

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

Name of Agency: UNIVERSITY OF THE PHILIPPINES VISAYAS

Period Covered: CR 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	
<b>1. Public Bidding**</b>														
1.1 Goods	72,801,705.13	13	14	62,601,012.46	0	27	24	21	13	14	0	0	14	
1.2 Works	24,175,485.72	6	6	17,242,141.84	3	9	5	4	6	3	0	0	3	
1.3 Consulting Services	15,969,777.71	2	1	1.00	1	8	8	0	2	1	0	0	1	
Sub-Total	112,946,968.56	21	21	80,443,155.30	4	44	37	25	21	18	0	0	17	
<b>2. Alternative Modes</b>														
2.1.1 Shopping (52.1 a above 50K)	805,308.56	12	9	652,394.00										
2.1.2 Shopping (52.1 b above 50K)	2,651,945.43	197	179	2,264,021.36					12	12				
2.1.3 Other Shopping	1,534,700.00	8	8	1,460,388.00						8				
2.2.2 Direct Contracting (above 50K)	254,339.00	19	15	193,213.50										
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	0	0	0.00					0	0				
2.5.2 Negotiation (Recognized Government Printers)	0.00	0	0	0.00										
2.5.3 Negotiation (TR 53.1)	1,190,000.00	3	3	1,118,451.00					3	3				
2.5.4 Negotiation (SVP 53.9 above 50K)	86,096,018.83	548	254	14,805,895.47					548	254				
2.5.5 Other Negotiated Procurement (Others above 50K)	0.00	0	0	0.00										
2.5.6 Other Negotiated Procurement (Others above 50K)	43,908,803.70	905	634	29,102,907.83										
Sub-Total	136,445,115.52	1,692	1,102	49,597,271.56					563	277				
<b>3. Foreign Funded Procurement**</b>														
3.1 Public-Bid														
3.2 Alternative Modes														
Sub-Total	0.00	0	0	0.00										
<b>4. Others, specify:</b>														
<b>TOTAL</b>	<b>249,392,084.08</b>	<b>1,713</b>	<b>1,123</b>	<b>130,040,426.86</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

*[Signature]*  
BAC Secretariat

*[Signature]*  
BAC Chair

**CLEBER RAMPOSANO**  
CHANCELLOR

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCI) QUESTIONNAIRE

Name of Agency: \_\_\_\_\_

UNIVERSITY OF THE PHILIPPINES VISAYAS  
 Prof. Emilia C. Lozada

Date: \_\_\_\_\_

March 20, 2024  
 BAC Sec, Head

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://upv.edu.ph>

Submission of the approved APP to the GPPB within the prescribed deadline

please provide submission date: 15-Jan-24

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

Agency prepares APP-CSE using prescribed format

Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually

please provide submission date: 30-Jul-24

Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

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

Original contract awarded through competitive bidding

The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item

The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification

The quantity of each item in the original contract should not exceed 25%

Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

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

Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality

Preparation and issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority

Transmittal of the Pre-Selected List by the HOPE to the GPPB

Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPs website, agency website, if available and at any conspicuous place within the agency

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

Bidding documents are available at the time of advertisement/posting at the PhilGEPs website or Agency website;

Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;

Minutes of pre-bid conference are readily available within five (5) days.

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

The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity

No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment

Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

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

For BAC: (4a)

Office Order creating the Bids and Awards Committee

please provide Office Order No.: CCC 2024-074

There are at least five (5) members of the BAC

please provide members and their respective training dates:

Date of RA 9184-related training

Names/

October 23, 2024

October 23, 2024

October 23, 2024

October 23, 2024

October 23, 2024

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A. Dr. Cherry F. Afasco

B. Atty. Christopher Honorario

C. Julie Ann Cataor

D. Kimar Gargita

E. Rogema Moncerate

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.: CCC 2024-074

The Head of the BAC Secretariat meets the minimum qualifications

please provide name of BAC Sec Head: Prof. Emilia C. Lozada

Majority of the members of BAC Secretariat are trained on R.A. 9184

please provide training date: September 20, 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.

Computer Monitors, Desktop

Paints and Varnishes

Computers and Laptops

Food and Catering Services

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 items?  
Yes  No

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCI) QUESTIONNAIRE

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://upv.edu.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 GPB

please provide submission dates: 1st Sem - July 1, 2024 2nd Sem - December 21, 2024

PMRs are posted in the agency website

please provide link: <https://upv.edu.ph>

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 commitments

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)

Head of Procuring Entity (HOPE)

Bids and Awards Committee (BAC)

BAC Secretariat/ Procurement/ Supply Unit

BAC Technical Working Group

End-user Units

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 (APCI) QUESTIONNAIRE

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. Mario Morano

Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)

Name of CPES Evaluator: Engr. Mario Morano

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) 31 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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

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/BM Approval of IAU position/s:

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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)

\_\_\_\_\_ %

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

5.a	An approved APP that includes all types of procurement	notice of approved projects for CUs should be released prior to submission of APP for the assessment year	VCA, Chancellor, UP system	within the assessment year 2024	staff
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	UP Visayas does not avail of DBM-PS CSE due to nonavailability of DBM PS depot. Request for vehicle to transact at PS depot at Bacolod, Negros	VCA, Chancellor, UP system	within the assessment year 2024	funds, delivery truck, personnel
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	adoption of green specifications, conduct orientation for TWG, end-users for green specifications	TWG, end-users, BAC Sec	within the assessment year 2024	personnel, computer
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	promote proper planning for procurement from each procuring entity to fully implement PhilGEPS posting	end-users of all CUs	within the assessment year 2024	personnel, efficient internet service
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	sustain percentage of contract award information posted by the PhilGEPS-registered agency	BAC Secretariat	within the assessment year 2024	
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	enforce public bidding as default mode of procurement. Merit award for units complying bidding mode of procurement	BAC	within the assessment year 2024	funds
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	promote proper planning for procurement from each procuring entity to fully implement PhilGEPS posting	IT	within the assessment year 2024	funds
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPRB, and posting in agency website	follow gppb prescribed format for PMR for required procurement transactions	BAC secretariat	within the assessment year 2024	personnel
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	no bidding beyond 3rd quarter should be conducted	end-users, BAC, chancellor	within the assessment year 2024	personnel
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	sustain and monitor planned procurement activities	BAC and Secretariat	within the assessment year 2024	personnel
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	sustain and monitor	BAC secretariat	within the assessment year 2024	personnel
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	sustain and monitor	BAC secretariat	within the assessment year 2024	personnel
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services			within the assessment year 2024	
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	to institute a system to evaluate the performance of procurement personnel	UP system	within the assessment year 2024	
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	there should be an inhouse training and/or professionalizing for all procurement staff	UP system/CUs	within the assessment year 2024	funds
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	conduct suppliers forum at least twice a year	UP system/CUs	within the assessment year 2024	funds
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	activate and appoint personnel incharge to handle the system	IT	within the assessment year 2024	personnel, funds
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	activate and appoint personnel incharge to handle the system	IT	within the assessment year 2024	personnel, funds

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	TWG has critical function in procurement thus should be compensated	UP system, CUs	within the assessment year 2024	funds
12 b	Timely Payment of Procurement Contracts	assign person to monitor timely payments of contracts	CU	within the assessment year 2024	personnel
13 a	Observers are invited to attend stages of procurement as prescribed in the IRR	encourage attendance of observers	BAC secretariat	within the assessment year 2024	
14 a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	immediate creation of IAU	UP system, CUs	within the assessment year 2024	funds, personnel, equipment
14 b	Audit Reports on procurement related transactions	minimize AOM through implementation of IAU	UP system, CUs	within the assessment year 2024	
15 a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	develop a tool for procurement feedback system	UP system	within the assessment year 2024	funds, personnel
16 a	Agency has a specific anti-corruption program/s related to procurement	Institute anti-corruption program related to procurement	UP system	within the assessment year 2024	funds, personnel



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

Name of Agency: University of the Philippines Visayas  
Date of Self Assessment: February 28, 2024

Name of Evaluator: Ms. Arlene Avanceña  
Position: BAC Chair

No.	Assessment Conditions	Agency Score	APCI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
<b>PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	61.86%	0.00		PMRS
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	1.61%	0.00		PMRS
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
2.a	Percentage of shopping contracts in terms of amount of total procurement	2.24%	3.00		PMRS
2.b	Percentage of negotiated contracts in terms of amount of total procurement	34.63%	0.00		PMRS
2.c	Percentage of direct contracting in terms of amount of total procurement	1.27%	2.00		PMRS
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRS
2.e	Compliance with Repeat Order procedures	n/a	n/a	Procurement documents relative to conduct of Repeat Order	
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a	Procurement documents relative to conduct of Limited Source Bidding	
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
3.a	Average number of entities who acquired bidding documents	2.10	0.00	Agency records and/or PhilGEPs records	
3.b	Average number of bidders who submitted bids	1.76	0.00	Abstract of Bids or other agency records	
3.c	Average number of bidders who passed eligibility stage	1.19	1.00	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	
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
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	
<b>Indicator 5. Procurement Planning and Implementation</b>					
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 Common-Use Supplies and Equipment from the Procurement Service	Substantially Compliant	2.00	APP, APP-CSE, PMR	
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00	ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity	
<b>Indicator 6. Use of Government Electronic Procurement System</b>					
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	100.00%	3.00	Agency records and/or PhilGEPs records	
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPs-registered Agency	0.00%	0.00	Agency records and/or PhilGEPs records	

## PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: University of the Philippines Visayas and Tacloban

Period: CY 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	sustain percentage of competitive bidding in terms of amount of total procurement, review of bidding documents and more detailed market survey	BAC, procurement office	within the assessment year 2024	establish BAC/procurement office (infra component, personnel, operating fund, office equipment)
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Increase percentage to meet the requirement of gppb	BAC, procurement office, end-user	within the assessment year 2024	funding, faster internet connection, conduct forum with suppliers or networking
2.a	Percentage of shopping contracts in terms of amount of total procurement	minimize shopping as mode of procurement to 5% in terms of amount of total procurement	BAC, procurement office, end-user	within the assessment year 2024	personnel per unit incharge of regular monitoring, updating and validating gppp, regular training for
2.b	Percentage of negotiated contracts in terms of amount of total procurement	sustain percentage of negotiated contracts in terms of amount of total procurement , conducts market survey	BAC, procurement office, end-user	within the assessment year 2024	
2.c	Percentage of direct contracting in terms of amount of total procurement	sustain percentage of direct contracting in terms of amount of total procurement, linkage with suppliers with reputable after-sales services	BAC, procurement office, end-user	within the assessment year 2024	
2.d	Percentage of repeat order contracts in terms of amount of total procurement	n/a			
2.e	Compliance with Repeat Order procedures	n/a			
2.f	Compliance with Limited Source Bidding procedures	n/a			
3.a	Average number of entities who acquired bidding documents	Increase number of entities that will acquire bid docs by conducting suppliers forum	BAC and Secretariat	within the assessment year 2024	funds for forum
3.b	Average number of bidders who submitted bids	Increase number of entities that will submit bids by conducting suppliers forum	BAC and Secretariat	within the assessment year 2024	funds for forum
3.c	Average number of bidders who passed eligibility stage	conduct forum for suppliers regarding eligibility requirements	BAC and Secretariat	within the assessment year 2024	funds for forum
3.d	Sufficiency of period to prepare bids	bidding should be scheduled quarterly	BAC Secretariat, TWG, BAC	within the assessment year 2024	designate personnel with advanced computer literacy and with legal background to prepare bid docs
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	coordination and mentoring for the preparation of technical specs/requirements and proper documentation	TWG, end-users, BAC Sec	within the assessment year 2024	
4.a	Creation of Bids and Awards Committee(s)	creation of alternate BAC members and chair	HOPE	within the assessment year 2024	qualified personnel, training on ra 9184
4.b	Presence of a BAC Secretariat or Procurement Unit	creation of BAC/procurement office	HOPE	within the assessment year 2024	qualified personnel, training on ra 9184