

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN**Name of Agency: University of the Philippines Mindanao

Period: FY 2020

Sub-Indicators	Key Area for Development		Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
3.a	Indicator 3.Competitiveness of the Bidding Process Average number of entities who acquired bidding documents	0	Actively search for possible bidders through Facebook and UP Mindanao website announcements as well as conducting bidders'/suppliers' consultation/trainings	BAC, END-USERS, OVCA	March – Dec 2021	Personnel to create Facebook page
3b	Indicator 3.Competitiveness of the Bidding Process Average number of bidders who submitted bids	0	Actively search for possible bidders through Facebook and UP Mindanao website announcements as well as conducting bidders'/suppliers' consultation/trainings	BAC, END-USERS, OVCA	March – Dec 2021	
3c	Indicator 3.Competitiveness of the Bidding Process Average number of bidders who passed	0	Conduct bidders'/suppliers' consultation/trainings	BAC, END-USERS, TWG	March – Dec 2021	
6.c	Indicator 6. Use of Government Electronic Procurement System Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	0.00	Increase percentage of contracts procured though AMP posted on PhilGEPS to 90% Request for additional personnel to take charge of posting in the PhilGEPS website all awarded contracts	SPMO, OVCA	March – Dec 2021	Funds for services of additional staff
8.a	Indicator 8. Efficiency of Procurement Processes Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	0.00	Increase the number of procurement projects to be successfully conducted and awarded to suppliers by conducting suppliers' trainings as well as consultation/trainings involving end-users	BAC, END-USERS, implementing Units	March – Dec 2021	
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	0.00	Creation of IAU will need additional personnel	UP System/DBM	FY 2021-22	Funds for creation of IAU

Prepared by:



**SOCORRO BRENDA E. ACUNA**  
Chief, SPMO

Endorsed:



**PROF. KAREN JOYCE G. CAYAMANDA, PhD**  
Vice Chancellor for Administration

Approved:



**PROF. LARRY N. SIGAL**  
Chancellor

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

Name of Agency: University of the Philippines Mindanao  
Date of Self Assessment: March 6, 2020

Name of Evaluator: S.B. Acuna  
Position: Chief, SPMO

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
<b>PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>					
1.a	Percentage of competitive bidding and limited source	45.79%	0.00		PMRs
1.b	Percentage of competitive bidding and limited source	1.03%	0.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
2.a	Percentage of shoring contracts in terms of amount of	8.66%	0.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of	44.08%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of	1.47%	2.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount	0.00%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
3.a	Average number of entities who acquired bidding	0.88	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	0.24	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	0.75	0.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully	3.00		Agency records and/or PhilGEPS records
3.e	Use of open and effective procurement documentation	Fully	3.00		Cost Benefit Analysis, Work Plans
<b>Average I</b>					
<b>2.00</b>					
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
4.a	Creation of Bids and Awards Committees	Fully	3.00		Verify copy of Order creating BAC
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully	3.00		Verify copy of Order creating BAC
<b>Indicator 5. Procurement Planning and Implementation</b>					
5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
5.b	Preparation of Annual Procurement Plan for Common Use	Fully	3.00		APP, APP, CSE, PMR
5.c	Existing Green Specifications for OPRs identified non-CSE	Compliant	3.00		TRs and/or RQCs clearly
<b>Indicator 6. Use of Government Electronic Procurement System</b>					
6.a	Percentage of bid opportunities posted by the PhilGEPS	n/a	n/a		Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the	100.00%	3.00		Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through	0.00%	0.00		Agency records and/or PhilGEPS records
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
7.a	Presence of website that provides up-to-date procurement	Fully	3.00		Identify specific procurement-related
7.b	Preparation of Procurement Monitoring Reports using the	Fully	3.00		Copy of PMR and received copy that it
<b>Average II</b>					
<b>2.67</b>					
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
8.a	Percentage of total amount of contracts signed within the	39.03%	0.00		APP (including Supplemental)
8.b	Percentage of total number of contracts signed against	31.25%	0.00		APP (including Supplemental)
8.c	Planned procurement activities achieved desired contract	Fully	3.00		Agency Procedures/Systems for the
<b>Indicator 9. Compliance with Procurement Timelines</b>					
9.a	Percentage of contracts awarded within prescribed period	100.00%	3.00		PMRs
9.b	Percentage of contracts awarded within prescribed period	n/a	n/a		PMRs
9.c	Percentage of contracts awarded within prescribed period	100.00%	3.00		PMRs
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
10.a	There is a system within the procuring entity to evaluate	Fully	3.00		Samples of forms used to evaluate
10.b	Percentage of satisfaction of procurement staff in	100.00%	3.00		Ask for copies of Office Orders, trainings
10.c	The procuring entity has open dialogue with private sector	Compliant	3.00		Ask for copies of documentation of
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
11.a	The BAC Secretariat has a system for keeping and	Fully	3.00		Verify actual procurement records and
11.b	Implementing Units has and is implementing a system for	Fully	3.00		Verify actual contract management
<b>Indicator 12. Contract Management Procedures</b>					
12.a	Agency has defined procedure or standards in such	Fully	2.00		Verify copies of written procedures for
12.b	Timely Payment of Procurement Contracts	Fully	3.00		Ask for copies of Accounting Report of
<b>Average III</b>					
<b>2.50</b>					
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
13.a	Observers are invited to attend stages of procurement as	Fully	3.00		Verify copies of invitation letters to
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
14.a	Creation and operation of Internal Audit Unit (IAU) that	Not	0.00		Verify copy of Order or show actual
14.b	Audit Reports on procurement related transactions	Above 90	3.00		Verify COA Annual Audit Report on
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					
15.a	The Procuring Entity has an efficient procurement	Fully	3.00		Verify copies of BAC resolutions on
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>					
16.a	Agency has a specific anti-corruption program/s related	Fully	3.00		Verify documentation of anti-corruption
<b>Average IV</b>					
<b>2.00</b>					
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>					
<b>2.04</b>					

Summary of APCPI Scores by Pillar

APCPI Pillar	Mean Rating	Agency Rating
I Legislative and Regulatory Framework	2.00	1.00
II Agency Institutional Framework and Management Capacity	2.67	2.67
III Procurement Operations and Market Practices	2.50	2.50
IV Integrity and Transparency of Agency Procurement	2.00	2.00
<b>Total (Pillar Rating divided by the pillar/IV)</b>	<b>2.04</b>	<b>2.04</b>

Agency Rating



Back to "how to fill up"

Socorro Brenda E. Acuna

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

Name of Agency: UNIVERSITY OF THE PHILIPPINES MINDANAO

Period Covered: CY 2020 \_\_\_\_\_

Category	Total Amount of Contracts	Total Number of Contracts	No. of Contracts above 50K	Total Amount of Contracts	No. of Folios above 50K	Total No. of Folios	Total No. of Folios	Total No. of Folios	No. of Bid Items	No. of Bids	Total No. Of Bids	Total No. of Contracts above 50K	No. of Contracts above 50K
<b>1. Public Bidding*</b>													
1.1 Goods	38,021,823.68	26	0	13,227,421.07	17	26	24	21	26	9	0	0	9
1.2 Works	4,977,813.85	2	0	0.00	2	0	0	n/a	2	n/a	n/a	0	0
1.3 Consulting Services	27,456,000.00	4	1	6,792,990.00	3	3	3	3	4	3	0	0	3
<b>Sub-Total</b>	<b>69,455,637.53</b>	<b>32</b>	<b>10</b>	<b>20,020,411.07</b>	<b>22</b>	<b>29</b>	<b>27</b>	<b>24</b>	<b>32</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>2. Alternative Modes</b>													
2.1 Shopping (2.1.1 & above 50K)	0.00	0	0	0.00									
2.1.2 Shopping (2.1.1 & above 50K)	2,559,277.02	250	2	124,677.45									
2.1.3 Other Shopping	3,807,695.95	554	228						23				
2.2 Direct Contracting (above 50K)	399,474.00	2	2	399,274.00									
2.2.1 Direct Contracting (above 50K)	399,474.00	2	2	399,274.00									
2.2.2 Request Order (above 50K)	0.00	0	0	0.00									
2.2.3 Request Order (50K or less)	0.00	0	0	0.00									
2.2.4 Limited Source Bidding	0.00	0	0	0.00					n/a	n/a			
2.3 Negotiation (Common-Use Swallow)	412,931.38	3	3	30,721.73									
2.3.1 Negotiation (Common-Use Swallow)	0.00	0	0	0.00									
2.3.2 Negotiation (178.53.1)	4,870,000.00	2	2	4,808,712.50					2	2			
2.3.3 Negotiation (178.53.1)	4,870,000.00	2	2	4,808,712.50									
2.4 Negotiation (NVP 53.2 above 50K)	12,877,838.17	677	21	4,083,441.47					165	60			
2.4.1 Other Negotiated Procurement (above 50K)	12,877,838.17	677	21	4,083,441.47									
2.4.2 Other Negotiated Procurement (50K or less)	0.00	0	0	0.00									
2.5 Other Negotiated Procurement (50K or less)	17,745,213.52	1,387	686	10,489,545.28									
<b>Sub-Total</b>	<b>43,511,038.04</b>	<b>2,878</b>	<b>964</b>	<b>23,801,988.94</b>					<b>190</b>	<b>78</b>			
<b>3. Foreign Funded Procurement**</b>													
3.1 Public Bid	0.00	0	0	0.00					n/a	n/a	n/a		
3.2 Alternative Modes	0.00	0	0	0.00					n/a	n/a	n/a		
<b>Sub-Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>									
<b>4. Others, specify:</b>	0.00	0	0	0.00									
<b>TOTAL</b>	<b>112,704,677.57</b>	<b>2,910</b>	<b>974</b>	<b>43,808,400.01</b>									

\* 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

Prepared by:   
 SOCORRO BRENDA E. ACUNA  
 Chief, SPMO

Endorsed:   
 Prof. KAREN C. CAYAMANDA, Ph.D.  
 Vice-Chancellor for Administration

Approved:   
 Prof. LARRY N. DICAL, Ph.D.  
 Chancellor

