



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

19 March 2025

ATTY. ROWENA CANDICE M. RUIZ
Executive Director V
Government Procurement Policy Board-
Technical Support Office
Bike Lane, Commonwealth Avenue
Diliman Quezon City

Dear Exec. Director Ruiz:

We are respectfully submitting FY 2024 Agency Procurement Compliance and Performance Indicator (APCPI) of the Maritime Industry Authority – Central Office.

For your kind consideration.

Very truly yours,


SONIA B. MALALUAN
Administrator

Enclosure: As Stated

Name of Agency: MARITIME INDUSTRY AUTHORITY - CENTRAL OFFICE
Name of Respondent: MELLANIE T. BALIN

Date: MARCH 15, 2025
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/2024/01/FY-2024-Annual-Procurement-Plan-Non-CSE.pdf>
- Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: 31/1/2024

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: <http://marina.gov.ph/wp-content/uploads/2022/06/APP-CSE-2024-Form-Other-Items-of-Maritime-Industry-Authority-CO.pdf>
- 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 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, 161-24, 347-24, 468-24, and 754-24

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. Maria Rowena B. Hubilla</u>	<u>August 15 - 16, 2024</u>
B. <u>Mr. Herbert V. Nalupa</u>	<u>July 22 - 23, 2024</u>
C. <u>Atty. Fernan H. Cabral</u>	<u>July 22 - 23, 2024</u>
D. <u>Ms. Precila C. Jara</u>	<u>July 22 - 23, 2024</u>
E. <u>Mr. John E. Guardaya</u>	<u>July 22 - 23, 2024</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, 468-24, and 754-24

The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: Atty. Marivic S. Ramos replaced by Ms. Mellanie T. Balin per SO No. 057-25

Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: 17-21 & 24-27 October 2022, July 22 - 23, 2024/August 15 - 16, 2024

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 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 checked="" 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 - July 14, 2024 2nd Sem - January 14, 2025

PMRs are posted in the agency website

please provide link: <https://marina.gov.ph/wp-content/uploads/2024/07/MARINA-PMR-2024-1st-Semester.pdf>
<https://marina.gov.ph/wp-content/uploads/2025/01/PMR-2ND-SEM-FOR-FY-2024.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: August 15 - 16, 2024

- 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: Engr. Nicasio Antonio III, Ar. Anarica Ceña.
- 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) 15 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: Special Order No. 249.24 dtd 26 February 2024
- 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



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

Name of Agency: **MARITIME INDUSTRY AUTHORITY - CENTRAL OFFICE**

Name of Evaluator: **Mellanie T. Balin**

Date of Self Assessment: **13 March 2025**

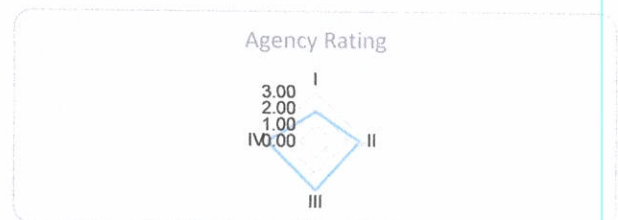
Position: **BAC Secretariat, Head**

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation 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	37.85%	1.00		
1.1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	1.90%	0.00		
			0.50		
Indicator 2. Limited Use of Alternative Methods of Procurement					
		1.210526316			
2.a	Percentage of shopping contracts in terms of amount of total procurement	1.04%	3.00		
2.b	Percentage of negotiated contracts in terms of amount of total procurement	31.45%	0.00		
2.c	Percentage of direct contracting in terms of amount of total procurement	29.66%	0.00		
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		
2.e	Compliance with Repeat Order procedures	NA			
2.f	Compliance with Limited Source Bidding procedures	NA			
			1.50		
Indicator 3. Competitiveness of the Bidding Process					
3.a	Average number of entities who acquired bidding documents	2.14	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	2.14	1.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	2.00	2.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
			1.80		
			1.80		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of order creating BAC; Organizational Chart; and Certification of Training
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					
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 Supplies and Equipment (APP-CSE) and Procurement of Existing Green Specifications for GPPB-identified non-CSE items are adopted	Fully Compliant	3.00		APP, APP-CSE, PMR
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					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	99.33%	3.00		Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	89.94%	2.00		Agency records and/or PhilGEPS records
			2.67		
Indicator 7. System for Disseminating and Monitoring Procurement Information					
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
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					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	80.73%	3.00		APP (including supplemental amendments, if any) and PMRs
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	85.71%	3.00		APP (including supplemental amendments, if any) and PMRs
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
			3.00		
Indicator 9. Compliance with Procurement Timeframes					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00		PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00		PMRs
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	100.00%	3.00	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
				3.00	
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	
				3.00	
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	Fully Compliant	3.00	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
				3.00	
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	Fully Compliant	3.00	Verify documentation of anti-corruption program
				3.00	
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)				2.62	

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I Legislative and Regulatory Framework	3.00	1.80
Pillar II Agency Institutional Framework and Management Capacity	3.00	2.67
Pillar III Procurement Operations and Market Practices	3.00	3.00
Pillar IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.62



Back to "how to fill up"

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

Name of Agency: **MARITIME INDUSTRY AUTHORITY - CENTRAL OFFICE**

Period Covered: **CY 2024**

	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
	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	
1. Public Bidding*														
1.1. Goods	227,855,000.00	7	6	152,397,343.86	1	15	15	14	7	6	0	0	6	
1.2. Works	6,500,000.00	1	1	6,458,125.60	1	2	2	1	3	1	0	0	1	
1.3. Consulting Services	0.00	0	0	0.00	0	0	0	0	0	0	0	0	0	
Sub-Total	234,355,000.00	8	7	158,855,469.46	2	17	17	15	10	7	0	0	7	
2. Alternative Modes														
2.1.1 Shopping (52.1 a above 50K)	14,819,181.75	21	8	904,081.00					8	8			8	
2.1.2 Shopping (52.1 b above 50K)	1,212,660.26	3	2	744,138.00					0	1				
2.1.3 Other Shopping	9,580,085.76	146	113	2,728,790.83										
2.2.1 Direct Contracting (above 50K)	146,168,393.52	41	37	123,326,706.88						7				
2.2.2 Direct Contracting (50K or less)	1,327,736.48	51	50	1,169,886.32										
2.3.1 Repeat Order (above 50K)	0.00	0	0	0.00										
2.3.2 Repeat Order (50K or less)	0.00	0	0	0.00										
2.4. Limited Source Bidding	0.00	0	0	0.00										
2.5.1 Negotiation (Common-Use Supplies)	0.00	5	5	1,094,288.49										
2.5.2 Negotiation (Recognized Government Printers)	31,151,848.00	5	5	47,845,320.00						5				
2.5.3 Negotiation (TFB 53.1)	0.00	0	0	0.00										
2.5.4 Negotiation (SVP 53.9 above 50K)	20,532,100.00	84	57	14,300,790.20					105	57				
2.5.5 Other Negotiated Procurement (Others above 50K)	60,615,084.00	100	83	68,704,912.66						83				
2.5.6 Other Negotiated Procurement (50K or less)	95,690.00	3	1	37,050.00										
Sub-Total	285,502,799.75	459	361	260,845,964.38					113	161				
3. Foreign Funded Procurement**														
3.1. Publicly-Bid	0.00	0	0	0.00										
3.2. Alternative Modes	0.00	0	0	0.00										
Sub-Total	0.00	0	0	0.00										
4. Others, specify:														
TOTAL	519,857,799.75	467	368	419,701,433.84										

* 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


MELANNIE T. BALLIN
Chief, Procurement Division/Head BAC Secretariat

~~Atty. MARIA ROWENA B. HUBILLA~~
BAC Chairperson


SONIA B. MALALUAN
Administrator

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: MARITIME INDUSTRY AUTHORITY - CENTRAL OFFICE

Period: 2024

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	Conduct Early Procurement Planning and timely implementation of procurement activities	HOPE, BAC, TWG, BAC Secretariat, MFAS, PPS, SBAC, JPBAC and End-Users	1st to 4th Quarter	Human resource, market study, cost benefit analysis
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Conduct Early Procurement Planning and timely implementation of procurement activities	HOPE, BAC, TWG, BAC Secretariat, MFAS, PPS, SBAC, JPBAC and End-Users	1st to 4th Quarter	Human resource, market study, cost benefit analysis
2.a	Percentage of shopping contracts in terms of amount of total procurement	Conduct Early Procurement Planning and timely implementation of procurement activities	HOPE, BAC, TWG, BAC Secretariat, MFAS, PPS, SBAC, JPBAC and End-Users	1st to 4th Quarter	Human resource, market study, cost benefit analysis
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Conduct Early Procurement Planning and timely implementation of procurement activities	HOPE, BAC, TWG, BAC Secretariat, MFAS, PPS, SBAC, JPBAC and End-Users	1st to 4th Quarter	Human resource, market study, cost benefit analysis
2.c	Percentage of direct contracting in terms of amount of total procurement	Conduct Early Procurement Planning and timely implementation of procurement activities	HOPE, BAC, TWG, BAC Secretariat, MFAS, PPS, SBAC, JPBAC and End-Users	1st to 4th Quarter	Human resource, market study, cost benefit analysis
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Not applicable			
2.e	Compliance with Repeat Order procedures	Not applicable			
2.f	Compliance with Limited Source Bidding procedures	Not applicable			
3.a	Average number of entities who acquired bidding documents	No action needed. 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.			

3.b	Average number of bidders who submitted bids	During the Pre-Bid Conference a thorough review of the bidding documents will be conducted by the BAC through BAC -TWGs to ensure that prospective bidders are aware of the requirements of MARINA. Review the completeness of the bidding documents (e.g. TOR, Technical Specifications, etc.) before posting the invitation to the PhilGEPs website.	BAC, BAC-TWG, BAC Secretariat	as needed	
3.c	Average number of bidders who passed eligibility stage	No action needed. The qualification requirements are clear and the non-discretionary pass/fail criteria is being observed.			
3.d	Sufficiency of period to prepare bids	Regular review and refine monitoring process to ensure effectiveness for further improvement	BAC, BAC-TWG, BAC Secretariat	as needed	Human resource, IT equipment
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Adhere to procurement quality procedures	BAC, BAC-TWG, BAC Secretariat	as needed	Human resource, IT equipment
4.a	Creation of Bids and Awards Committee(s)	Maintain compliance with composition of the Bids and Awards Committee and the competency of its members through capacity building	HOPE, MFAS	1st Quarter	Human resource,
4.b	Presence of a BAC Secretariat or Procurement Unit	Maintain compliance with the presence of BAC Secretariat and the competency of its members through capacity building	HOPE, MFAS	1st Quarter	Human resource,
5.a	An approved APP that includes all types of procurement	Ensure that approved APP is properly reviewed by the BAC using an appropriate procurement modality	MFAS-PD, BAC Secretariat	4th Quarter	IT equipment
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	Maintain compliance in the preparation of APP-CSE and to procure common-supplies and equipment from the Procurement Service	MFAS-PD, BAC Secretariat, End -user	4th Quarter	Human resource, IT equipment, PhilGEPs website
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	2nd QTR of 2025	IT equipment, PhilGEPs website
6.a	Percentage of bid opportunities posted by the PhilGEPs-registered Agency	On time posting of bid opportunities in the PhilGEPs website	BAC Secretariat	1st to 4th Quarter	Human resource, IT equipment, PhilGEPs website, MARINA website
6.b	Percentage of contract award information posted by the PhilGEPs-registered Agency	On time posting of contract award in the PhilGEPs website	BAC Secretariat	1st to 4th Quarter	Human resource, IT equipment, PhilGEPs website
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.	BAC Secretariat	1st to 4th Quarter	Human resource, IT equipment, PhilGEPs website
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Maintain compliance by updating of procurement information in the MARINA website under transparency seal	BAC Secretariat, MISS	1st to 4th Quarter	Human resource, IT equipment, Internet connection, MARINA website

7.b	Preparation of Procurement Monitoring Reports using the GPB-prescribed format, submission to the GPB, and posting in agency website	Maintain compliance with the preparation of Procurement Monitoring Reports using the prescribed format in order to submit on or before the GBBP deadline of submission and post the same in the MARINA website.	MFAS-PD, BAC Secretariat, MISS	1st to 4th Quarter	Human resource, IT equipment, Internet connection, MARINA website
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Conduct Early Procurement Planning and timely implementation of procurement activities	BAC, BAC Secretariat, End-users	1st to 4th Quarter	Human resource
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Meeting desired contract outcome by ensuring that the End-users submit their PPMs together with TOR/Technical Specifications on or before the set deadline	BAC Secretariat, End-users	1st to 4th Quarter	Human resource
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	Increased the percentage of contracts awarded within the prescribed period of action to procure goods. BAC Secretariat will adhere to the procurement schedule as indicated in the approved APP	BAC Secretariat	1st to 4th Quarter	Human resource, IT equipment
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Increased the percentage of contracts awarded within the prescribed period of action to procure goods. BAC Secretariat will adhere to the procurement schedule as indicated in the approved APP	BAC Secretariat	as needed	Human resource, IT equipment
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	Increased the percentage of contracts awarded within the prescribed period of action to procure goods. BAC Secretariat will adhere to the procurement schedule as indicated in the approved APP	BAC Secretariat	1st to 4th Quarter	Human resource, IT equipment
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	DPQR/PCR through Strategic Performance Management System (SPMS), procurement personnel are evaluated semestral.	MFAS Procurement Division/BAC Secretariat	1st and 2nd Semester	Human resource, IT equipment
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	All concerned MARINA personnel, BAC, BAC Secretariat, BAC-TWGs shall be required to attend training on the basic and updates on the Government Procurement Law and other related training program conducted yearly.	Human Resources and Management and Development Division/ MFAS Procurement Division	Every Year	Training funds
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Conduct orientation or dialogue with private sector at least once a year to update bidders/suppliers	BAC, BAC Secretariat	3rd Quarter	Venue
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Creation of filing system through google drive for keeping and maintaining procurement records	BAC Secretariat	1st to 4th Quarter	Human resource, IT equipment, Internet connection
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Creation of filing system through google drive for keeping and maintaining complete and easily retrievable contract management records	BAC Secretariat	1st to 4th Quarter	Human resource, IT equipment, Internet connection
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	Maintain and update quality procedures as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	MFAS Procurement Division	1st to 4th Quarter	Human resource, IT equipment, Internet connection

12.b	Timely Payment of Procurement Contracts	Maintain processing of payment to Suppliers by adhering to the 30 days or less processing time upon completion of supporting documents	MFAS Budget and Accounting Division, End-user	1st to 4th Quarter	Human resource, IT equipment, Internet connection
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Maintain sending of invitation to observers five (5) days before the scheduled procurement activity	BAC Secretariat	as needed	Human resource, IT equipment, Internet connection
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Maintain performing Internal Quality Audit of procurement process	MFAS Procurement Division/BAC Secretariat	1st to 4th Quarter	Human resource
14.b	Audit Reports on procurement related transactions	Maintain compliance to COAs Audit Report recommendation and prompt implementation	MFAS Procurement Division/BAC Secretariat. Accounting Division	as issued by COA	Human resource
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Complaints are addressed and Procuring Entity has the capacity to comply with procedural requirements	MFAS Management Division	as required	Human resource
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	as needed	Human resource

