## PROCUREMENT MONITORING FRAMEWORK

### QUARTERLY REPORTING TEMPLATE

<table>
<thead>
<tr>
<th>Procurement Performance Measurement</th>
<th>Indicator</th>
<th>Reporting</th>
</tr>
</thead>
</table>
| Spend profile (in excel)           | Name of contractor  
Contract/PO value  
Procurement method  
Category of equipment/works  
Procuring entity | To be provided in excel |
<p>| 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 |</p>
<table>
<thead>
<tr>
<th>Procurement Performance Measurement</th>
<th>Indicatora</th>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. % of Project delivery/contracts that is delivered late (% both in terms of value and number of projects)</td>
<td>Reporting format to be determined by PLN</td>
<td></td>
</tr>
<tr>
<td>3. The percentage (%) of suppliers/contractors where satisfactory quality level is achieved*</td>
<td>Reporting format to be determined by PLN</td>
<td></td>
</tr>
<tr>
<td><strong>System efficiency and internal process</strong></td>
<td>1. Total number and value of low value &lt; Rp500 million transaction</td>
<td>Reporting format to be determined by PLN</td>
</tr>
<tr>
<td></td>
<td>2. Total number and value of purchase/work orders on umbrella or framework contracts</td>
<td>Reporting format to be determined by PLN</td>
</tr>
<tr>
<td><strong>Procurement management</strong></td>
<td>1. Percentage of certified procurement staff*</td>
<td>Reporting format to be determined by PLN</td>
</tr>
<tr>
<td></td>
<td>2. The total number of days of procurement training*</td>
<td>Reporting format to be determined by PLN</td>
</tr>
<tr>
<td><strong>Complaints handling</strong></td>
<td>1. Number of complaints received*</td>
<td>Reporting format to be determined by PLN</td>
</tr>
<tr>
<td></td>
<td>2. The number of valid complaints, where the ruling was in favor of the complainant*</td>
<td>Reporting format to be determined by PLN</td>
</tr>
</tbody>
</table>

DPT = selected vendor list, PLN = State Electricity Corporation

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

Sources: 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. Purchase order 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