

GOVERNMENT PROCUREMENT POLICY BOARD

Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Evaluator: MARJORIE A. DELA CRUZ

Position: Head, BAC Secretariat

Name of Agency: METRO ROXAS WATER DISTRICT (MRWD)

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation Form)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	74.10%	1.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	5.73%	0.00		PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	14.07%	0.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	11.61%	1.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.22%	3.00		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
Indicator 3. Competitiveness of the Bidding Process					
3.a	Average number of entities who acquired bidding documents	1.06	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	0.89	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	0.72	0.00		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
		Average I	1.27		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00	With Copy of Office Order creating the Bids and Awards Committee and with Certification of Training Attached	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
Indicator 5. Procurement Planning and Implementation					
5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully Compliant	3.00		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
Indicator 6. Use of Government Electronic Procurement System					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	16.36%	0.00		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

Signature



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Name of Agency: METRO ROXAS WATER DISTRICT (MRWD)

Name of Evaluator: MARJORIE A. DELA CRUZ
 Position: Head, BAC Secretariat

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Indicator 7. System for Disseminating and Monitoring Procurement Information					
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.40		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	89.21%	3.00		APP (including Supplemental amendments, if any) and PMRs
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	72.22%	0.00		APP(including Supplemental amendments, if any)and PMRs
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less
Indicator 9. Compliance with Procurement Timeframes					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00		PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	n/a	n/a		PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	100.00%	3.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts

DR. Dela Cruz *Jililan*



GOVERNMENT PROCUREMENT POLICY BOARD

Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: METRO ROXAS WATER DISTRICT (MRWD)

Name of Evaluator: MARJORIE A. DELA CRUZ

Position: Head, BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation Form)
		Average III	2.73		

MARJORIE A. DELA CRUZ



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

Name of Agency: METRO ROXAS WATER DISTRICT (MRWD)

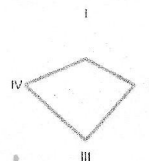
Name of Evaluator: MARJORIE A. DELA CRUZ
 Position: Head, BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation Form)
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
Indicator 14. Internal and External Audit of Procurement Activities					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints					
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
Average IV			3.00		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.35		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.27
II Agency Institutional Framework and Management Capacity	3.00	2.40
III Procurement Operations and Market Practices	3.00	2.73
IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+Pillar IV)/4	3.00	2.35

Agency Rating



Signature

Signature

	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
Public Bidding*														
1. Goods		53,321,722.40	18	13	48,241,328.96	5	19	15	13	18	13			13
2. Works														
3. Consulting Services														
Sub-Total		53,321,722.40	18	13	48,241,328.96	5	19	16	13	18	13	0	0	13
Alternative Modes														
2.1.1 Shopping (52.1 a above 50K)		8,569,376.30	56	53	7,684,900.59									
2.1.1.2 Shopping (52.1 b above 50K)		1,671,967.10	71	71	1,475,834.30									
2.1.1.3 Other Shopping		119,482.00	1	1	108,620.54									
2.2.1 Direct Contracting (above 50K)		34,850.00	1	1	34,850.00									
2.2.2 Direct Contracting (50K or less)														
2.3.1 Repeat Order (above 50K)														
2.3.2 Repeat Order (50K or less)														
2.4. Limited Source Bidding														
2.5.1 Negotiation (Common-Use Supplies)														
2.5.2 Negotiation (Recognized Government Printers)		869,200.00	1	1	869,200.00									
2.5.3 Negotiation (TIB 53.1)														
2.5.4 Negotiation (SVP 53.9 above 50K)		4,751,216.00	36	32	4,261,761.22									
2.5.5 Other Negotiated Procurement (Others above 50K)		3,724,960.16	26	26	2,554,290.19									
2.5.6 Other Negotiated Procurement (50K or less)		892,931.00	31	30	745,635.46									
Sub-Total		20,633,982.56	223	215	17,735,092.30					0	0			
Foreign Funded Procurement**														
3.1. Publicly-Bid														
3.2. Alternative Modes														
Sub-Total		0.00	0	0	0.00									
Others, specify:														
TOTAL		73,955,704.96	241	228	65,976,421.26									

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

MARJORIE A. DELA CRUZ
Head, BAC Secretariat

Signature
TERESITA A. DELOTAO
BAC Chairperson

ENGR. GONZALO GLEN B. DELGADO
General Manager-B

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: METRO ROXAS WATER DISTRICT

Period: JANUARY-DECEMBER 2021

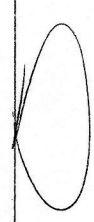
Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	In the planning activity, Public Bidding shall be the general mode of procurement in order to limit the use of alternative Mode of Procurement: Classification & Identification of same items to facilitate the procurement by way of Public Bidding.	End-User, BAC, BAC Sec., Property/Supply & Procurement Division & HOPE	2022	Budget for Procurement trainings/meetings/seminars, office supplies
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	In the planning activity, Public Bidding shall be the general mode of procurement in order to limit the use of alternative Mode of Procurement: Classification & Identification of same items to facilitate the procurement by way of Public Bidding.	End-User, BAC, BAC Sec., Property/Supply & Procurement Division and HOPE	2022	Budget for Procurement trainings/meetings/seminars, office supplies
2.a	Percentage of shopping contracts in terms of amount of total procurement	In the planning activity, Public Bidding shall be the general mode of procurement in order to limit the use of alternative Mode of Procurement: Classification & Identification of same items to facilitate the procurement by way of Public Bidding.	End-User, BAC, BAC Sec., Property/Supply & Procurement Division and HOPE	2022	Not Applicable
2.b	Percentage of negotiated contracts in terms of amount of total procurement	In the planning activity, Public Bidding shall be the general mode of procurement in order to limit the use of alternative Mode of Procurement: Classification & Identification of same items to facilitate the procurement by way of Public Bidding.	End-User, BAC, BAC Sec., Property/Supply & Procurement Division and HOPE	2022	Not Applicable
2.c	Percentage of direct contracting in terms of amount of total procurement				
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents	Encourage bidders to join the Public Bidding and acquire bidding document using all applicable forms of communication/information technology (e.g. Phone calls, e-mail, etc.) for the dissemination of the project procurement and sufficient participation of bidders to attend as well as submit their bids within the prescribed period of deadline.	End-User, BAC, BAC Sec., Procurement Unit, IT	2022	Office Supplies, Service Vehicles, web/High-Speed Internet connection, publication/posting area, and training for IT & BAC Secretariat
3.b	Average number of bidders who submitted bids	Encourage bidders to join the Public Bidding and acquire bidding document using all applicable forms of communication/information technology (e.g. Phone calls, e-mail, etc.) for the dissemination of the project procurement and sufficient participation of bidders to attend and submit their bids within the prescribed period of deadline.	End-User, BAC, BAC Sec., Procurement Unit, IT	2022	Office Supplies, Service Vehicles, web/High-Speed Internet connection, publication/posting area, and training for IT & BAC Secretariat

Signature



3.c	Average number of bidders who passed eligibility stage	Readiness of the bidder to comply the bidding documents. To assist the prospective bidders to comply with all the requirement set forth by the Procuring Entity while maintaining its independence and fairness in compliance of R.A. 9184.	End-User, BAC, BAC Sec., TWG, Property/Supply & Procurement Division	2022	Fax Machine, Telephone, Office Supplies, Service Vehicle, High Speed Internet Connection
3.d	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				
4.a	Creation of Bids and Awards Committee(s)				
4.b	Presence of a BAC Secretariat or Procurement Unit				
5.a	An approved APP that includes all types of procurement				
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				
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted				
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	To conduct thorough evaluation & review of the submitted technical specification with the End-user and Technical Working Group (TWG)	End-User, BAC, BAC Sec., TWG, Property/Supply & Procurement Division	2022	Not Applicable
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency				
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	To limit the conduct of the Alternative Method of Procurement.	End-User, BAC, BAC Sec., TWG, Property/Supply & Procurement Division	2022	Not Applicable
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost				
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Conduct regular meeting with the End-User, TWG and all concerned to ensure compliance with the MRWD procurement requirements, Approved Annual Procurement Plan and R.A. 9184.	End-User, BAC, BAC Sec., Property/Supply & Procurement Division, HOPE & TWG	2021	office supplies, service vehicles, and snacks
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe				

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9.a	Percentage of contracts awarded within prescribed period of action to procure goods				
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects				
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services				
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis				
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program				
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity				
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records				
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records				
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				
12.b	Timely Payment of Procurement Contracts				
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR				
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits				
14.b	Audit Reports on procurement related transactions				
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements				
16.a	Agency has a specific anti-corruption program/s related to procurement				







Republic of the Philippines
Metro Roxas Water District
MRWD Building, Kilometer 1, Roxas City 5800, Philippines
Telephone No. (036) 6210-737/6210-044 Telefax No. (036) 6217-382/6215-474

Office Order No. 2021-09-54

To : ALL CONCERNED

Date: 22 September 2021

From : Office of the General Manager

Subject: BIDS AND AWARDS COMMITTEE COMPOSITION

In compliance with the Government Procurement Reform Act (R.A. 9184) and for the continuous implementation of the District's procurement policies, the composition of the Metro Roxas Water District's Bids and Awards Committee (BAC), whose term will start on October 01, 2021 to September 30, 2022, unless the herein term shall have been extended, are as follows:

Ms. Teresita A. Delotavo	-----	Chairperson
Atty. Dante A. Arcangeles	-----	Vice-Chairperson
Engr. Zaldy A. Lacson	-----	Member
Engr. Joecel Belvis	-----	Member
Ms. Nelin B. Andong	-----	Member
Ms. Shalmahr B. Vito	-----	Member

In view thereof, you are enjoined to get acquainted with the provisions of R.A. 9184 and its Implementing Rules and Regulations, including the duties and responsibilities of a BAC member.

This office order shall take effect on October 01, 2021 per BOD Resolution No. 60, series of 2021 dated 22 September 2021.

Also, you are authorized to receive honoraria subject to availability of funds and guidelines and rules as per DBM Budget Circular No. 2004-5, as amended.

For your information and compliance

GONZALO GLEN B. DELGADO

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"We Serve Our Best"



Republic of the Philippines
Metro Roxas Water District

MRWD Building, Kilometer 1, Roxas City 5800, Philippines
Telephone No. (036) 6210-737/6210-044 Telefax No. (036) 6217-382/6215-474

Office Order No. 2021-09-53

To : ALL CONCERNED

Date: 20 September 2021

From : Office of the General Manager

Subject: NEW TECHNICAL WORKING GROUP COMPOSITION

Pursuant to BOD Resolution No. 49, series of 2021 dated August 26, 2021 and in compliance with the Government Procurement Reform Act (R.A. 9184) in order to ensure proper technical evaluation of bids, the new composition of the Metro Roxas Water District's Technical Working Group (TWG), whose term will start on October 01, 2021 and will end on September 30, 2022, are as follows:

Head of the Technical Working Group	Mr. Francis C. Jocson
TWG Members for Infrastructure	Engr. Mario A. Bernas
TWG for ICT	Mr. Felixberto P. Baguyo
TWG Members for Chemicals	Ms. Janelyn B. Calicdan
TWG Members for Pipes and Fittings	Mr. Francisco Ignacio C. Bodegas Jr.
TWG Members for Office Supplies	Ms. Mary Lyn Bueno
TWG Members for Electro-Mechanical	Engr. Allan D. Alcorano
TWG Member for Legal	MRWD Legal Counsel

In view thereof, you are hereby enjoined to get acquainted with the provisions of R.A. 9184 and its Implementing Rules and Regulations, including the duties and responsibilities of TWG member.

Also, you are authorized to receive honoraria subject to availability of funds and guidelines and rules as per DBM Budget Circular No. 2004-5, as amended.

For guidance and compliance.


GONZALO GLEN B. DELGADO

Distribution:

201 File | BAC /BAC Secretariat/All concerned

March 22, 2022

ATTY. ROWENA CANDICE M. RUIZ

Executive Director V

Government Procurement Policy Board - Technical Support Office

Unit 2506 Raffles Corporate Center

F. Ortigas Jr. Road

Ortigas Center, Pasig City

E-mail: apcpi@gppb.gov.ph

Dear Sir:

Greetings from METRO ROXAS WATER DISTRICT...

In compliance with the GPPB submission of CY 2021 Agency Procurement Compliance and Performance Indicator (APCPI) Results, Metro Roxas Water District respectfully submits copies of the following forms/annexes:

- (1) Annex A or the Self-Assessment Form;
- (2) Annex B or the Consolidated Procurement Monitoring Report;
- (3) Annex D or the Procurement Capacity Development Action Plan; and
- (4) Questionnaire

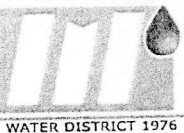
We understand that the submittal is one of the requirements for the availment of 2021 Performance Based Bonus.

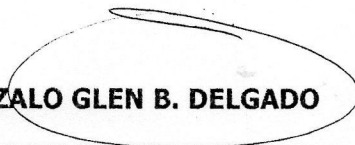
It is hoped that you find everything in order.

Thank you very much and my warmest regards.

Yours in Public Service,

GONZALO GLEN B. DELGADO
General Manager B



Office Order No. 2021-09-52	
To : MS. MARJORIE A. DELA CRUZ Customer Service Assistant A	Date: 20 September 2021
From : Office of the General Manager	
Subject: Designation as Head of the BAC Secretariat	
<p>In compliance with the Government Procurement Reform Act, as amended (R.A. 9184) and in line with Board of Directors' Resolution No. 57, series of 2021, you are hereby designated as the Head of the BAC Secretariat effective 01 October 2021 until 30 September 2022, unless sooner revoked, with the following functions:</p> <ol style="list-style-type: none">1. Provide administrative support to the BAC;2. Organize and make all necessary arrangements for the BAC meetings;3. Attend BAC meetings as Secretary and prepare minutes;4. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to the interested bidders;5. Assist in managing the procurement process;6. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;7. Consolidate project procurement management plans from various Divisions to make them available for review;8. Make arrangements for the pre-procurement and pre-bid conferences and bid openings;9. Be the central channel of communications for the BAC with the end users; and10. Those as may be provided for by law and its IRR. <p>In view thereof, you are hereby enjoined to get acquainted with the provisions of R.A. 9184 and its Implementing Rules and Regulations.</p> <p>This Office Order takes effect immediately.</p> <p>For your strict compliance.</p> <div style="text-align: right;"> GONZALO GLEN B. DELGADO</div>	
Distribution: 201 File I BAC/HRD DM/BAC Secretariat/All concerned	



Republic of the Philippines
Metro Roxas Water District
MRWD Bldg., Km. 1
Roxas City 5800, Philippines
Tel # (036) 6210-737/6210-044 ♦ Telefax # (036) 6216-083
(036) 6215-474/6215-475/522-1160/522-1161

**EXCERPTS FROM THE MINUTES OF THE 11TH REGULAR MEETING OF
THE METRO ROXAS WATER DISTRICT INTERIM BOARD OF
DIRECTORS HELD ON 10 JUNE 2015 AT THE AT THE MRWD BUILDING,
KM. 1, ROXAS CITY**

Resolution No. 34, Series of 2015

**RESOLUTION APPROVING i.) THE CREATION OF THE
MRWD INTERNAL CONTROL OFFICE (ICO) UNDER THE
DIRECT SUPERVISION AND CONTROL OF THE BOARD AND
ii.) THE FILLING-UP OF THE POSITION, SENIOR INTERNAL
CONTROL OFFICER (SG 18) UNDER ITEM NO. MRWD 2010-
05 AND ITS SUPPLEMENTAL BUDGET AMOUNTING TO
P272,954.72**

WHEREAS, over the years, MRWD has developed and progressed towards overcoming the challenges made by the demands of public service since its incorporation in 1976;

WHEREAS, internal audit as a component of the internal control system is a strategic function in ensuring good governance throughout the bureaucracy;

WHEREAS, the MRWD as an organization can successfully achieve its mandate, mission and vision, and other corporate plans through the reinforcement of its Internal Control Office (ICO);

WHEREAS, five (5) interrelated internal control components as stated below has to be established to further aid the MRWD in achieving its corporate objectives:

1. Control environment;
2. Risk assessment;
3. Control activities;
4. Information and communication; and
5. Monitoring.

"We Serve Our Best"

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**EXCERPTS FROM THE MINUTES OF THE 11TH REGULAR MEETING OF
THE METRO ROXAS WATER DISTRICT INTERIM BOARD OF
DIRECTORS HELD ON 10 JUNE 2015 AT THE AT THE MRWD BUILDING,
KM. 1, ROXAS CITY**

(Page 2: Reso No. 34)

WHEREAS, the Management strongly recommends:

1.) Creation of an Internal Control Office (ICO) with the following major functions:

a. Advise the MRWD Board of Directors on all matters relating to management control and operations audits;

b. Conduct management and operations audits of MRWD's over-all functions, programs, activities with outputs, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations;

c. Review and appraise systems and procedures, organizational structures, asset management practices, financial and management records, reports and performance standards of the MRWD;

d. Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; and

e. Perform such other related duties and responsibilities as may be assigned or delegated by the MRWD Board of Directors or as may be required by law.

2.) Filling-up of the position, Senior Internal Control Officer (SG 18) under item number MRWD 2010-05;

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**EXCERPTS FROM THE MINUTES OF THE 11TH REGULAR MEETING OF
THE METRO ROXAS WATER DISTRICT INTERIM BOARD OF
DIRECTORS HELD ON 10 JUNE 2015 AT THE AT THE MRWD BUILDING,
KM. 1, ROXAS CITY**

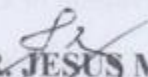
(Page 3: Reso No. 34)

3.) Approval of its supplemental budget amounting to P272,954.72 to cover the position's salaries, allowances and benefits for the next six (6) months from July 1 to December 31, 2015 given that the said position has no appropriation in the 2015 MRWD Corporate Operating Budget.

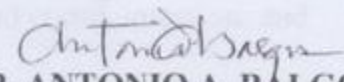
NOW THEREFORE, on collective motion, be it **RESOLVED**, as it is hereby **RESOLVED**, to approve i.) the creation of the MRWD Internal Control Office (ICO) under the direct supervision and control of the Board and ii.) the filling-up of the position, Senior Internal Control Officer (SG 18) under item number MRWD 2010-05 and its supplemental budget amounting to P272,954.72, subject to the existing Civil Service Commission (CSC) rules and regulations.

Approved, June 10, 2015.


ATTY. RODELO G. FRANCO
Chairman


ENGR. JESUS M. DIAZ
Member/Temporary
Corporate Secretary

(Absent)
MS. MA. LUZ E. DEL PUERTO
Corporate Secretary


DR. ANTONIO A. BALGOS
Vice-Chairman

APPENDIX "1"

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Republic of the Philippines
Metro Roxas Water District

MRWD Bldg., Km. 1
Roxas City 5800, Philippines
Tel # (036) 6210-737/6210-044 ♦ Telefax # (036) 6216-083
(036)6215-474/6215-475/522-1160/522-1161

WATER DISTRICT 1976

POSTING CERTIFICATION

This is to certify that the METRO ROXAS WATER DISTRICT has posted its Agency Procurement Compliance and Performance Indicator (APCPI) for Fiscal Year 2021 on its agency website and can be accessible through this link: **metroroxaswd.gov.ph**.

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 22nd day of March 2022.

MARJORIE A. DELA CRUZ

Head, BAC Secretariat

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCI)
QUESTIONNAIRE

Name of Agency: METRO ROXAS WATER DISTRICT
Name of Respondent: MARJORIE A. DELA CRUZ

Date: 22-Mar-22
Position: HEAD OF BAC SECRETARIAT

Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)

- ☒ Agency prepares APP using the prescribed format
- ☒ Approved APP is posted at the Procuring Entity's Website
please provide link: metroroxaswd.gov.ph
- ☒ Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: 12-Jan-22

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: 26-Aug-21
- ☐ 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.

Signature

Signature

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.: Office Order No. 2021-09-54
- ☒ There are at least five (5) members of the BAC
please provide members and their respective training dates:
- | Name/s | Date of RA 9184-related training |
|------------------------------|----------------------------------|
| A. MS. TERESITA A. DELOTAVO | 19-Mar-21 |
| B. ATTY. DANTE A. ARCANGELES | 19-Mar-21 |
| C. ENGR. ZALDY A. LACSON | 19-Mar-21 |
| D. ENGR. JOECEL B. BELVIS | 19-Mar-21 |
| E. MS. NELIN B. ANDONG | 19-Mar-21 |
| F. SHALMAHR B. VITO | 19-Mar-21 |
| 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.: 2021-09-52
- ☒ The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: MARJORIE A. DELA CRUZ
- ☒ Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: March 19, 2021

8. Have you conducted any procurement activities on any of the following? (5c)

If YES, please mark at least one (1) then, answer the question below.

- | | |
|---|--|
| <input type="checkbox"/> Computer Monitors, Desktop Computers and Laptops | <input checked="" type="checkbox"/> Paints and Varnishes |
| <input checked="" type="checkbox"/> Air Conditioners | <input checked="" type="checkbox"/> Food and Catering Services |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Training Facilities / Hotels / Venues |
| <input type="checkbox"/> Fridges and Freezers | <input type="checkbox"/> Toilets and Urinals |
| <input type="checkbox"/> Copiers | <input type="checkbox"/> Textiles / Uniforms and Work Clothes |

Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

- ☒ Yes ☐ No

9. In determining whether you provide up-to-date procurement information easily accessible at no cost, which of these conditions is/are met? (7a)

Amador *Julian* 

QUESTIONNAIRE

- ☒ Agency has a working website
please provide link: metroroxaswd.gov.ph and PhilGEPS Website
- ☒ 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 13, 2021 2nd Sem - January 12, 2022
- ☒ PMRs are posted in the agency website
please provide link: metroroxaswd.gov.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 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: 19-Mar-21

- ☒ 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

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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: n/a
- ☐ Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
Name of CPES Evaluator: n/a

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) 30 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

Shirley Ann - Jilatan



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/DBM Approval of IAU position/s: IBOD RESOLUTION NO. 34, Dated JUNE 10, 2015
- ☒ 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)

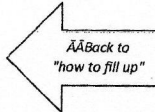
- ☒ Yes (percentage of COA recommendations responded to or implemented within six months)
_____ %
- ☒ No procurement related recommendations received

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

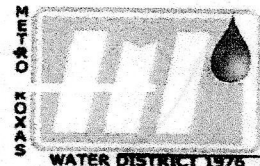
23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (16a)

- ☒ 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



Delacruz *felician*





Republic of the Philippines
Metro Roxas Water District

MRWD Building, Kilometer 1, Roxas City 5800, Philippines
Telephone No. (036) 6210-737/6210-044 Telefax No. (036) 6217-382/6215-474

Office Order No. 2021-01-09

**To : ALL CONCERNED BIDS & AWARDS
COMMITTEE MEMBERS**

Date: 29 January 2021

From : Office of the General Manager

Subject: MRWD participants to the Government Procurement Reform Act (R.A. 9184) and its Revised IRR and Updates Webinar

In reference to the invitation of the Association of Government Internal Auditors, Inc., the following BAC and TWG Members are hereby authorized to attend the aforementioned webinar on March 17-19, 2021:

- | | |
|------------------------------|------------------------------|
| 1. Teresita A. Delotavo | 7. Atty. Dante A. Arcangeles |
| 2. Engr. Zaldy A. Lacson | 8. Shalmahr B. Vito |
| 3. Engr. Vincent I. Villasis | 9. Marjorie A. Dela Cruz |
| 4. Nelín B. Adong | 10. Anna Rhea R. Babilonia |
| 5. Engr. Joecel B. Belvis | 11. Cresilda D. Fonte |
| 6. Engr. Riann B. Brillo | |

A written report of the course attended particularly those of importance shall be submitted for the information of the Management. Also, one (1) set of hand-outs/seminar materials (if any) shall, as well, be submitted to serve as Office file.

For compliance.

GONZALO GLEN B. DELGADO

Distribution: All Concerned/201 File

big: GVN
2/2/2021

We Serve Our People