

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

Name of Agency: \_\_\_\_\_  
Date of Self Assessment: \_\_\_\_\_

Name of Evaluator: EVA D. BANARES  
Position: Administrative Officer V

| No.  | Assessment Conditions  | Agency Score     | APCPI 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   | 19.29%           | 0.00          |   | PMRs   |
| 1.b  | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement   | 1.38%            | 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   | 24.61%           | 0.00          |   | PMRs   |
| 2.b  | Percentage of negotiated contracts in terms of amount of total procurement   | 54.92%           | 0.00          |   | PMRs   |
| 2.c  | Percentage of direct contracting in terms of amount of total procurement   | 1.19%            | 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  | 1.80             | 0.00          |   | Agency records and/or PhilGEPS records   |
| 3.b  | Average number of bidders who submitted bids   | 1.70             | 0.00          |   | Abstract of Bids or other agency records   |
| 3.c  | Average number of bidders who passed eligibility stage   | 1.05             | 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>Average I</b> | <b>1.09</b>   |   |  |
| <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 | 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 |
| <b>Indicator 6. Use of Government Electronic Procurement System</b>      |  |                  |               |   |  |
| 6.a  | Percentage of bid opportunities posted by the PhilGEPS-registered Agency   | 77.33%           | 1.00          |   | 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  | 46.88%           | 1.00          |   | Agency records and/or PhilGEPS records   |

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| <b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>             |   |                      |               |   |  |
| 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  |
|   |   | <b>Average II</b>    | <b>2.60</b>   |   |  |
| <b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>                                  |   |                      |               |   |  |
| <b>Indicator 8. Efficiency of Procurement Processes</b>   |   |                      |               |   |  |
| 8.a   | Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs   | 60.38%               | 1.00          |   | 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  | 55.00%               | 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<br><br>Contracts with amendments and variations to order amount to 10% or less        |
|   |   |                      |               |   |  |
| <b>Indicator 9. Compliance with Procurement Timeframes</b>                                      |   |                      |               |   |  |
| 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   | 100.00%              | 3.00          |   | PMRs   |
| 9.c   | Percentage of contracts awarded within prescribed period of action to procure consulting services   | n/a                  | n/a           |   | PMRs   |
|   |   |                      |               |   |  |
| <b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b> |   |                      |               |   |  |
| 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  |
|   |   |                      |               |   |  |
| <b>Indicator 11. Management of Procurement and Contract Management Records</b>                  |   |                      |               |   |  |
| 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)<br>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  |
|   |   |                      |               |   |  |
| <b>Indicator 12. Contract Management Procedures</b>   |   |                      |               |   |  |
| 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  |

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|     |                       |              | 2.58          |   |   |
|     |                       | Average III  | 2.58          |   |   |

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| <b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>  |   |                          |               |   |   |
| <b>Indicator 13. Observer Participation in Public Bidding</b>              |   |                          |               |   |   |
| 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.)                 |
| <b>Indicator 14. Internal and External Audit of Procurement Activities</b> |   |                          |               |   |   |
| 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  |
| <b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>     |   |                          |               |   |   |
| 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 |
| <b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>       |   |                          |               |   |   |
| 16.a   | Agency has a specific anti-corruption program/s related to procurement  | Fully Compliant          | 3.00          |   | Verify documentation of anti-corruption program   |
|  |   | <b>Average IV</b>        | <b>3.00</b>   |   |   |
| <b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b> |   |                          | <b>2.32</b>   |   |   |

**Summary of APCPI Scores by Pillar**

| APCPI Pillars   | Ideal Rating | Agency Rating |
|---|--------------|---------------|
| I Legislative and Regulatory Framework                      | 3.00         | 1.09          |
| II Agency Institutional Framework and Management Capacity   | 3.00         | 2.60          |
| III Procurement Operations and Market Practices             | 3.00         | 2.58          |
| IV Integrity and Transparency of Agency Procurement Systems | 3.00         | 3.00          |
| <b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>    | <b>3.00</b>  | <b>2.32</b>   |

