

## Multiply-ED Procurement Monitoring Tool

Level of governance: \_\_\_\_\_ National, \_\_\_\_\_ Regional, \_\_\_\_\_ Division, \_\_\_\_\_ Local government

**Step 1: Select at least two learning continuity-related projects that you will monitor.**

Get the Annual Procurement Plan of the agency that should be accessible through the government website. Identify at least two priority projects based on their (1) relevance to the implementation of the BE-LCP, (2) amount of contract to be monitored, (3) in consultation with the team and stakeholders. For big-ticket projects, public competitive bidding is expected.

**Step 2:** Upon identifying a project, check the calendar for the bidding of the project and attend key activities. Below is a simple template to take note of the variance and other observations on the procurement activities of the projects selected. Use 1 tool per project.

<b>Procuring Entity:</b>	
<b>Project:</b>	
<b>Approved Budget for the contract (ABC)</b>	
<b>Type of Procurement</b>	<input type="checkbox"/> Goods and Services <input type="checkbox"/> Infrastructure <input type="checkbox"/> Consulting
<b>Mode of Procurement</b>	
<b>PhilGEPS Reference Number and Posting Date</b>	
<b>End-user/implementing unit</b>	
<b>Project Period</b>	

	Yes	No	Details/Notes/Observations
<b>1. Transparency:</b> Are the procurement documents made accessible to the public?			How/Where can the procurement documents accessed?
<b>2. Pre-bid conference</b>			
Date observed/ attended, venue, name of CSO observers			
	Yes	No	Details/Notes/Observations
2.a. Were the pre-bid conference and bid documents accessible to prospective bidders and observers?			Details of the pre-bid conference:
2.b. Other observations on the pre-bid conference and relevant GRPA provisions:			
<b>3. Opening of Bids</b>			
Date observed/ attended, venue, name of CSO observers			
	Yes	No	Details/Notes/Observations
3.a. During the opening of bids, were standard procedures			<input type="checkbox"/> Only bidders who submitted two sealed envelopes (1) technical and (2) financial envelopes were accepted

followed?			<input type="checkbox"/> Only bidders with complete documents were deemed eligible. Bidders with incomplete documents were automatically disqualified. <input type="checkbox"/> Abstract of Bids accurately reflect the result of the bid opening with the Lowest Calculated Bid identified
3.b. Other observations on the opening of bids and relevant GPRA provisions:			
<b>4. Awarding of Contract:</b>			
Date observed/ attended, venue, name of CSO observers			
	<b>Yes</b>	<b>No</b>	<b>Details/Notes/Observations</b>
4.a. Was the bidder with Local Calculated and Responsive Bid given the contract?			
4.b. Other observations on the awarding of contract and relevant GPRA provisions:			
<b>5. Implementation of Contract:</b>			
Date observed/ attended, venue, name of CSO observers			
	<b>Yes</b>	<b>No</b>	<b>Details/Notes/Observations</b>
5.a. Was the final output (goods, infrastructure, services) delivered in accordance with the specifications in the contract?			
5.b. Other observations on the implementation of the contract and relevant GPRA provisions:			
6. Do you have further comments about the bidding process?			

**Step 3: Note any observed improvements or changes for the better in the attitude of the personnel, actions, processes, standards, etc. in the course of your monitoring.**

Our monitoring is constructive accountability, which means it is proactive and preventive. We encourage government offices to improve their performance as we conduct the monitoring and prevent any inefficiencies or non-compliance to standards. In the course of the monitoring and after the monitoring, note/ discuss if there are/ have been improvements or changes for the better in the attitude of the personnel, actions, processes, standards, etc. relevant to learning continuity, learning recovery and/or face-to-face standards monitored. Note the other information about your observation.

<b>Improvement/ changes for the better observed</b>	<b>How and/or when did you notice</b>	<b>What standards monitored are these changes relevant/ related to</b>	<b>Other details/ information</b>