

**ANNEX B**  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**CONSOLIDATED PROCUREMENT MONITORING REPORT**  
*(Page 1 of 2)*

Name of Agency: Forest Products Research & Development Institute

Period Covered: CY 2017

	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
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
<b>1. Public Bidding*</b>										
1.1. Goods	66,433,000.00	33	33	46,624,689.67	6	34	31	24	57	33
1.2. Works	36,200,000.00	2	2	33,158,744.16	0	2	2	1	1	2
1.3. Consulting Services	550,000.00	1	1	1,530,000.00	2	1	1	1	3	1
Sub-Total	103,183,000.00	36	36	81,313,433.83	8	37	34	26	61	36
<b>2. Alternative Modes</b>										
2.1.1 Shopping (52.1 b above 50K)	1,975,000.00	10	10	1,171,636.00					6	5
2.1.2 Shopping (Others)	6,962,000.00	677	601	3,978,186.30						
2.2. Direct Contracting	80,000.00	16	16	564,994.76						
2.3. Repeat Order				64,200.00						
2.4. Limited Source Bidding		7	7	334,251.20					7	7
2.5.1 Negotiation (Common-Use Supplies)	300,000.00	4	4	463,676.88						
2.5.2 Negotiation (TFB 53.1)		4	4	5,829,730.00					4	4
2.5.3 Negotiation (SVP 53.9 above 50K)		9	9	6,138,300.72					9	9
2.5.4 Negotiation (Others)										
Sub-Total	9,317,000.00	727	651	18,544,975.86					26	25
<b>3. Foreign Funded Procurement**</b>										
3.1. Publicly-Bid										
3.2. Alternative Modes										
Sub-Total	0.00	0	0	0.00						
<b>4. Others, specify:</b>										
<b>TOTAL</b>	<b>112,500,000.00</b>	<b>763</b>	<b>687</b>	<b>99,858,409.69</b>						

\* Should include foreign-funded publicly-bid projects per procurement type

\*\* All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted

0.83333333



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(Page 2 of 2)

Name of Agency: Forest Products Research & Development Institute

Period Covered: CY 2017

	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to Resolve Requests for Reconsiderations / Protests	No. of Contracts Awarded within prescribed timeframes
	Column 12	Column 13	Column 14	Column 15	Column 16	Column 17	Column 18
<b>1. Public Bidding*</b>							
1.1. Goods	0	0	5	20	0	2	29
1.2. Works	0	1	5	2	0	0	2
1.3. Consulting Services	0	0	5	2	0	0	1
Sub-Total	0	1	N/A	24	0	1	32
<b>2. Alternative Modes</b>							
2.1.1 Shopping (52.1 b above 50K)							
2.1.2 Shopping (Others)							
2.2. Direct Contracting							
2.3. Repeat Order							
2.4. Limited Source Bidding							
2.5.1 Negotiation (Common-Use Supplies)							
2.5.2 Negotiation (TFB 53.1)							
2.5.3 Negotiation (SVP 53.9 above 50K)							
2.5.4 Negotiation (Others)							
Sub-Total							
<b>3. Foreign Funded Procurement**</b>							
3.1. Publicly-Bid							
3.2. Alternative Modes							
Sub-Total							
<b>4. Others, specify:</b>							
<b>TOTAL</b>							

\* Should include foreign-funded publicly-bid projects per procurement type

\*\* All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted

	Agency Score
Sub-indicator 1a	81.43%
Sub-indicator 1b	5.24%
Sub-indicator 2a	5.16%
Sub-indicator 2b	12.45%
Sub-indicator 2c	0.57%
Sub-indicator 2d	0.06%
Sub-indicator 2e	0.33%
Sub-indicator 3a	1.03
Sub-indicator 3b	0.94
Sub-indicator 3c	0.72
Sub-indicator 6a	135.59%
Sub-indicator 6b	100.00%
Sub-indicator 6c	3.84%
Sub-indicator 8a	88.76%
Sub-indicator 8b	100.00%
Sub-indicator 8c	22.22%
Sub-indicator 9a	87.88%
Sub-indicator 9b	100.00%
Sub-indicator 9c	100.00%
Sub-indicator 13b	66.67%



**ANNEX C**
**APCPI Revised Scoring and Rating System**

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/ Compliant (3)
		0	1	2	3
PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Procurement Method					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement		0.70	0.81	0.91
2	(b) Percentage of public bidding contracts in terms of volume of total procurement		0.20	0.40	0.50
Indicator 2. Alternative Methods of Procurement					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement		0.06	0.05	0.03
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement		0.12	0.08	0.03
5	(c) Percentage of Direct Contracting in terms of amount of total procurement		0.04	0.03	0.01
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement		0.04	0.03	0.01
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement		0.04	0.03	0.01
8	(f) 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			Compliant
Indicator 3. Competitiveness of the Bidding Process					
9	(a) Average number of entities who acquired bidding documents		3	4.00	6.00
10	(b) Average number of bidders who submitted bids		2	3.00	5.00
11	(c) Average number of bidders who passed eligibility stage		1	2.00	3.00
12	(d) Sufficient period to prepare bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
13	(a) Creation of Bids and Awards Committees (BACs)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
14	(b) Creation of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant



AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)  
QUESTIONNAIRE

Name of Agency: Forest Products Research and Development Institute  
Name of Respondent: Cecilia A. Baltazar

Date: March 14, 2018  
Position: Adm. Officer V

*Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks with numerical values only.*

1. Do you prepare an Annual Procurement Plan for all types of procurement? (5a)

☒ Yes ☐ No

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? (2f)

☒ Yes ☐ No

3. 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 three (3) days.

4. 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;
- ☒ There are at least five (5) members of the BAC;
- ☒ Members of BAC meet qualifications; and/or
- ☒ 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
- ☒ The Head of the BAC Secretariat meets the minimum qualifications
- ☒ Majority of the members of BAC Secretariat are trained on R.A. 9184

5. 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
- ☒ Procurement information is up-to-date
- ☒ Information is easily accessible at no cost

6. 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
- ☒ PMRs are posted in the agency website
- ☒ PMRs are prepared using the prescribed format



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

Name of Agency: Forest Products Research & Development Institute  
Date of Self Assessment: March 14, 2018

Name of Evaluator: Cecilia A. Baltazar  
Position: Administrative Officer V

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
<b>PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Procurement Method</b>					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	81.43%	2.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	5.24%	0.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	5.16%	1.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	12.45%	0.00		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	0.57%	3.00		PMRs
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	0.06%	3.00		PMRs
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	0.33%	3.00		PMRs
8	(f) 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	Compliant	3.00		APP, APP-CSE, PMR
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9	(a) Average number of entities who acquired bidding documents	1.03	0.00		Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	0.94	0.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	0.72	0.00		Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
		<b>Average I</b>	<b>1.50</b>		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
13	(a) Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
14	(b) Creation of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
<b>Indicator 5. Procurement Planning and Implementation</b>					
15	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
<b>Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)</b>					
16	(a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	135.59%	3.00		Agency records and/or PhilGEPS records
17	(b) Percentage of contract award information posted by the Phil-GEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency	83.33%	3.00		Agency records and/or PhilGEPS records
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
19	(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
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		<b>Average II</b>	<b>3.00</b>		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	88.76%	3.00		APP (including Supplemental amendments, if any) and PMRs



**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: Forest Products Research & Development Institute

Period: CY 2017

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
<b>Pillar I.</b> Ind. # 1.(b)	<b>Compliance with Legislative and Regulatory Framework.</b> Competitive Bidding as Default Procurement Method	Early appraisal of projects	Project Proposal Technical Evaluation Monitoring Committee (PPTPMC)	July 2018/2nd semester	
Ind.#2 (a)	Percentage of Shopping contracts in terms of amount of total procurement	Consolidation of Purchase Request to lessen number of Shopping Contracts/Purchase/Job Order	Concerned Division/Units/Researcher	April 2018	Funds for TEV
2.(b)	Percentage of Negotiated Procurement in terms of amount of total procurement	Market research on how to go directly/identify to manufacturer/source/wholesaler; Attendance to Exhibits	Property and Supply Section	April 2018	
Ind.# 3.	<b>Competitiveness of the Bidding Process</b>				
3.(a)	Average no. of entities who acquired bid documents	Invite more bidders from Philgeps accredited Suppliers by directly sending of Invitation to Bid according to Philgeps registered addresses	BAC Secretariat	April 2018	Funds for communication
3.(b)	Average no. of bidders who submitted bids	Provide time to read Invitation to Bid	-do-	-do-	-do-
3.(c)	Average no. of bidders who passed eligibility stage	Conduct pre-procurement conference for highly technical regardless of amount	-do-	-do-	-do-
<b>Pillar III.</b>	<b>Procurement Operations and Market Practices</b>				
Ind #8 ('c)	Percentage of failed biddings and total number of procurement activities conducted	End-user/s specifications and the conduct of market research. Thorough discussion of requirements with prospective bidders during the Pre-bid Conference to minimize failed biddings	BAC and End Users	April 2018	None
Ind #9.	<b>Compliance with Procurement Timeframes</b>				
9.(a)	Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	BAC Review of documents and requirements for corrections right at the BAC meeting to minimize delays.	BAC and End-users	April 2018	None
<b>Pillar IV.</b>	<b>Integrity and Transparency of Agency procurement system</b>				
Ind.13.(b)	Attendance of Observers to Public Bidding activities	Provide incentives to invited Observers; provision of transportation to and from their office	FPRDI Management and BAC	April 2018	Funds for Token ; gasoline exp