

**PROCUREMENT MONITORING FRAMEWORK
QUARTERLY REPORTING TEMPLATE**

Procurement Performance Measurement	Indicator	Reporting
Spend profile (in excel)	Name of contractor Contract/PO value Procurement method Category of equipment/works Procuring entity	To be provided in excel
Efficiency from the competition process	1a. Percentage of procurement spend using open competitive processes	Reporting format to be determined by PLN
	1b. Percentage of procurement spend using limited bidding	Reporting format to be determined by PLN
	2a. Number of bids received in open competitive bidding (average)	Reporting format to be determined by PLN
	2b. Number of bids received for framework/umbrella/long-term contracts (average)	Reporting format to be determined by PLN
	3. Number of goods/commodities under open book*	Reporting format to be determined by PLN
	4. Procurement process lead time - number of days from advertisement to contract award (average)	Reporting format to be determined by PLN
	5. % of procurement cases where 2 or less substantially compliant bids received	Reporting format to be determined by PLN
Positive cost reduction/improvement	1. Level/amount of cost saving/reduction that is achieved with budget compared to realized contract value*	Reporting format to be determined by PLN
	2a. Amount of centralized procurement spend due to aggregation of spend	Reporting format to be determined by PLN
	2b. Delivery time on framework contracts from purchase order to delivery on site – number of days	Reporting format to be determined by PLN
	3. Percentage of unsatisfactory goods, services and works*	Reporting format to be determined by PLN
Supplier management	1. Number of new suppliers that enter the DPT*	Reporting format to be determined by PLN
	2. % of Project delivery/contracts that is delivered late (% both in terms of value and number of projects)	Reporting format to be determined by PLN
	3. The percentage (%) of suppliers/contractors where satisfactory quality level is achieved*	Reporting format to be determined by PLN
System efficiency and internal process	1. Total number and value of low value < Rp500 million) transaction	Reporting format to be determined by PLN
	2. Total number and value of purchase/work orders on umbrella or framework contracts	Reporting format to be determined by PLN
Procurement management	1. Percentage of certified procurement staff*	Reporting format to be determined by PLN
	2. The total number of days of procurement training*	Reporting format to be determined by PLN
Complaints handling	1. Number of complaints received*	Reporting format to be determined by PLN
	2. The number of valid complaints, where the ruling was in favor of the complainant*	

^a Indicators marked with a (*) need to be manually collected by PLN. Other indicators are available from procurement monitoring databases.

DPT = selected vendors list.

Source: Asian Development Bank and PLN.

A. Spend Profile—Non-Framework Contracts

The spend profile shall as a minimum include the following information:

1. Contract number
2. Date of contract signing
3. Name of supplier/contractor
4. Address of supplier/contractor
5. Contract value at signing
6. Contract value realized (when is closed)
7. Procurement method
8. Category of equipment/works
9. Procuring entity
10. Number of compliant bids received
11. Date of advertisement
12. Contract completion date at signing
13. Contract completion date realized (when contract is closed)

B. Spend profile—Framework/Umbrella Contracts

The spend profile shall as a minimum include the following information:

1. Contract number
2. Name of supplier/contractor
3. Address of supplier/contractor
4. PO number
5. Purchase order value
6. Purchase order date
7. Category of equipment/works
8. Procuring entity
9. User unit
10. Delivery date on site

C. Establishment of Framework/Umbrella Contracts

This should include as a minimum the following information:

1. Contract number
2. Date of contract signing
3. Name of supplier/contractor
4. Address of supplier/contractor
5. Procurement method
6. Category of equipment/works
7. Procuring entity
8. Number of compliant bids received
9. Date of advertisement
10. Estimated contract value

D. Complaints Database

This should include as a minimum the following information:

1. Contract number
2. Name of complainant
3. Address of complainant
4. Nature of complainant
5. Resolution of complaint