Name of Agency: Name of Respondent:		Municipality of Kapalong Danilo P. Polestico	Date: Position:	February 1, 2024 BAC Secretariat
	•	 mark inside the box beside each condition/r Please note that all questions must be answ 	•	I then fill in the corresponding blank
1. Do you have a	ın approved	d APP that includes all types of procurement, g	given the following conditions? (5a)	
/	Agency pr	repares APP using the prescribed format		
	Approved please pro	APP is posted at the Procuring Entity's Websit byide link: www.kapalong.gov.ph	te	
/		on of the approved APP to the GPPB within the provide submission date: January 19, 202		
		nal Procurement Plan for Common-Use Supplies e Supplies and Equipment from the Procuremen		
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	its Guidelin	on of the APP-CSE within the period prescribed ines for the Preparation of Annual Budget Exect provide submission date:		agement in
	Proof of ac	ctual procurement of Common-Use Supplies ar	nd Equipment from DBM-PS	
3. In the conduct	of procure	ement activities using Repeat Order, which of the	hese conditions is/are met? (2e)	
	Original co	ontract awarded through competitive bidding		
	-	s under the original contract must be quantifiablenits per item	le, divisible and consisting of at least	
	=	orice is the same or lower than the original contrection to the government after price verification	ract awarded through competitive biddin	g which is
	The quant	tity of each item in the original contract should r	not exceed 25%	
_	original co	was used within 6 months from the contract effect ontract, provided that there has been a partial de same period	=	
4. In the conduct	of procure	ement activities using Limited Source Bidding (I	LSB), which of these conditions is/are r	net? (2f)
	Upon reco	ommendation by the BAC, the HOPE issues a 0	Certification resorting to LSB as the pro	per modality
	-	on and Issuance of a List of Pre-Selected Supplent authority	liers/Consultants by the PE or an identif	ïed relevant
	Transmitta	al of the Pre-Selected List by the HOPE to the 0	GPPB	
	procureme	d from the receipt of the acknowledgement lette ent opportunity at the PhilGEPS website, agend in 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 prep the following co	are proper and effective procurement documentation and technical specifications/requirements, given the anditions? (3e)
1	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 y	our 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.: No. 08 Series 2022
-	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 MARY ELIZABETH L. EXALA Nov. 28 - 29, 2022
-	JOEL P. RIVERA Nov. 28 - 29, 2022 ENGR. EDGARDO B. CAHAYAG, JR. Nov. 28 - 29, 2022
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G.	
/	Members of BAC meet qualifications
/	Majority of the members of BAC are trained on R.A. 9184
For BAC Sec	retariat: (4b)
/	Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat please provide Office Order No.: No. 08 Series of 2022
1	The Head of the BAC Secretariat meets the minimum qualifications please provide name of BAC Sec Head: DANILO P. POLESTICO
/	Majority of the members of BAC Secretariat are trained on R.A. 9184 please provide training date: November 28-29, 2022
=	nducted any procurement activities on any of the following? (5c) e mark at least one (1) then, answer the question below.
/	Computer Monitors, Desktop Computers and Laptops / Paints and Varnishes / Food and Catering Services
	/ Tituu ahu Calenny Services

ļ	/	Air Conditioners	_	_	
	/	Vehicles	/		Training Facilities / Hotels / Venues
Ī	/	Fridges and Freezers	1		Toilets and Urinals
<u>l</u> 1	,		/]	Textiles / Uniforms and Work Clothes
	/	Copiers			
Do you us	se gr	een technical specifica	tions for the pro	ocı	rement activity/ies of the non-CSE item/s?
	/	Yes			No
		g whether you provide is/are met? (7a)	up-to-date prod	cur	ement information easily accessible at no cost, which of
	/	Agency has a working please provide link:	g website www.kapalong	a	av ph
Г					vv.pn
<u>[</u>	/	Procurement information	ion is up-to-dat	е	
	/	Information is easily a	ccessible at no	CC	ost
		with the preparation, onditions is/are met?		mi	ssion of your agency's Procurement Monitoring Report,
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		of procurement activitie onditions is/are met? (sir	ed contract outcomes and objectives within the target/allotted timeframe,
[/	There is an established	ed procedure for	r n	eeds analysis and/or market research
	/	There is a system to	monitor timely d	leli	very of goods, works, and consulting services
[/	Agency complies with if any, in competitively		pr	escribed for amendment to order, variation orders, and contract extensions,
2. In evalu	uating	the performance of yo	our procurement	t p	ersonnel, which of these conditions is/are present? (10a)
[/	Personnel roles, dutie commitment/s	s and responsil	bili	ties involving procurement are included in their individual performance
[/	Procuring entity comm	nunicates stanc	dar	ds of evaluation to procurement personnel
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3 Which	of th	e following procureme	nt nersonnel ha	VP	participated in any procurement training and/or professionalization program.

Date of most recent training: November 28-29,2022

within the past three (3) years? (10b)

	/	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
4. Which rocuring		e following is/are practised in order to ensure the private sector access to the procurement opportunities of the 0 (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

	ng whether the BAC Secretariat has a system for keeping and maintaining procurement records, 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
	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)
/	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	se answer the following:
/	Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: ENGR. EMMANUEL S. FERNANDEZ
/	Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: ENGR. RITCHELL MARIE SANTILLAN
•	Il it take for your agency to release the final payment to your supplier/service provider or contractor/consultant,once complete? (12b) days
A. E B. S C. P D. P E. B	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 id evaluation ost-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

•	nd operating your Internal Audit Unit (IAU) that performs specialized procurement audits, ditions 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 red report? (14b)	commendations responded to or implemented within six months of the submission of the auditors'
1	Yes (percentage of COA recommendations responded to or implemented within six months) %
/	No procurement related recommendations received
	ng whether the Procuring Entity has an efficient procurement complaints system and has the capacity rocedural 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 determinir conditions is/are	ng 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
/	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

Name of Agency: Name of Respondent:		Municipality of Kapalong Danilo P. Polestico	Date: Position:	February 1, 2024 BAC Secretariat
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ļ	/	Air Conditioners	_	_	
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Date of most recent training: November 28-29,2022

within the past three (3) years? (10b)

	/	Head of Procuring Entity (HOPE)
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Name of Agency: Name of Respondent:		Municipality of Kapalong Danilo P. Polestico	Date: Position:	February 1, 2024 BAC Secretariat
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/	Air Conditioners	
	/ Vehicles	Training Facilities / Hotels / Venues
	-	Toilets and Urinals
	-	Textiles / Uniforms and Work Clothes
	-	
Do you use (green technical specifications for the procur	
/	Yes	No .
	ning whether you provide up-to-date procure ns is/are met? (7a)	ment information easily accessible at no cost, which of
/	Agency has a working website please provide link: www.kapalong.gov	v.ph
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2. In evaluatir	ng the performance of your procurement pe	rsonnel, which of these conditions is/are present? (10a)
/	Personnel roles, duties and responsibilition commitment/s	es involving procurement are included in their individual performance
/	Procuring entity communicates standard	s of evaluation to procurement personnel
/	Procuring entity and procurement persor	nnel acts on the results and takes corresponding action
3 Which of	the following procurement personnel have n	particinated in any procurement training and/or professionalization program

Date of most recent training: November 28-29,2022

within the past three (3) years? (10b)

	/	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
4. Which rocuring		e following is/are practised in order to ensure the private sector access to the procurement opportunities of the 0 (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

	ng whether the BAC Secretariat has a system for keeping and maintaining procurement records, 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	
	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)	
/	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	se answer the following:	
/	Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: ENGR. EMMANUEL S. FERNANDEZ	
/	Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: ENGR. RITCHELL MARIE SANTILLAN	
-	Il it take for your agency to release the final payment to your supplier/service provider or contractor/consultant,once complete? (12b) 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	

•	nd operating your Internal Audit Unit (IAU) that performs specialized procurement audits, ditions 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 red report? (14b)	commendations responded to or implemented within six months of the submission of the auditors'
1	Yes (percentage of COA recommendations responded to or implemented within six months) %
/	No procurement related recommendations received
	ng whether the Procuring Entity has an efficient procurement complaints system and has the capacity rocedural 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 determinir conditions is/are	ng 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
/	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