### AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

Date:

19 March 2024

MWSS REGULATORY OFFICE

Name of Agency:

Name of Respor	ndent: FELIX FRANCIS B. OPLE Position: Head, I	BAC Secretariat
Instruction: Put a	a check ( $\checkmark$ ) mark inside the box beside each condition/requirement met as provided below and then fill in the	corresponding blanks
	at is asked. Please note that all questions must be answered completely.	
1. Do you have a	an approved APP that includes all types of procurement, given the following conditions? (5a)	
$\checkmark$	Agency prepares APP using the prescribed format	
7	Approved APP is posted at the Procuring Entity's Website please provide link: <a href="https://ro.mwss.gov.ph/wp-content/uploads/2024/01/MWSS-RO-APP-for-CY-2024_1_redact.pdf">https://ro.mwss.gov.ph/wp-content/uploads/2024/01/MWSS-RO-APP-for-CY-2024_1_redact.pdf</a>	
<b>✓</b>	Submission of the approved APP to the GPPB within the prescribed deadline please provide submission date: 1/31/2024	
2. Do you prepar Procure your Co	are an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and common-Use Supplies and Equipment from the Procurement Service? (5b)	
$\checkmark$	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:  7/31/2023	
$\checkmark$	Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS	
3. In the conduct	et of procurement activities using Repeat Order, which of these conditions is/are met? (2e)	
$\checkmark$	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	
<b>✓</b>	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	
$\checkmark$	The quantity of each item in the original contract should not exceed 25%	
<b>V</b>	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 conduc	ct 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)

#### QUESTIONNAIRE 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.: MWSS RO Resolution No. 2023-04 There are at least five (5) members of the BAC please provide members and their respective training dates: Date of RA 9184-related training A. Joriel M. Dagsa 3,19 & 26, 2023 and May 9-11 B. Crescenciano B. Minas, Jr. 3,19 & 26, 2023 and May 9-1 C. Ronald G. Valdez 3,19 & 26, 2023 and May 9-1 D. Daryl F. Ferrer 3,19 & 26, 2023 and May 9-1 Ramon A. Javier 3,19 & 26, 2023 and May 9-1 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.: MWSS RO Resolution Nos. 2023-04 and 2023-27 The Head of the BAC Secretariat meets the minimum qualifications please provide name of BAC Sec Head: Felix Francis B. Ople Majority of the members of BAC Secretariat are trained on R.A. 9184 April 18,19 & 26, 2023 and May 9-11, 2023 please provide training date: 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. Computer Monitors, Desktop Paints and Varnishes Computers and Laptops

Food and Catering Services

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)

### AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE Air Conditioners Training Facilities / Hotels / Venues Vehicles Toilets and Urinals Fridges and Freezers Textiles / Uniforms and Work Clothes Copiers Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s? 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://ro.mwss.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, 2023 2nd Sem - February 20, 2024 PMRs are posted in the agency website please provide link: https://ro.mwss.gov.ph/transparency-seal/other-information-or-report-that-the-gcg-may-require/procurement-moi 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: May 9-11, 2023

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)

QUESTIONNAIRE

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

# AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

	QUESTIONNAIRE
15. In determining which of these of	ng whether the BAC Secretariat has a system for keeping and maintaining procurement records, conditions is/are present? (11a)
<b>✓</b>	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
	ng 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 electronic copies in dedicated computers
✓	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ng if the agency has defined procedures or standards for quality control, acceptance and inspection and services, which of these conditions is/are present? (12a)
<b>✓</b>	Agency has written procedures for quality control, acceptance and inspection of goods, services and works
Have you prod	cured Infrastructure projects through any mode of procurement for the past year?
	Yes No
If YES, plea	ise 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:
	Il it take for your agency to release the final payment to your supplier/service provider or contractor/consultant,once complete? (12b) days
A. EI B. SI C. P D. P E. Bi	g Observers for the following procurement activities, which of these conditions is/are met? (13a) ligibility Checking (For Consulting Services Only) hortlisting (For Consulting Services Only) re-bid conference reliminary examination of bids d evaluation ost-qualification
<b>~</b>	Observers are invited to attend stages of procurement as prescribed in the IRR
7	Observers are allowed access to and be provided documents, free of charge, as stated in the IRR
$\checkmark$	Observer reports, if any, are promptly acted upon by the procuring entity

# AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

	id operating your Internal Audit Unit (IAU) that performs specialized procurement audits, litions 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
The second second	Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report
21. Are COA recreport? (14b)	ommendations responded to or implemented within six months of the submission of the auditors'
$\checkmark$	Yes (percentage of COA recommendations responded to or implemented within six months) %
	No procurement related recommendations received
	g whether the Procuring Entity has an efficient procurement complaints system and has the capacity rocedural requirements, which of conditions is/are present? (15a)
$\checkmark$	The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
$\checkmark$	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 conditions is/are	g whether agency has a specific anti-corruption program/s related to procurement, which of these present? (16a)
	Agency has a specific office responsible for the implementation of good governance programs
<b>~</b>	Agency implements a specific good governance program including anti-corruption and integrity development
$\checkmark$	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: MWSS REGULATORY OFFICE Name of Evaluate FELIX FRANCIS B. OPLE Date of Self 19 March 2024 Position: Head, BAC Secretariat Assessment: No. Comments/Findings to the Supporting Information/Documentation **Assessment Conditions Agency Score APCPI Rating\*** Indicators and SubIndicators (Not to be Included in the Evaluation PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK Indicator 1. Competitive Bidding as Default Method of Procurement Percentage of competitive bidding and limited source bidding contracts 33.00% 0.00 **PMRs** Percentage of competitive bidding and limited source bidding contracts 2.52% 0.00 **PMRs** Indicator 2. Limited Use of Alternative Methods of Procurement Percentage of shopping contracts in terms of amount of total 15.55% 0.00 **PMRs** Percentage of negotiated contracts in terms of amount of total 42.76% 0.00 **PMRs** Percentage of direct contracting in terms of amount of total 8.69% 0.00 **PMRs** 2.d Percentage of repeat order contracts in terms of amount of total **PMRs** 0.00% 3.00 Procurement documents relative to 2.e Compliance with Repeat Order procedures n/a n/a conduct of Repeat Order Procurement documents relative to 2.f Compliance with Limited Source Bidding procedures n/a n/a conduct of Limited Source Bidding Indicator 3. Competitiveness of the Bidding Process Average number of entities who acquired bidding documents 1.00 0.00 Agency records and/or PhilGEPS records Average number of bidders who submitted bids 1.00 0.00 Abstract of Bids or other agency records 3.c Average number of bidders who passed eligibility stage 1.00 1.00 Abstract of Bids or other agency records Fully Sufficiency of period to prepare bids 3.d 3.00 Agency records and/or PhilGEPS records Compliant Cost Benefit Analysis, Work Plans, Use of proper and effective procurement documentation and technical Fully 3.e 3.00 Technical Specifications included in specifications/requirements Compliant bidding documents 0.91 Average I PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY Indicator 4. Presence of Procurement Organizations Verify copy of Order creating BAC; Fully Creation of Bids and Awards Committee(s) 4.a 3.00 Organizational Chart; and Certification of Compliant Training Verify copy of Order creating BAC Fully 4.b Presence of a BAC Secretariat or Procurement Unit 3.00 Secretariat; Organizational Chart; and Compliant Certification of Training Indicator 5. Procurement Planning and Implementation An approved APP that includes all types of procurement Compliant 3.00 Copy of APP and its supplements (if any) Preparation of Annual Procurement Plan for Common-Use Supplies and Fully 5.b 3.00 APP, APP-CSE, PMR Equipment (APP-CSE) and Procurement of Common-Use Supplies and Compliant ITBs and/or RFQs clearly Existing Green Specifications for GPPB-identified non-CSE items are 5.c Compliant 3.00 indicate the use of green technical adopted specifications for the procurement activity Indicator 6. Use of Government Electronic Procurement System Percentage of bid opportunities posted by the PhilGEPS-registered 6.a 8.33% Agency records and/or PhilGEPS records Percentage of contract award information posted by the PhilGEPS-6.b 100.00% 3.00 Agency records and/or PhilGEPS records registered Agency Percentage of contract awards procured through alternative methods

16.67%

0.00

Agency records and/or PhilGEPS records

6.c

posted by the PhilGEPS-registered Agency

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

Name of Agency: MWSS REGULATORY OFFICE

Period 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*			<b>经</b> 有限的基本方式	<b>国际中央</b> 图 100 国际	TO BE THE REAL PROPERTY.	<b>在外的</b>		<b>建设的</b>					
1.1. Goods	23,239,698.00	2	3	4,018,385.00	0	2	2	2	2	3	0	0	3
1.2. Works	5,000,000.00	0	0	0.00	0	0	0	0	0	0	0	0	0
1.3. Consulting Services	4,500,000.00	0	0	0.00	0	0	0	0	0	0	0	0	0
Sub-Total	32,739,698.00	2	3	4,018,385.00	0	2	2	2	2	3	0	0	3
2. Alternative Modes	(1) 10 10 10 10 10 10 10 10 10 10 10 10 10					<b>在在一个工作,</b>				E SE SE SE		1.0 <b>2</b> 1.0 1.0 1.0 1.0 1.0 1.0 1.0 1.0 1.0 1.0	
2.1.1 Shopping (52.1 a above 50K)	0.00	0	0	0.00						0		1000 (1000 ) 1000 (1000 ) 1000 (1000 ) 1000 (1000 ) 1000 (1000 ) 1000 (1000 ) 1000 (1000 ) 1000 (1000 ) 1000 (	
2.1.2 Shopping (52.1 b above 50K)	1,662,900.00	7	7	880,713.00			Company of the Company					CHATTE USE OF	
2.1.3 Other Shopping	286,465.00	54	54	1,013,027.00					STATE OF THE PARTY	0		<b>使用。原始的种类</b>	
2.2.1 Direct Contracting (above 50K)	1,207,000.00	4	4	880,505.64						4		<b>阿爾斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯</b>	
2.2.2 Direct Contracting (50K or less)	135,108.49	12	12	177,998.24						0		<b>国际</b> 10 第20 图 200	
2.3.1 Repeat Order (above 50K)	0.00	0	0	0.00			<b>以</b> 所为是1000000000000000000000000000000000000			1			
2.3.2 Repeat Order (50K or less)	0.00	0	0	0.00						0		<b>基件图记录</b> 发光度	August 18 Committee of the Committee of
2.4. Limited Source Bidding	0.00	0	0	0.00	<b>1. 包括加州市区区</b> 为				0	0		<b>经1所以次表决与4个程度</b>	<b>建模型的现在分词</b>
2.5.1 Negotiation (Common-Use Supplies)	1,382,193.23	0	0	54,471.02	LV IX THE RES	Children Schiller	<b>经外型集制的现在分</b> 量						<b>创业的企业的</b>
2.5.2 Negotiation (Recognized Government Printers)	0.00	0	0	0.00									<b>多是一种 经加工</b>
2.5.3 Negotiation (TFB 53.1)	0.00	0	0	0.00				<b>,但是是一个人的</b>	0	0			
2.5.4 Negotiation (SVP 53.9 above 50K)	22,946,970.68	15	15	3,883,148.00		CONTRACTOR OF THE PARTY.	<b>2. 数据 2. 通</b>					<b>在对外是基本的</b>	
2.5.5 Other Negotiated Procurement (Others above 50K)	15,429,858.30	4	4	949,230.00				(国際)対象を対象を		0		<b>在第二年的第三年</b>	
2.5.6 Other Negotiated Procurement (50K or less)	350,100.00	20	20	375,135.00	E I SERVICE SE	<b>加拿工品牌的</b>		是是他们的		0			<b>国际工作的</b>
Sub-Total	43,400,595.70	116	116	8,214,227.90					0	5			
3. Foreign Funded Procurement**			<b>经基础存储</b>					Eller minische Entliche	民族的自己改造社会				
3.1. Publicly-Bid	0.00	0	0	0.00						<b>医</b> 医 医甲醛			
3.2. Alternative Modes	0.00	0	0	0.00									
Sub-Total Sub-Total	0.00	0	0	0.00					The second second				
4. Others, specify:										Back Parker			
TOTAL	76,140,293.70	118	119	12,232,612.90					THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW		NA PARTIES TO BE		

\* 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 submitte

Prepared: FELIX FRANCIS B OPLE

BAC Secretariat Head

BAC Chaifpetson

Approved: PATRICK LESTER N. TY
Chief Regulator

**APCPI Revised Scoring and Rating System** 

	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
	R I. LEGISLATIVE AND REGULATORY FRAMEWORK ator 1. Competitive Bidding as Default Method of Procurement				
iuic	Percentage of competitive bidding and limited source bidding contracts in		T	T	T
1	terms of amount of total procurement	Below 70.00%	Between 70.00-80.99%	Between 81.00-90.99%	Between 91.00-100%
2	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Below 20.00%	Between 20.00- 39.99%	Between 40.00-50.00%	Above 50.00%
dic	ator 2. Limited Use of Alternative Methods of Procurement				
3	entage of shopping contracts in terms of amount of total procurement  Above 7.00%  Between 5.00-7.00 %  Between 3.00-4.99 %		Below 3.00%		
4	Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 9.00 -15.00%	Between 4.00-8.99%	Below 4.00%
5	Percentage of direct contracting in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
6	Percentage of repeat order contracts in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
7	Compliance with Repeat Order procedures	Not Compliant			Compliant
8	Compliance with Limited Source Bidding procedures	Not Compliant			Compliant
_	ntor 3. Competitiveness of the Bidding Process		γ		
	Average number of entities who acquired bidding documents	Below 3.00	3.00-3.99	4.00-5.99	6.00 and above
	Average number of bidders who submitted bids  Average number of bidders who passed eligibility stage	Below 2.00	2.00-2.99	3.00-4.99	5.00 and above
	Sufficiency of period to prepare bids	Below 1.00  Not Compliant	1.00 – 1.99  Partially Compliant	2.00-2.99 Substantially Compliant	3.00 and above Fully Compliant
_					
3	Use of proper and effective procurement documentation and technical specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
LLA	specifications/requirements  R II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
LLA	specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
dic	specifications/requirements  R II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY	Not Compliant  Not Compliant	Partially Compliant  Partially Compliant	Substantially Compliant  Substantially Compliant	Fully Compliant  Fully Compliant
LLA dic	R II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY tor 4. Presence of Procurement Organizations				
dic 4	R. II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY stor 4. Presence of Procurement Organizations  Creation of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
dic 4	R. II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY (tor 4. Presence of Procurement Organizations)  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  tor 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
dic 4	R. II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY (tor 4. Presence of Procurement Organizations)  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  tor 5. Procurement Planning and Implementation	Not Compliant  Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant Fully Compliant
dic .4 .5 dic	R. II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY (tor 4. Presence of Procurement Organizations)  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  tor 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  Preparation of Annual Procurement Plan for Common-Use Supplies and  Equipment (APP-CSE) and Procurement of Common-Use Supplies and	Not Compliant  Not Compliant  Not Compliant	Partially Compliant  Partially Compliant	Substantially Compliant Substantially Compliant	Fully Compliant Fully Compliant Compliant
dic 4 5 dic 6	R. II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY tor 4. Presence of Procurement Organizations  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  tor 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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	Not Compliant  Not Compliant  Not Compliant  Not Compliant	Partially Compliant  Partially Compliant	Substantially Compliant Substantially Compliant	Fully Compliant  Fully Compliant  Compliant  Fully Compliant
dic 4 5 dic 6	R. II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY tor 4. Presence of Procurement Organizations  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  tor 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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	Not Compliant  Not Compliant  Not Compliant  Not Compliant	Partially Compliant  Partially Compliant	Substantially Compliant Substantially Compliant	Fully Compliant  Fully Compliant  Compliant  Fully Compliant
dic 4 5 dic 6	R. II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY (tor 4. Presence of Procurement Organizations)  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  tor 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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  Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant  Not Compliant  Not Compliant  Not Compliant	Partially Compliant  Partially Compliant	Substantially Compliant Substantially Compliant	Fully Compliant  Fully Compliant  Compliant  Fully Compliant
dic 4 5 dic 6 7	R. II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY (tor 4. Presence of Procurement Organizations)  Creation of Bids and Awards Committee(s)  Presence of a BAC Secretariat or Procurement Unit  tor 5. Procurement Planning and Implementation  An approved APP that includes all types of procurement  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  Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant  Not Compliant  Not Compliant  Not Compliant  Not Compliant	Partially Compliant  Partially Compliant  Partially Compliant	Substantially Compliant  Substantially Compliant  Substantially Compliant	Fully Compliant Fully Compliant  Compliant Fully Compliant  Compliant

#### Annex D

#### PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: MWSS REGULATORY OFFICE

Period: CY 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	Review of PPMPs by the BAC on 2025 to find which items can be done through competitive bidding.	BAC	2024	APP, PPMP, RA 9184
1.0		Review of PPMPs by the BAC on 2025 to find which items can be done through competitive bidding.	BAC	2024	APP, PPMP, RA 9184
2.a	Percentage of shopping contracts in terms of amount of total procurement	Review of procurements done through shopping by the BAC on 2025 to find which procurements can be done through competitive bidding.	BAC	2024	APP, PPMP, RA 9184
2.b		Review of procurements done through negotiated procurements by the BAC on 2025 to find which procurements can be done through competitive bidding.	BAC	2024	APP, PPMP, RA 9184
2.c	Percentage of direct contracting in terms of amount of total procurement	Review of procurements done through direct contracting by the BAC on 2025 to find which procurements can be done through competitive bidding.	BAC	2024	APP, PPMP, RA 9184
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Review of procurements done competitive bidding and small value procurement by the BAC on 2025 to find which procurements can be done through repeat order.	BAC	2024	APP, PPMP, RA 9184
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a		BAC/End User will conduct meetings on 2024 with suppliers before the start of the procurement to increase the chances of more supplies joining the bidding.	BAC, End User	2024	APP, PPMP, RA 9184
3.b		BAC/End User will conduct meetings on 2024 with suppliers before the start of the procurement to increase the chances of more supplies joining the bidding.	BAC, End User	2024	APP, PPMP, RA 9184
3.c		BAC/End User will conduct meetings on 2024 with suppliers before the start of the procurement to increase the chances of more supplies joining the bidding.	BAC, End User	2024	APP, PPMP, RA 9184
3.d	Sufficiency of period to prepare bids				e .
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				
4.a	Creation of Bids and Awards Committee(s)				
<b>4</b> .b	Presence of a BAC Secretariat or Procurement Unit				