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

Name of Agency: MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE	Name of Evaluator:
Date of Self Assessment:	Position:
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	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
	AR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRA				
ndi	icator 1. Competitive Bidding as Default Procurement Method				10 mm
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	59.71%	0.00		PMRs
_	(b) Percentage of public bidding contracts in terms of				
2	volume of total procurement	2.76%	0.00		PMRs
ndi	cator 2. Limited Use of Alternative Methods of Procurement				
	(a) Percentage of Shopping contracts in terms of amount of				The state of the s
3	total procurement	23.68%	0.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	9.34%	1.00		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of	5.38%	0.00		PMRs
_	total procurement (d) Percentage of Repeat Order contracts in terms of				rivins
6	amount of total procurement	1.90%	2.00		PMRs
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	n/a	n/a		PMRs
8	(f) Preparation of Annual Procurement Plan for Common- Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the	Compliant	3.00		APP, APP-CSE, PMR
	Procurement Service				
di	cator 3. Competitiveness of the Bidding Process		REAL PROPERTY.		
	(a) Average number of entitles who acquired bidding				
9	documents	2.21	0.00		Agency records and/or PhilGEPS records
.0	(b) Average number of bidders who submitted bids	1.86	0.00		Abstract of Bids or other agency records
1	(c) Average number of bidders who passed eligibility stage	1.29	1.00		Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
_		Average I	0.91		
	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEM	IENT CAPACITY			
GK	cator 4. Presence of Procurement Organizations				Verify copy of Order creating BAC;
3	(a) Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Organizational Chart; and Certification o
.4	(b) Creation of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Training Verify copy of Order creating BAC Secretariat; Organizational Chart; and
		Compilant			Certification of Training
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1786	rator 5 Procurement Planning and Implementation				
	cator 5. Procurement Planning and Implementation				
	(a) APP is prepared for all types of procurement	Compliant	3.00	ALTER TITE TO A STUDENT	Copy of APP and its supplements (if any
5	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement				Copy of APP and its supplements (if any
.5	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs-	System (PhilGE	PS)		
did	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency	51.28%	(PS)		Agency records and/or PhilGEPS records
.5 die	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency	System (PhilGE	PS)		Agency records and/or PhilGEPS records
.6 .7	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPsregistered Agency (b) Percentage of contract award information posted by the	51.28%	(PS)		Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records
5 dic 6	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through	51.28% 100.00%	0.00 3.00		Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records
15 16 17	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered	51.28% 100.00% 23.44%	0.00 3.00		Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records
.6 .7	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency cator 7. System for Disseminating and Monitoring Procurement	51.28% 100.00% 23.44%	0.00 3.00		Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records
.5 .6 .7	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency	51.28% 100.00% 23.44%	0.00 3.00		Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Identify specific procurement-related portion in the agency website and
5 dic	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency cator 7. System for Disseminating and Monitoring Procuremer (a) Presence of website that provides up-to-date procurement information easily accessible at no cost (b) Preparation of Procurement Monitoring Reports using	51.28% 100.00% 23.44% at Information Fully Compliant	0.00 3.00 1.00 3.00		Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Identify specific procurement-related portion in the agency website and specific website links
.6 .7 .8	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency cator 7. System for Disseminating and Monitoring Procuremer (a) Presence of website that provides up-to-date procurement information easily accessible at no cost	51.28% 100.00% 23.44% at Information Fully	0.00 3.00 1.00		Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Identify specific procurement-related portion in the agency website and
5 dic 6 7 8 dic 9 0	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency cator 7. System for Disseminating and Monitoring Procuremer (a) Presence of website that provides up-to-date procurement information easily accessible at no cost (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	51.28% 100.00% 23.44% Interpretation Fully Compliant Substantially Compliant	0.00 3.00 1.00 3.00 2.00		Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Identify specific procurement-related portion in the agency website and specific website links Copy of PMR and received copy that it
5 dic 6 7 8	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency cator 7. System for Disseminating and Monitoring Procuremer (a) Presence of website that provides up-to-date procurement information easily accessible at no cost (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	51.28% 100.00% 23.44% Interpretation Fully Compliant Substantially Compliant Average II	0.00 3.00 1.00 3.00		Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Identify specific procurement-related portion in the agency website and specific website links Copy of PMR and received copy that it
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GOVERNMENT PROCUREMENT POLICY BOARD Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE	Name of Evaluator:
D-1	Position:

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be included in the Evaluation
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR (c) Percentage of contracts awarded within prescribed	100.00%	3.00		PMRs
26	procurement time frames to procure consulting services as indicated in Annex "C" of the IRR	n/a	n/a		PMRs
Indi	icator 10. Capacity Building for Government Personnel and Pri	vate Sector Part	icinants		
	(a) There is a system within the procuring entity to evaluate	Fully			A-L-DAC Secretaries Used welf-Office
27	the performance of procurement personnel	Compliant	3.00		Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff
28	(b) Percentage of participation of procurement staff in annual procurement training	Between 91.00- 100%	3.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
29	(c) Agency has activities to inform and update entities on public procurement	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indi	cator 11. Management of Procurement and Contract Manage	ment Records			
30	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Substantially Compliant	2.00		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.
31	(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records	Substantially Compliant	2.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indi	cator 12. Contract Management Procedures				
mui					
32	(a) Agency has well defined procedures and standards for 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
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	Substantially Compliant	2.00		Specific procurement contract with amendment to order, variation order or with negative slippage
34	(c) 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
		Average III	2.54		
PILL	AR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCURE		2.34		
	icator 13. Observer Participation in Public Bidding		war and a second		NO. 1
35	(a) Observers are invited to all stages of every public bidding activity	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.)
36	(b) Attendance of Observers in public bidding activities	28.57%	0.00		PMRs and Abstract of Bids
Indi	cator 14. Internal and External Audit of Procurement Activities				
	(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Substantially Compliant	2.00		Verify copy of Order or show actual organizational chart showing IAU, auidt reports, action plans and IAU recommendations
38	(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	Below 60% compliance	0.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
mel)	cator 15. Capacity to Handle Procurement Related Complaints				
1000	(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 mesures to address procurement-related complaints
	cator 16. Anti-Corruption Programs Related to Procurement				water the second of the second
40	(a) Agency has a specific anti-corruption program/s related	Fully	3.00		Verify documentation of anti-corruption
	to procurement	Compliant Average IV	1.83		program
GRA	ND TOTAL (Avarege I + Average II + Average III + Average IV /		1.88		
1000	10 mg		1.00		

^{*} APCPI Rating is based on the APCPI Rating System found in Annex C of the User's Guide. Please use this rating system for the self-assessment. After completing the assessment, identify those Indicators with ratings of between 0 to 2 and formulate a procurement capacity development plan called the APCPI Action Plan based on the attached format and submit to GPPB for monitoring.

^{*} For sub-indicators that are not applicable to your specific agency, please write the word Not Applicable in the second column and do not put a rating

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

	e of Self Assessment:		Position:		
No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
	APCPI Pillars	Ideal Rating	Agency Rating		
	Pillar I: Compliance with Legislative and Regulatory	3.0000	0.91		
	Pillar II: Agency Insitutional Framework and Management Capacity	3.0000	2.25		
	Pillar III: Procurement Operations and Market Practices	3.0000	2.54		
	Pillar IV. Integrity and Transparency of Agency Procurement Systems	3.0000	1.83		
	Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.0000	1.88		

ANNEX B GOVERNMENT PROCUREMENT POLICY BOARD CONSOLIDATED PROCUREMENT MONITORING REPORT (Page 1 of 2)

Name of Agency: MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE

Period Covered: CY 2015

	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bid Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities Posted at PhilGEPS	No. of Contract Award Poster at PhilGEPS
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
1. Public Bidding*	DESCRIPTION OF THE PARTY OF THE	International Property		Charles and the same of		W Industrial Control of the least of the lea		The second second	STREET, STREET	
1.1. Goods	18,738,166.65	7	7	18,460,370.00	3	15	13	10	7	7
1.2. Works	18,912,675.87	7	7	18,188,899.08	1	16	13	8	7	7
1.3. Consulting Services										
Sub-Total	37,650,842.52	14	14	36,649,269.08	4	31	26	18	14	14
2. Alternative Modes		THE RESIDENCE OF THE PARTY OF T		THE RESERVE OF THE PARTY OF THE	STATE OF THE PARTY		STATE OF THE PARTY	CONTRACTOR OF THE PARTY OF THE		
2.1.1 Shopping (52.1 b above SOK)	11,259,127.00	62	62	10,838,062.00		of the second second	NEWS THE OWNER, WHEN	DESCRIPTION OF THE PERSON NAMED IN	22	15
2.1.2 Shopping (Others)	3,802,126.00	265	265	3,697,999.13		Name and Address of the Owner, where the Owner, which is the Owner, where the Owner, which is the Owner, which	CONTRACTOR OF STREET	DESCRIPTION OF THE PARTY OF	Contract of the last of the la	
2.2. Direct Contracting	3,626,165.72	143	143	3,300,531.68	BENEFIT OF THE PERSON NAMED IN COLUMN	NAME AND ADDRESS OF THE OWNER, TH	BUILDING STREET	State Building State		
2.3. Repeat Order	6,100,166.65	1	1	1,164,745.00	REPORTED A CHARLES	O DESCRIPTION OF THE PERSON NAMED IN	CONTRACTOR DESCRIPTION OF THE PERSON OF THE	THE RESERVE OF THE PARTY OF THE	Ministra Contract Contract	
2.4. Limited Source Bidding						S SECRETARIA SECURIOR		THE RESIDENCE OF THE PARTY OF T		
2.5.1 Negotiation (Common-Use Supplies)	2,784,920.72	20	20	1,417,392.12		O STATE OF THE PARTY OF		SECTION AND DESCRIPTION OF THE PERSON OF THE		
2.5.2 Negotiation (TFB 53.1)	2,975,000.00	2	2	2,805,126.00		Name and Address of the Owner, where the Owner, which is the Owner, which is the Owner, where the Owner, which is th	THE RESERVE OF THE PARTY OF THE	District Control of	4	
2.5.3 Negotiation (SVP 53.9 above 50K)					United States	Name and Address of the Owner, where the Owner, which is th	GENERAL STREET	THE RESERVE TO SERVE THE PARTY OF THE PARTY		
2.5.4 Negotiation (Others)	1,528,910.15	1	1	1,507,674.43	ALCOHOLD STREET	III NAMED AND ADDRESS OF THE OWNER, THE OWNE	THE REPORT OF THE	HER PROPERTY AND PROPERTY.		
Sub-Total	32,076,416.24	494	494	24,731,530.36	CHARLES SHOWING	The second second	MARK STATES	SECTION STATEMENT	26	15
3. Foreign Funded Procurement**	THE RESERVE TO SERVE THE RESERVE THE RE			CONTRACTOR DESCRIPTION OF THE PARTY OF THE P	STATE OF THE PARTY.	of the state of th		Control of the last of the las	The second secon	-
3.1. Publicly-Bld					Little Control of Control of				Company of the last of the las	NAME OF TAXABLE PARTY.
3.2. Alternative Modes					NAME OF TAXABLE PARTY.				THE RESIDENCE OF THE PARTY OF T	Name of Street, or other Designation of the last of th
Sub-Total	0.00	0	0	0.00	de la constantina			The Real Property lies and the least of the	STATE OF THE PARTY OF	100000
4. Others, specify:					THE RESIDENCE OF THE PARTY OF T	of the latest designation of the latest desi	Charles Commission		Charles and Charle	
TOTAL	69,727,258,76	508	508	61,380,799,44		The second secon				THE RESERVE TO SHARE THE PARTY OF THE PARTY

0.234375

^{*} 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

ANNEX B GOVERNMENT PROCUREMENT POLICY BOARD CONSOLIDATED PROCUREMENT MONITORING REPORT (Page 2 of 2)

Name of Agency; MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE

Period Covered: CY 2015

	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to Resolve Requests for Reconsiderations / Protests	No. of Contracts Awarded within prescribed timeframes
	Column 12	Column 13	Column 14	Column 15	Column 16	Column 17	Column 18
1. Public Bidding*		Barrier Britain	THE RESERVE OF THE PERSON NAMED IN		S SECRETARISM STATE OF THE SECRETARISM SEC		
1.1. Goods				2	1		7
1.2. Works				2	1		7
1.3. Consulting Services							
Sub-Total	0	0	N/A	4	2	#DIV/01	14
2. Alternative Modes							CONTRACTOR OF THE PARTY OF THE
2.1.1 Shopping (52.1 b above 50K)				AND THE RESIDENCE OF THE PARTY OF			THE RESERVE TO SERVE THE PARTY OF THE PARTY
2.1.2 Shopping (Others)							RESIDENCE DE LA COMPANSION DE LA COMPANS
2.2. Direct Contracting			Secretary of the second	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	THE RESIDENCE OF THE PARTY OF T		CONTRACTOR OF THE PARTY OF THE
2.3. Repeat Order					S SHARES SHARES SHARES		THE RESIDENCE OF THE PARTY OF T
2.4. Limited Source Bidding							NAME OF TAXABLE PARTY.
2.5.1 Negotiation (Common-Use Supplies)							
2.5.2 Negotiation (TFB S3.1)	ROLL CONTROL OF THE PARTY OF TH				STREET, STREET	NEW THE RESIDENCE OF THE PARTY	DESCRIPTION OF THE PARTY OF THE
2.5.3 Negotiation (SVP 53.9 above 50K)						No. of Concession, Name of Street, or other party of the Concession, Name of Street, or other pa	
2.5.4 Negotiation (Others)			THE REST CO. LANSING CO.		THE RESIDENCE OF THE PARTY OF T	International Control	MINISTER STREET
Sub-Total			THE PARTY OF THE P		District Control of the Control of t		
3. Foreign Funded Procurement**					STATE OF THE PARTY		
3.1. Publicly-Bid	CONTRACTOR STATE	THE RESIDENCE OF THE PARTY OF T	CONTRACTOR OF STREET		E DOMESTIC STREET, STR	PERSONAL PROPERTY.	No. of the last of
3.2. Alternative Modes			Manager of the latter of the l				
Sub-Total		No. of Concession, Name of Street, or other Persons, Name of Street, Name of S	DESCRIPTION OF THE PERSON NAMED IN			The state of the s	THE PERSON NAMED IN
4. Others, specify:		Service Control of the last	Michigan Control of the State o	THE RESIDENCE OF THE PARTY OF T	THE PERSONAL PROPERTY OF THE PERSON NAMED IN COLUMN 1		THE RESERVE OF THE PERSON NAMED IN
TOTAL	EVALUATION OF THE PARTY.		INCOMES AND PROPERTY OF THE PERSON NAMED AND PARTY OF THE PERSON N	ALTERNATION OF THE PARTY OF THE	S CHICAGO CONTRACTOR DE	Name and Address of the Owner, where the Owner, which is the Owner, where the Owner, where the Owner, where the Owner, which is the Owner, where the Owner, which is the Owner, which i	

* Should include foreign-funded publicly-bid projects per procurement type

** All procurement using Foreign Funds excluding National Competitive Bidding (NCB) of

Prepared by:

Approved by:

JONA F. A OCHOK Member, BAC Secretariat

DEXTER C. LINGBATTAN BAC Secretaria

ROCELIO K. BALCITA, JR. Chairperson, BAC

REXTON F. CHAKAS

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN

	OUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE		Period: CY 2015					
Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed			
1	Competitive Bidding as Default Procurement Method	Strong implementation of the competitive bidding as default procurement method	BAC, BAC Secretariats, HOPE	Upon approval of the APP	Fund			
6A/6C	Use of the Philippine Government Electronic Procurement System (PhilGEPS) for posting and updating bid oppurtunities and contract informations.	On time posting of invitations/bid oppurtunities/contract award informations and updating of PhilGEPS	BAC, BAC Secretariats	January (upon approval of the APP and alternative mode of procurement for various purchase requests)	Internet connection			
10A	Absence of Performance Evaluation of Procurement Personnel	Creation of Performance Evaluation Guidelines, Composition of Performance Evaluation Committee on Procurement Personnel, and Send out Procurement personnel to GPPB and/or COA for trainings	VP for Admin. & Finance, BAC, BAC Secretariats, HOPE	March (Office Order/Communications from GPPB/COA)	Funding, Manpower			
14A	Absence of Internal Audit as prescribed by the DBM	Creation/Composition of Internal Audit Service/Unit to regularly conduct internal audit on procurement activities/processes and transactions of the College.	НОРЕ, ВОТ	March (Conformation/Approval by the Governing Board	Funding, Manpower			
14B	Late submission/Non-submission of respond to the auditor's reports or recommendations.	Early submission of response to the auditors' reports or recommendations of the COA	Procurement Dep't/Offices involved, BAC, BAC Secretariats, HOPE	Within 6 months or early prior to the auditor's reports/recommendation	Procurement Dep'ts/Offi involved			

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)

CONFIRMATION QUESTIONNAIRE

Name of Agen Name of Resp	,		Date: Position:
Instruction: Ma	ark the given boxes if eacl	h condition is met	
1. Do you prep	are an Annual Procureme	ent Plan for all types of procurement	? (5a)
×	Yes	No	
		ent Plan for Common-Use Supplies d Equipment from the Procurement	
×	Yes	No	
3. In giving you	ur prospective bidders suf	fficient period to prepare their bids, v	which of these conditions is/are met? (3c
x	Bidding documents are a Agency website;	available at the time of advertiseme	nt/posting at the PhilGEPS website or
x	Supplemental bid bulleti	ins are issued at least seven (7) cale	endar days before bid opening;
х	Minutes of pre-bid confe	erence are readily available within th	ree (3) days.
4. In creating y	our BAC and BAC Secret	tariat which of these conditions is/are	e present?
For BAC: (4a)			
x	Office Order creating the	e Bids and Awards Committee;	
×	There are at least five (5	5) members of the BAC;	
х	Members of BAC meet of	qualifications; and/or	
x	Majority of the members	of BAC are trained on R.A. 9184	
For BAC Secre	tariat: (4b)		
х	Office Order creating of act as BAC Secretariat	Bids and Awards Committee Secret	ariat or designing Procurement Unit to
х	The Head of the BAC Se	ecretariat meets the minimum qualifi	ications
х	Majority of the members	of BAC Secretariat are trained on F	R.A. 9184
	ng whether you provide u s is/are met? (7a)	p-to-date procurement information e	easily accessible at no cost, which of
×	Agency has a working we	ebsite	
x	Procurement information	is up-to-date	
x	Information is easily acco	essible at no cost	
	with the preparation, pos conditions is/are met? (7)	ting and submission of your agency b)	's Procurement Monitoring Report,
x	Agency prepares the PM	Rs	
х	PMRs are promptly subm	nitted to the GPPB	

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)

CONFIRMATION QUESTIONNAIRE

х	PMRs are posted in the agency website
x	PMRs are prepared using the prescribed format
7. In evaluating	the performance of your procurement personnel, which of these conditions is/are present? (10a)
х	There is a written procedure within the procuring entity in evaluating the performance of procurement personnel
х	Procuring entity communicates standards of evaluation to procurement personnel
х	Procuring entity acts on the results and takes corresponding action
8. Are all of yo	ur procurement staff participated in annual procurement training? (10b)
X	Yes No
	If no, please indicate the how many of your procurement staff participated in annual procurement training:4 out of5
9. Do you cond	uct dialogue to inform and update bidders on the procurement regulations? (10c)
x	Yes No
	If yes, how often? times/year
	ing whether the BAC Secretariat has a system for keeping and maintaining procurement records, conditions is/are present? (11a)
X	There is a list of contract management related documents that are maintained for a period of at least five years
X	The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and soft copies in dedicated computers
	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ning whether the Implementing Units has a system for keeping and maintaining procurement records, conditions is/are present? (11b)
X	There is a list of contract management related documents that are maintained for a period of at least five years
х	The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and soft copies in dedicated computers
	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ing if the agency has well defined and written procedures for quality control, acceptance and inspection and services, which of these conditions is/are present? (12a)
x	Agency has written procedures for quality control, acceptance and inspection of goods, services and works
x	Supervision of civil works is carried out by qualified construction supervisors
х	Agency implements CPES for its works projects and uses results to check contractors' qualifications

CONFIRMATION QUESTIONNAIRE

(applicable for works only)

	ing whether your agency complies with the thresholds prescribed for amendments to order, variation e payment, and slippage in publicly bid contracts, which of these conditions is/are met? (12b)
х	Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price
x	Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount
	Goods, works and services are timely delivered
14. How long it contractor/cons	will take for your agency to release the final payment to your supplier/service provider, sultant? (12c) days
15. Do you invi	ite Observers in all stages of procurement? (13a)
x	Yes No
	If yes, to which stage/s do you invite Observers? (please mark all applicable stages)
х	Pre-Proc Conference
	Ads/Post of IAEB
×	Pre-bid Conf
×	Eligibility Check
x	Sub/Open of Bids
×	Bid Evaluation
	Post Qual
x	Notice of Award
	Contract Signing/Approve Purchase Order
	Notice to Proceed
х	Delivery/Completion
х	Acceptance/Turnover
	and operating your Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, which set of conditions were present? (14a)
	Office Order creating the Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008)
	Conduct of regular audit of procurement processes and transactions by internal audit unit
	Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report
47 4 004	permandations responded to as implemented within six menths of the submission of the guiditors'

17. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)

CONFIRMATION QUESTIONNAIRE

х	Yes
	If yes, percentage of COA recommendations responded to or implemented within six months%
	No procurement related recommendations regarding received
	ing whether the Procuring Entity has an efficient procurement complaints system and has the capacity procedural requirements, which of conditions is/are present? (15a)
×	The BAC and the HOPE resolved Requests for Reconsideration and Protests within seven (7) calendar days as per Section 55 of the IRR and decisions
	Decisions on Protests are submitted to GPPB
	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
	ing whether agency has a specific anti-corruption program/s related to procurement, which of these re present? (16a)
x	Agency has a specific good governance program including anti-corruption and integrity development;
х	Agency has a specific office responsible for the implementation of good governance programs;
x	Agency has specific policies and procedures in place for detection and prevention of corruption associated with procurement.