



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

01 April 2024

ATTY. ROWENA CANDICE M. RUIZ

Executive Director V

Government Procurement Policy Board

Government Procurement Policy Board – Technical Support Office Building

Commonwealth Avenue, UP Diliman Campus, Quezon City, Philippines

Dear Atty. Ruiz:

We are respectfully submitting the 2023 Agency Procurement Compliance and Performance Indicator (APCPI) of the Maritime Industry Authority – Central Office.

Thank you.

Very truly yours,

fn: Nenita S. Ortega 4/1/24

SONIA B. MALALUAN

Administrator

(SO# 396-24)

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

Name of Agency: **MARITIME INDUSTRY AUTHORITY - CENTRAL OFFICE**
 Date of Self Assessment: **31 March 2024**

Name of Evaluator: **MARIVIC S. RAMOS**
 Position: **BAC Secretariat, Head**

No.	Assessment Conditions	Agency Score	APCPI Rating ^a	Comments/Findings to the Indicators and SubIndicators	Comments	Supporting Information/Documentation (Not to be included in the Evaluation Form Submitted to GPPB)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK						
Indicator 1. Competitive Bidding as Default Method of Procurement						
1	1.a Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	12.62%	0.00			PMRs
2	1.b Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	0.64%	0.00			PMRs
			0.00			
Indicator 2. Limited Use of Alternative Methods of Procurement						
3	2.a Percentage of shopping contracts in terms of amount of total procurement	2.36%	3.00			PMRs
4	2.b Percentage of negotiated contracts in terms of amount of total procurement	39.94%	0.00			PMRs
5	2.c Percentage of direct contracting in terms of amount of total procurement	45.07%	0.00			PMRs
6	2.d Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00			PMRs
7	2.e Compliance with Repeat Order procedures	na				
8	2.f Compliance with Limited Source Bidding procedures	na				
			1.50			
Indicator 3. Competitiveness of the Bidding Process						
9	3.a Average number of entities who acquired bidding documents	1.20	0.00			Agency records and/or PhilGEPS records
10	3.b Average number of bidders who submitted bids	1.20	0.00			Abstract of Bids or other agency records
11	3.c Average number of bidders who passed eligibility stage	0.80	0.00			Abstract of Bids or other agency records
12	3.d Sufficiency of period to prepare bids	Fully Compliant	3.00			Agency records and/or PhilGEPS records
13	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
			1.20			
			0.90			
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY						
Indicator 4. Presence of Procurement Organizations						
14	4.a Creation of Bids and Awards Committee(s)	Fully Compliant	3.00			Verify copy of order creating BAC; Organizational Chart; and Certification of Training
15	4.b Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00			Verify copy of order creating BAC Secretariat; Organizational Chart; and Certification of Training
			3.00			
Indicator 5. Procurement Planning and Implementation						
16	5.a An approved APP that includes all types of procurement	Compliant	3.00			Copy of APP and its supplements (if any)
17	5.b Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully Compliant	3.00			APP, APP-CSE, PMR
18	5.c Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant	0.00			ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
			2.00			
Indicator 6. Use of Government Electronic Procurement System						
19	6.a Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	3.00			Agency records and/or PhilGEPS records
20	6.b Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00			Agency records and/or PhilGEPS records
21	6.c Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	66.46%	2.00			Agency records and/or PhilGEPS records
			2.67			
Indicator 7. System for Disseminating and Monitoring Procurement Information						
22	7.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
23	7.b Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Fully Compliant	3.00			Copy of PMR and received copy that it was submitted to GPPB
			3.00			
			2.67			
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES						
Indicator 8. Efficiency of Procurement Processes						
24	8.a Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	90.27%	3.00			APP (including supplemental amendments, if any) and PMRs
25	8.b Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	60.00%	0.00			APP (including supplemental amendments, if any) and PMRs
26	8.c Planned procurement activities achieved desired contract outcomes and 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
			2.00			
Indicator 9. Compliance with Procurement Timeframes						

27	9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00			PMRs
28	9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	na				PMRs
29	9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	na				PMRs
				3.00			
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants							
30	10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00			Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
31	10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00			Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
32	10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00			Ask for copies of documentation of activities for bidders
				2.00			
Indicator 11. Management of Procurement and Contract Management Records							
33	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.
34	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
				3.00			
Indicator 12. Contract Management Procedures							
35	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 forms
36	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
				3.00			
				2.60			
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM							
Indicator 13. Observer Participation in Public Bidding							
37	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.)
				3.00			
Indicator 14. Internal and External Audit of Procurement Activities							
38	14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Partially Compliant	1.00			Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
39	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
				2.00			
Indicator 15. Capacity to Handle Procurement Related Complaints							
40	15.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
Indicator 16. Anti-Corruption Programs Related to Procurement							
41	16.a	Agency has a specific anti-corruption program/s related to procurement	Substantially Compliant	2.00			Verify documentation of anti-corruption program
				Average IV	2.50		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)					2.17		

* 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 Legislative and Regulatory Framework	3.00	0.90
Pillar II Agency Institutional Framework and Management Capacity	3.00	2.67
Pillar III Procurement Operations and Market Practices	3.00	2.60
Pillar IV Integrity and Transparency of Agency Procurement Systems	3.00	2.50
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.17



Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN

Name of Agency: MARITIME INDUSTRY AUTHORITY - CENTRAL OFFICE

Period: 2023

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	<p>The current MARINA BAC is acting in ad hoc capacity, hence, BAC functions, such as procurement planning is not given the needed full attention; Procurement planning will help ensure that the procurement modalities indicated in the Annual Procurement Plan are the best modalities for the project.</p> <p>An organic MARINA BAC office that will be able to conduct procurement planning would be ideal. The conduct of procurement planning is necessary to address this key area.</p>	HoPE, BAC, TWG, BAC Secretariat, Budget Division	First Quarter of Each Procurement Year	Human Resources, Financial
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	<p>The current MARINA BAC is acting in ad hoc capacity, hence, BAC functions, such as procurement planning is not given the needed full attention; Procurement planning will help ensure that the procurement modalities indicated in the Annual Procurement Plan are the best modalities for the project.</p> <p>An organic MARINA BAC office that will be able to conduct procurement planning would be ideal. The conduct of procurement planning is necessary to address this key area.</p>	HoPE, BAC, TWG, BAC Secretariat, Budget Division	First Quarter of Each Procurement Year	Human Resources, Financial
2.a	Percentage of shopping contracts in terms of amount of total procurement	<p>The current MARINA BAC is acting in ad hoc capacity, hence, BAC functions, such as procurement planning is not given the needed full attention; Procurement planning will help ensure that the procurement modalities indicated in the Annual Procurement Plan are the best modalities for the project.</p> <p>An organic MARINA BAC office that will be able to conduct procurement planning would be ideal. The conduct of procurement planning is necessary to address this key area.</p>	HoPE, BAC, TWG, BAC Secretariat, Budget Division	First Quarter of Each Procurement Year	Human Resources, Financial
2.b	Percentage of negotiated contracts in terms of amount of total procurement	<p>The current MARINA BAC is acting in ad hoc capacity, hence, BAC functions, such as procurement planning is not given the needed full attention; Procurement planning will help ensure that the procurement modalities indicated in the Annual Procurement Plan are the best modalities for the project.</p> <p>An organic MARINA BAC office that will be able to conduct procurement planning would be ideal. The conduct of procurement planning is necessary to address this key area.</p>	HoPE, BAC, TWG, BAC Secretariat, Budget Division	First Quarter of Each Procurement Year	Human Resources, Financial
2.c	Percentage of direct contracting in terms of amount of total procurement	<p>The current MARINA BAC is acting in ad hoc capacity, hence, BAC functions, such as procurement planning is not given the needed full attention; Procurement planning will help ensure that the procurement modalities indicated in the Annual Procurement Plan are the best modalities for the project.</p> <p>An organic MARINA BAC office that will be able to conduct procurement planning would be ideal. The conduct of procurement planning is necessary to address this key area.</p>	HoPE, BAC, TWG, BAC Secretariat, Budget Division	First Quarter of Each Procurement Year	Human Resources, Financial
3.a	Average number of entities who acquired bidding documents	<p>Bid Opportunities are duly posted; Prebid Conferences are being duly conducted where prospective bidders are able to advance their concerns regarding the contents of the bidding documents. The cost of bidding documents is also in accordance with the GPPB guidelines on sale of bidding documents.</p> <p>Posting of bid opportunities on other platforms i.e. social media, as may be allowed.</p>	Procurement Division	Continuing	

3.b	Average number of bidders who submitted bids	The current MARINA BAC is acting in ad hoc capacity and are not utilizing their full time in performing BAC functions, such as preparation and review of bidding documents. Technical specifications in the Bid Documents must not be too constrained in order to attract a wider coverage of prospective bidders.	End User, TWG	Continuing	
3.c	Average number of bidders who passed eligibility stage	The qualification requirements are clear and the non-discretionary pass/fail criteria is being observed. Facilitate increase in the number of bidders who submit bids.	Procurement Division	Continuing	
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	The BAC is to adopt and issue guidelines in green procurement, in accordance with GPPB issuances. This is to guide the End Users in developing specifications for their procurement projects and the TWGs in reviewing the same.	BAC, End User, TWG	2024	
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Posting of procurement projects under alternative modes of procurement in the PhilGEPS, as required.	Procurement Division	Continuing	
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	The current MARINA BAC is acting in ad hoc capacity, hence, BAC functions, such as procurement planning is not given the needed full attention; Procurement planning will help ensure that the procurement modalities indicated in the Annual Procurement Plan are the best modalities for the project. An organic MARINA BAC office that will be able to conduct procurement planning would be ideal. The conduct of procurement planning is necessary to address this key area.	HOPE, BAC, TWG, BAC Secretariat, Budget Division	continuing	
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	A procurement training is to be set every year to be attended by concerned MARINA personnel.	Human Resources and Management and Development Division	Every Year	Financial
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Recommend Management Division or Quality Management Division to conduct specialized procurement audit	HOPE, BAC, HRMDD	Second Quarter of CY 2024	
16.a	Agency has a specific anti-corruption program/s related to procurement	The MARINA has a MARINA Anti-Graft and Corrupt Practices Committee to investigate and act on complaints.	MARINA Anti-Graft and Corrupt Practices Committee	continuing	



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

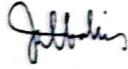
Name of Agency: MARITIME INDUSTRY AUTHORITY - CENTRAL

d Covered: CY 2023

	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bid Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities Posted at PhilGEPS	No. of Contract Award Posted at PhilGEPS	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	No. of Contracts Awarded within prescribed timeframes
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
1. Public Bidding*													
1.1 Goods	30,810,000.00	5	3	23,191,553.12	2	6	6	4	5	3	0	0	3
1.2 Works													
1.3 Consulting Services													
Sub-Total	30,810,000.00	5	3	23,191,553.12	2	6	6	4	5	3	0	0	3
2. Alternative Modes													
2.1.1 Shopping (52.1 a above 50K)													
2.1.2 Shopping (52.1 b above 50K)	3,516,483.00	10	4	1,739,561.00					10	4			
2.1.3 Other Shopping	2,887,962.54	138	138	2,697,042.75									
2.2.1 Direct Contracting (above 50K)	81,073,800.00	7	7	81,042,268.75						7			
2.2.2 Direct Contracting (50K or less)	2,056,809.97	98	98	1,762,686.78									
2.3.1 Repeat Order (above 50K)													
2.3.2 Repeat Order (50K or less)													
2.4 Limited Source Bidding													
2.5.1 Negotiation (Common-Use Supplies)	3,439,305.88	7	7	3,434,025.88									
2.5.2 Negotiation (Recognized Government Printers)	26,712,500.00	5	5	26,663,462.50									
2.5.3 Negotiation (TFB 53.1)													
2.5.4 Negotiation (SVP 53.9 above 50K)	17,396,560.00	63	37	12,944,112.40					63	37			
2.5.5 Other Negotiated Procurement (Others above 50K)	33,860,058.60	112	110	28,734,951.56						57			
2.5.6 Other Negotiated Procurement (50K or less)	1,766,941.55	59	59	1,598,372.87									
Sub-Total	172,710,421.54	499	465	160,516,484.49					73	105			
3. Foreign Funded Procurement**													
3.1 Publicly-Bid													
3.2 Alternative Modes													
Sub-Total	0.00	0	0	0.00									
4. Others, specify:													
TOTAL	203,520,421.54	504	468	183,708,037.61									

* 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



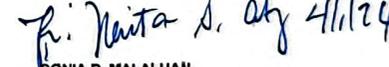
MELLANIE T. BALIN
Chief, Procurement Division



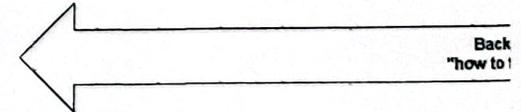
Atty. MARIVIC S. RAMOS
Head, BAC Secretariat



Atty. SHARON L. DE-CHAVEZ ALEJO
BAC Chairperson



SONIA B. MALALUAN
Administrator



Name of Agency: MARITIME INDUSTRY AUTHORITY - CENTRAL OFFICE
Name of Respondent: MARIVIC S. RAMOS

Date: 31 March 2024
Position: HEAD, BAC SECRETARIAT

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

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

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website
please provide link: <https://marina.gov.ph/wp-content/uploads/2022/06/FY2023-Annual-Procurement-Plan-of-MARI-NA-Central-Office.pdf>
- Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: 30 January 2023

2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (5b)

- Agency prepares APP-CSE using prescribed format
- Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans Issued annually
please provide submission date: 30 September 2022
- Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)

- Original contract awarded through competitive bidding
- The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification
- The quantity of each item in the original contract should not exceed 25%
- Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)

- Upon recommendation by the BAC, the HOPE Issues a Certification resorting to LSB as the proper modality
- Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- Transmittal of the Pre-Selected List by the HOPE to the GPPB
- Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPS website, agency website, if available and at any conspicuous place within the agency

5. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)

- Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;
- Minutes of pre-bid conference are readily available within five (5) days.

6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the following conditions? (3e)

- The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required

by the procurement office prior to the commencement of the procurement activity

- No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment
- Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

7. In creating your BAC and BAC Secretariat which of these conditions is/are present?

For BAC: (4a)

- Office Order creating the Bids and Awards Committee
please provide Office Order No.: 441-23, 552-23, 1201-23 & 1292-23
- There are at least five (5) members of the BAC
please provide members and their respective training dates:

Name/s	Date of RA 9184-related training
A. <u>Atty. Sharon D. Aledo</u>	<u>17-21 & 24-27 October 2022</u>
B. <u>Mr. Arsenio F. Lingad II</u>	<u>17-21 & 24-27 October 2022</u>
C. <u>Mr. Jose Louie B. Banua</u>	<u>17-21 & 24-27 October 2022</u>
D. <u>Ms. Divinagracia F. Talosa</u>	<u>12-16 July 2021</u>
E. <u>Ms. Cheryl V. Pascua</u>	<u>17-21 & 24-27 October 2022</u>
F. _____	_____
G. _____	_____
- Members of BAC meet qualifications
- Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

- Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat
please provide Office Order No.: 441-23 & 1292-23
- The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: Atty. Marivic S. Ramos
- Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: 17-21 & 24-27 October 2022, 12-16 July 2021

8. Have you conducted any procurement activities on any of the following? (5c)

If YES, please mark at least one (1) then, answer the question below.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Computer Monitors, Desktop Computers and Laptops | <input checked="" type="checkbox"/> Paints and Varnishes |
| <input checked="" type="checkbox"/> Air Conditioners | <input checked="" type="checkbox"/> Food and Catering Services |
| <input checked="" type="checkbox"/> Vehicles | <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues |
| <input type="checkbox"/> Fridges and Freezers | <input type="checkbox"/> Toilets and Urinals |
| <input checked="" type="checkbox"/> Copiers | <input type="checkbox"/> Textiles / Uniforms and Work Clothes |

Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

- Yes No

9. In determining whether you provide up-to-date procurement information easily accessible at no cost, which of these conditions is/are met? (7a)

- Agency has a working website
please provide link: <https://marina.gov.ph/>
- Procurement information is up-to-date
- Information is easily accessible at no cost

10. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)

Agency prepares the PMRs

PMRs are promptly submitted to the GPPB

please provide submission dates: 1st Sem - 14 July 2023 2nd Sem - 14 January 2024

PMRs are posted in the agency website

please provide link: <https://marina.gov.ph/wp-content/uploads/2022/06/Procurement-Monitoring-Report-signed-Scanned.pdf>; and <https://marina.gov.ph/wp-content/uploads/2022/06/JUL-DEC-FY-2023-PROCUREMENT-MONITORING-REPORT-for-the-2nd-Semester01132024-signed-by-the-Administrator.pdf>

PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c)

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

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)

Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s

Procuring entity communicates standards of evaluation to procurement personnel

Procuring entity and procurement personnel acts on the results and takes corresponding action

13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

Date of most recent training: 17-21 & 24-27 October 2022

Head of Procuring Entity (HOPE)

Bids and Awards Committee (BAC)

BAC Secretariat/ Procurement/ Supply Unit

BAC Technical Working Group

End-user Unit/s

Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year

The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels

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

There is a list of procurement 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 electronic copies in dedicated computers

The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

16. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)

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 electronic copies in dedicated computers

The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

17. In determining if the agency has defined procedures or standards for quality control, acceptance and inspection of goods, works and services, which of these conditions is/are present? (12a)

Agency has written procedures for quality control, acceptance and inspection of goods, services and works

Have you procured Infrastructure projects through any mode of procurement for the past year?

Yes

No

If YES, please answer the following:

Supervision of civil works is carried out by qualified construction supervisors
Name of Civil Works Supervisor: _____

Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
Name of CPES Evaluator: _____

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) 10 days

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)

- A. Eligibility Checking (For Consulting Services Only)
- B. Shortlisting (For Consulting Services Only)
- C. Pre-bid conference
- D. Preliminary examination of bids
- E. Bid evaluation
- F. Post-qualification

Observers are invited to attend stages of procurement as prescribed in the IRR

Observers are allowed access to and be provided documents, free of charge, as stated in the IRR

Observer reports, if any, are promptly acted upon by the procuring entity

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

Creation of Internal Audit Unit (IAU) in the agency
Agency Order/DBM Approval of IAU position/s: _____

Conduct of audit of procurement processes and transactions by the IAU within the last three years

Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

21. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

Yes (percentage of COA recommendations responded to or implemented within six months)
100 %

No procurement related recommendations received

22. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements, which of conditions is/are present? (15a)

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

23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are 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

