>	Charles and the same of the sa	医抗毒素 医乳毒素	STATE OF THE PARTY	THE RESIDENCE OF THE PARTY OF T	Market Street College
TOTAL	<b>WARRIED STREET, COUNTY</b>	MATCHE STREET,	THE RESIDENCE OF THE PROPERTY OF THE PERSON		OF THE PARTY OF TH		SHOWS DESCRIBE

<sup>\*</sup> Should include foreign-funded publicly-bid projects per procurement type

Submitted by:

ENGR. BRENVENID BAC-A Chairman

ENGR. CAROLINA B. LAO BAC-B Chairman RACHEL M. BEJA

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<sup>\*\*</sup> 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

## AGENCY PRIOCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) CONFIRMATION QUESTIONNAIRE

Name of Resp		THE RESERVE AND ADDRESS OF THE PERSON NAMED IN	NESSA A. CHU	Position:	Head, BAC Secretariat
Instruction: Pa corresponding				dition/requirement met a	as provided below and then fill in the
1. Do you pre	pare an Annu	al Procuren	nent Plan for all types of pro	ocurement? (5a)	
✓	Yes		No		
			nent Plan for Common-Use and Equipment from the Pro		nt (APP-CSE) and
<b>V</b>	Yes		No		
3. In giving yo	ur prospectiv	e bidders si	ufficient period to prepare to	neir bids, which of these	conditions is/are met? (3d)
7	Bidding do Agency we		available at the time of ad	vertisement/posting at the	ne PhiGEPS website or
7	Supplemen	ital bid bulle	tins are issued at least sev	en (7) calendar days be	fore bid opening;
	Minutes of	pre-bid con	ference are readily available	e within three (3) days.	
4. In creating	your BAC and	BAC Secr	etariat which of these cond	itions is/are present?	
For BAC: (4a)	)				
	Office Orde	er creating t	he Bids and Awards Comm	nittee;	
2	There are	at least five	(5) members of the BAC;		
	Members o	f BAC mee	t qualifications; and/or		
☑	Majority of	the membe	rs of BAC are trained on R	A. 9184	
For BAC Sec	retariat: (4b)				
<b>1</b>		er creating of Secretaria	of Bids and Awards Commit t	ttee Secretariat or design	ning Procurement Unit to
7	The Head	of the BAC	Secretariat meets the minin	num qualifications	
7	Majority of	the membe	rs of BAC Secretariat are to	rained on R.A. 9184	
5. In determine these conditions			up-to-date procurement in	formation easily accessil	ble at no cost, which of
7	Agency ha	s a working	website		
· 🔽	Procureme	nt informati	on is up-to-date		
7	Information	is easily a	coessible at no cost		
6. In complyin which of these			osting and submission of ye (7b)	our agency's Procureme	nt Monitoring Report,
<b>4</b>	Agency pro	pares the F	PMRs		
	PMRs are	promptly su	bmitted to the GPPB		
<b>•</b>	PMRs are	posted in th	e agency website		
7	PMRs are	prepared us	ing the prescribed format		

### AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) CONFIRMATION QUESTIONNAIRE

7. In evaluating	g the performance of your procurement personnel, which of these conditions is/are present? (10a)
☑	There is a written procedure within the procuring entity in evaluating the performance of procurement personnel
☑	Procuring entity communicates standards of evaluation to procurement personnel
	Procuring entity acts on the results and takes corresponding action
8. Have all of	your procurement staff participated in annual procurement training? (10b)
	Yes No
	If no, please indicate the how many of your procurement staff participated in annual procurement training6 out of14
9. Do you can	duct dialogue to inform and update bidders on the procurement regulations? (10c)
	Yes No
	If yes, how often ? times/year
	ning whether the BAC Secretariat has a system for keeping and maintaining procurement records, conditions is/are present? (11a)
	There is a list of contract management related documents that are maintained for a period of at least five years
☑	The documents are kept in a duly designated and secure location with hard copies kept in appropriate filling cabinets and soft copies in dedicated computers
	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ning whether the Implementing Units has a system for keeping and maintaining procurement records, conditions is/are present? (11b)
	There is a list of contract management related documents that are maintained for a period of at least five years
	The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and soft copies in dedicated computers
	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ning if the agency has well defined and written procedures for quality control, acceptance and inspection is and services, which of these conditions is/are present? (12a)
	Agency has written procedures for quality control, acceptance and inspection of goods, services and works
•	Supervision of civil works is carried out by qualified construction supervisors
	Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
	ning whether your agency complies with the thresholds prescribed for amendments to order, variation be payment, and slippage in publicly bid contracts, which of these conditions is/are met? (12b)
	Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price
	Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount
	Goods, works and services are timely delivered

### AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) CONFIRMATION QUESTIONNAIRE

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The second secon	sultant? (12c)	(30c) days
15. Do yau invi	ite Observers in all st	ages of procurement? (13a)
	Yes	No No
	(please mark all app	Nicable stages)
	Ads/Post of IAEB	
7	Pre-bid Conference	
7	Eligibility Check	
7	Submission/Openin	g of Bids
~	Bid Evaluation	
	Post Qualification	
	Notice of Award	
	Contract Signing/Ap	prove Purchase Order
	Notice to Proceed	
And the second s		nternal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, ons were present? (14a)
		g the Internal Audit Unit as prescribed by the DBM 2008-5, April 14, 2008)
<	Conduct of regular a	audit of procurement processes and transactions by internal audit unit
7	Internal audit recom the submission of th	mendations on procurement-related matters are implemented within 6 months of the auditor's report
17. Are COA report? (14b)	ecommendations resp	ponded to or implemented within six months of the submission of the auditors'
☑	Yes	
	If yes, percentage o	f COA recommendations responded to or implemented within six months
	No procurement rela	ated recommendations received
	The state of the s	suring Emtity has an efficient procurement complaints system and has the capacity ents, which of conditions is/are present? (15a)
~		OPE resolved Requests for Reconsideration and Protests within seven (7) or Section 55 of the IRR and decisions
7	Decisions on Protes	sts are submitted to GPPB
•		s upon and adopts specific measures to address procurement-related complaints, s by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body
	ning whether agency h re present? (16a)	as a specific anti-corruption program/s related to procurement, which of these
	Agency has a speci	fic good governance program including anti-corruption and integrity development;
<b></b>	Agency has a speci	fic office responsible for the implementation of good governance programs;
	Agency has specific associated with pro-	c policies and procedures in place for detection and prevention of corruption curement.

### Annex D

### PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: CAGAYAN DE ORO CITY WATER DISTRICT

Period: December 27, 2016

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1b & 2b	Competitive Bidding as default procurement method	Part of 2017 COWD Initiative is to assign to the BAC Secretariat through the approved PPMP and APP the preparation of the Purchase Request and consolidate procurement based on the timing indicated in the department's PPMP and APP.	BAC Secretariat with coordination	January - December 2017	Approved PPMP and APP
106	Participation of Procurement staff to annual training	To increase participation to annual trainings and seminars.	BAC and Procurement Section	January - December 2017	Registration fee and travel allowand
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