

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)

Updated Confirmators' Sheet

Date: 09 February 2017

Time: 2:25 P.M.

Name of Procuring Entity: FSI	Year/Period Covered: 2016	Initial/Updated Ave. Rating: 2.23
*Name of Confirmator/s: Kristi Ann P. Rutab Office: GPPB-TSO Designation: Contact No.: 900-6741 to 44	Name of Head of Procuring Entity: JULIO S. AMADOR III	
	Name of BAC Chairperson/s: CARMELITA S. MARASIGAN	
*Name of Confirmator/s: Charlotte Ann B. dela Roca Office: GPPB-TSO Designation: Contact No.: 900-6741 to 44	Name of APCPI Contact Person: ALLAN V. PADILLA Office: Foreign Service Institute Designation: Administrative Officer II Contact Number: 834-3186	
I. UPDATED/REVISED DOCUMENTS RECEIVED: (PLEASE CHECK)		
<input checked="" type="checkbox"/> Self- Assessment Form (Annex A)	<input checked="" type="checkbox"/> Consolidated Proc. Monitoring Report (Annex B)	
<input checked="" type="checkbox"/> Action Plan (Annex D)	<input checked="" type="checkbox"/> APCPI Questionnaire	
II. PROCUREMENT PROFILE SURVEY: (TO BE DONE AT THE START OF THE CONFIRMATION MEETING PROPER)		
<p><u>Note to the Confirmator:</u> It is ideal for the Confirmator to lead the Confirmation meeting in a relaxed and friendly tone, emphasizing that APCPI Confirmation is not auditing, and that the purpose of the meeting are clear to both parties. For documentation and information purposes, kindly request for the copy of the Attendance Sheet/s)</p>		
<p>Inquire with the P.E on the following questions, as you fill out this form:</p> <p>a. How may Bids and Awards Committee/s does the P.E have? 1 How many members? 5 MEMBERS</p> <p>b. For procuring entities with multiple BACs, how are the BACs organized: <input type="checkbox"/> By ABC threshold</p>		

Mode of procurement
 Geographical location
 By type of procurement
 Others (please specify): Click here to enter text.

c. How many end-users? 4

d. Kindly provide the internal process flow of the agency/office from the end-user's request up to the delivery/acceptance of the end-user. If the agency had a previous years' APCPI confirmation, you may ask, instead, if there had been changes on its internal process/es:

e. Does the BAC SEC perform an attendant function as an ad hoc or are they occupying positions in the procurement unit? PERMANENT Choose an item.
How many BAC Secretariat members? 3 MEMBERS

f. How many permanent/contract of service positions are there? PERMANENT

g. Recurring Concerns in the Conduct of Procurement Process:
- Attendance of observers

Instruction for the Confirimator: Upon receipt of the revised/updated APCPI Results, review and check if the requested revisions/updates have been applied. Then answer the Check List accordingly. For scores with reservations, provide under "Remarks" the reason for such. Before the Confirmation meeting closes, ensure that the Confirimator signed the agreement on the P.E's confirmed/final rating. Otherwise, indicate in the agreement for other commitments, such as submission of supporting documents, setting another meeting, and the like.

III. CONFIRMATION PROPER: Consolidated Procurement Monitoring Report				
Items for Confirmation	YES	NO	Confirmed Findings	Reservations, if any
<p>The Total Amount of Approved APP (Column2) helps determine the proper percentage for agency's scores in the use of public bidding (Sub-indicator 1.A), limited use of alternative modes (Sub-Indicator 1.B). Therefore check if the said column provided the proper information. Please consider the following questions:</p> <p>a. Do the following modes of procurement have entries for column 2?</p> <p>a. Public Bidding</p> <p> i. Goods <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p> ii. Civil Works <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p> iii. Consulting Services <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>b. Alternative Modes of Procurement <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>c. Foreign Funded Procurement <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>				

III. CONFIRMATION PROPER: Consolidated Procurement Monitoring Report

Items for Confirmation	YES	NO	Confirmed Findings	Reservations, if any
<p>If "No", then there are no intended plans to conduct said procurement. The whole row for each of these modes must be blank. Please state your findings in the "Remarks" column if, i.e., there were entries for rows which are supposedly left blank, etc;</p> <p>b. Is there an amount of approved APP under "Negotiation: Common-Use Supplies"? If yes, check if there are data provided in the succeeding columns. This means that the PE procures CSE from PS, and also merits a "Compliant" score in Indicator 2.f. If no, recommend/verify with P.E.;</p> <p>c. For those with entries under foreign-funded projects, the data must only include those procurement activities which are undertaken in compliance with the donor-entity's procurement guidelines, i.e World Bank/ADB. Is there any data presented? If yes, please confirm with P.E if the said procurement adopted guidelines other than RA 9184;</p> <p>d. Was there a total amount of approved APP under "Direct Contracting"? If none, please verify with the P.E whether the P.E has included electricity, water, and other utilities in its APP;</p> <p>e. Finally, look at the total amount of the approved APP at the last row of the CPMR. Was the total amount almost or equal to the agency's APP? If not, verify with the P.E on the missing data, and/or request clarification on its budget. The entries in the APP may also be randomly checked whether the planned procurement activities are reflected in the Procurement Monitoring Report, if applicable.</p>	<p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		
<p>The Total Number of Procurement Activities (Column 3) serves as the "universe"¹ of the data in obtaining scores in use of public bidding (Indicator 1), procurement efficiency (Indicator 8), as well as failures of bidding (Sub-Indicator 8.C). It is also used to obtain the average number of bidders/entities</p>				

¹ "Universe" of data refers to the entirety or the total number or group of units (procurement activities) which is the basis for quantitative computation of APCPI.

III. CONFIRMATION PROPER: Consolidated Procurement Monitoring Report

Items for Confirmation	YES	NO	Confirmed Findings	Reservations, if any
<p>under Columns 7, 8 and 9. Thus, it is important that it is provided accurately. Accordingly, please consider the following questions.</p> <p>a. Does the number of procurement activities equate with the total number of contracts awarded and no. of failed biddings? If no, please verify if there were procurement activities started but not awarded;</p> <p>b. Is the total number of procurement activities less than the number of contracts awarded and/or failed biddings? If yes, verify with P.E whether there had been awarded contracts which did not go through the Bids and Awards Committee; and</p> <p>c. Is the total number of procurement activities less than the number of bid opportunities posted in PhilGEPs? If yes, please request the P.E to re-visit/re-count its data. The reckoning of a "procurement activity" should start with the posting of the bid opportunity/Request for Quotation (RFQ) or, in case of those modes of procurement with no posting requirement, the release of the RFQ.</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>		
<p>The No. of Contracts Awarded helps determine the percentage of procurement efficiency (Indicator 8), use of public bidding/alternative modes of procurement (Indicator 1), as well as compliance in posting of awards in PhilGEPs (Indicator 6.C), invitation/attendance of observers (Indicator 13), and procurement within prescribed timeframes (Indicator 9). Looking at the data provided under this column, please be guided by the following questions:</p> <p>a. Is there a data on the no. of contracts awarded for every mode of procurement with procurement activities?;</p> <p>b. Does the no. of contracts awarded equate with the total no. of contract awards posted in PhilGEPs? If no, please state your Findings or Reservations; and</p> <p>c. Does the number of contracts awarded equate with the no. of contracts compliant</p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		

III. CONFIRMATION PROPER: Consolidated Procurement Monitoring Report

Items for Confirmation	YES	NO	Confirmed Findings	Reservations, if any
<p>with the prescribed timeframes (Column 18)? If the no. in Column 18 is greater than the no. of contracts awarded, the data needs to be updated/re-visited.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<p>For Columns 7-9, Column 7 must reflect the "universe" in terms of assessing the agency's "competitiveness", based on the number of procurement activities.</p> <p>a. Does column 7 reflect the highest total? <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>b. Is column 8 equal or greater than column 9? <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>c. Were the data provided present the "Total" instead of the "average" (Note that there is already an auto-computation for averaging, only the total is required)? <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If the answer is "yes" to items a-c, then the data is accurately provided.</p>				
<p>For PhilGEPS posting compliance, please consider the following questions:</p> <p>a. For public bidding, is column 11 greater than Column 10? If yes, then re-visit the data in Column 10; <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>b. Check Column 10 and 11 with the number of bid opportunities and awards, respectively, including those under alternative modes of procurement. Is Column 10 greater than or equal to the no. of procurement activities? If not, please indicate the findings; <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>c. In Column 10 and 11, please check data, if applicable, entered for Shopping above 50k, Limited Source Bidding, Negotiation: 2-failed biddings, Negotiation: SVP above 50K and Negotiation: Others – these rows included some modes of procurement which require posting of Bid Opportunities and Award. As per checking of said data entries, are these data entered properly? If there is none, please verify with P.E if there were incident/s of "non-postings". <input checked="" type="checkbox"/> <input type="checkbox"/></p>				
<p>Is there any data entered regarding the following:</p> <p>a. Total No. of Contracts which incurred Negative Slippage? <input type="checkbox"/> <input checked="" type="checkbox"/></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

III. CONFIRMATION PROPER: Consolidated Procurement Monitoring Report				
Items for Confirmation	YES	NO	Confirmed Findings	Reservations, if any
b. Total No. of Contracts with amendments to order or variation orders?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
c. Average No. of Days for Approval of Resolution up to Issuance of Notice of Award? If no data, inquire with the P.E if the agency has a system or mechanism to monitor the above-mentioned information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
As for invitation/attendance of Observers:				
a. Is Column 16 greater than Column 15? Column 16 pertains to no. of contracts with COA observers attending. If there is a high value in this cell, it means that a number was missed in Column 15. Column 15 refers to all types of Observers specified in Section 13 of the IRR of RA 9184, so this must be have a value higher than or equal to Column 16.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
b. Is Column 15 and 16 equal or less than the no. of contracts awarded for public bidding? If not, request the P.E to revisit its data	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

IV. CONFIRMATION PROPER: SELF-ASSESSMENT FORM				
APCPI INDICATOR/SUB-INDICATOR	Area for Confirmation	Confirmed Rating	Confirmed Findings/Remarks	Reservations, if any
PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK				
I. Competitive Bidding as Default Procurement Method				
1.a Percentage of public bidding contracts in terms of amount of total procurement	If percentage generates a poor/acceptable rating, allow the PE to explain	0.00		
1.b Percentage of public bidding contracts in terms of volume of total procurement	If percentage generates a poor/acceptable rating, allow the PE to explain	0.00		
II. Limited Use of Alternative Methods of Procurement				
2.a Percentage of Shopping contracts in terms of amount of total procurement	If percentage generates a poor/acceptable rating, allow the PE	3.00		

IV. CONFIRMATION PROPER: SELF-ASSESSMENT FORM

APCPI INDICATOR/SUB-INDICATOR	Area for Confirmation	Confirmed Rating	Confirmed Findings/Remarks	Reservations, if any
	to explain			
2.b Percentage of Negotiated Procurement in terms of amount of total procurement	Data must include those contracts procured through A-to-A, Lease of Venue, Takeover, Procurement Agent, etc. If percentage generates a poor/acceptable rating, allow the PE to explain	0.00		
2.c Percentage of Direct Contracting in terms of amount of total procurement	If percentage generates a poor/acceptable rating, allow the PE to explain	2.00		
2.d Percentage of Repeat Order contracts in terms of amount of total procurement	If percentage generates a poor/acceptable rating, allow the PE to explain	3.00		
2.e Percentage of Limited Source contracts in terms of amount of total procurement	If percentage generates a poor/acceptable rating, allow the PE to explain	3.00		
2.f 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	If percentage generates a poor/acceptable rating, allow the PE to explain. Verify by checking the transmittal letter or email stamped received by DBM-PS or DBM Bureau	3.00		
III. Competitiveness of the Bidding Process				
3.a Average number of entities who acquired bidding documents	If percentage generates a poor/acceptable rating, allow the PE to explain	0.00		
3.b Average number of bidders who submitted bids	If percentage generates a poor/acceptable	0.00		

IV. CONFIRMATION PROPER: SELF-ASSESSMENT FORM

APCPI INDICATOR/SUB-INDICATOR	Area for Confirmation	Confirmed Rating	Confirmed Findings/Remarks	Reservations, if any
	rating, allow the PE to explain			
3.c Average number of bidders who passed eligibility stage	If percentage generates a poor/acceptable rating, allow the PE to explain	0.00		
<p>3.d Sufficient period to prepare bids: Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;</p> <p><input type="checkbox"/> Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;</p> <p><input type="checkbox"/> Minutes of pre-bid conference are readily available within three (3) days.</p>	Which among the criteria were not complied with and why:	3.00		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY				
Indicator 4. Presence of Procurement Organizations				
<p>(a) Creation of Bids and Awards Committee(s) Office Order creating the Bids and Awards Committee;</p> <p><input type="checkbox"/> There are at least five (5) members of the BAC;</p> <p><input type="checkbox"/> Members of BAC meet qualifications; and/or</p> <p><input type="checkbox"/> Majority of the members of BAC are trained on R.A. 9184</p>	Check for an office order as well as proof of training of the BAC	3.00		
<p>(b) Creation of a BAC Secretariat or Procurement Unit Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat</p> <p><input type="checkbox"/> The Head of the BAC Secretariat meets the minimum qualifications</p> <p><input type="checkbox"/> Majority of the members of BAC Secretariat are trained on R.A. 9184</p>	Check for an office order as well as proof of training of the BAC Sec	3.00		
Indicator 5. Procurement Planning and Implementation				

IV. CONFIRMATION PROPER: SELF-ASSESSMENT FORM				
APCPI INDICATOR/SUB-INDICATOR	Area for Confirmation	Confirmed Rating	Confirmed Findings/Remarks	Reservations, if any
5. APP is prepared for all types of procurement		3.00		
Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPs)				
(a) Percentage of bid opportunities posted by the PhilGEPs-registered Agency	Refer to PE's Certificate of Compliance to verify postings. If percentage generates a poor/acceptable rating, allow the PE to explain	3.00		
(b) Percentage of contract award information posted by the PhilGEPs-registered Agency	Refer to PE's Certificate of Compliance to verify postings. If percentage generates a poor/acceptable rating, allow the PE to explain	3.00		
(c) Percentage of contract awards procured through alternative methods posted by the PhilGEPs-registered Agency	Refer to PE's Certificate of Compliance to verify postings, if percentage is lower than the benchmark, inquire for any issues. If percentage generates a poor/acceptable rating, allow the PE to explain	3.00		
Indicator 7. System for Disseminating and Monitoring Procurement Information				
(a) Presence of website that provides up-to-date procurement information easily accessible at no cost Agency has a working website <input type="checkbox"/> Procurement information is up-to-date <input type="checkbox"/> Information is easily accessible at no cost	If percentage generates a poor/acceptable rating, allow the PE to explain	3.00		
(b) Preparation of Procurement Monitoring Reports using the	If percentage generates a	3.00		

IV. CONFIRMATION PROPER: SELF-ASSESSMENT FORM

APCPI INDICATOR/SUB-INDICATOR	Area for Confirmation	Confirmed Rating	Confirmed Findings/Remarks	Reservations, if any
<p>prescribed format, prompt submission to GPPB, and posting in agency website</p> <p>Agency prepares the PMRs</p> <p><input type="checkbox"/> PMRs are promptly submitted to the GPPB</p> <p><input type="checkbox"/> PMRs are posted in the agency website</p> <p><input type="checkbox"/> PMRs are prepared using the prescribed format</p>	<p>poor/acceptable rating, inquire with PE as to the reason for such. Check PMR on time lines, if percentage is low, allow the PE to explain</p>			
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES				
Indicator 8. Efficiency of Procurement Processes				
(a) Percentage of total amount of contracts awarded against total amount of approved APPs		3.00		
(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding		0.00		
(c) Percentage of failed biddings and total number of procurement activities conducted		0.00		
Indicator 9. Compliance with Procurement Timeframes				
(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	<p>If percentage generates a poor/acceptable rating, inquire with PE as to the reason for such. Check PMR on time lines, if percentage is low, allow the PE to explain</p>	3.0		
(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	-do-	N/A		

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APCPI INDICATOR/SUB-INDICATOR	Area for Confirmation	Confirmed Rating	Confirmed Findings/Remarks	Reservations, if any
(c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR	-do-	N/A		
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants				
(a) There is a system within the procuring entity to evaluate the performance of procurement personnel There is a written procedure within the procuring entity in evaluating the performance of procurement personnel <input type="checkbox"/> Procuring entity communicates standards of evaluation to procurement personnel <input type="checkbox"/> Procuring entity acts on the results and takes corresponding action	Ask for the Office Order or actual Evaluation Sheet. Check whether there is separate from Performance Appraisal Report	3.00		
(b) Percentage of participation of procurement staff in annual procurement training		0.00		
(c) Agency has activities to inform and update entities on public procurement. This pertains to any form of meeting, dialogue, or training intended to update and/or educate suppliers on public procurement. In this forum, the supplier may also be informed of the internal processes of the agency, i.e. collection of payment, purchasing of bidding documents, and the like. Although this is not specifically required in the rules, it is considered as internationally accepted best practice as per recommendation of our development partners. Providing capacity-building not only for the		0.00		

IV. CONFIRMATION PROPER: SELF-ASSESSMENT FORM

APCPI INDICATOR/SUB-INDICATOR	Area for Confirmation	Confirmed Rating	Confirmed Findings/Remarks	Reservations, if any
public but also for private sector provides for an ideal procurement environment.				
Indicator 11. Management of Procurement and Contract Management Records				
<p>(a) The BAC Secretariat has a system for keeping and maintaining procurement records There is a list of contract management related documents that are maintained for a period of at least five years</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel</p>	Check for actual record keeping in the designated area	3.00		
<p>(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records</p> <p>There is a list of contract management related documents that are maintained for a period of at least five years</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> The documents are properly filed, segregated, easy to retrieve and accessible to authorized</p>	Check for actual record keeping in the designated area	3.00		

IV. CONFIRMATION PROPER: SELF-ASSESSMENT FORM				
APCPI INDICATOR/SUB-INDICATOR	Area for Confirmation	Confirmed Rating	Confirmed Findings/Remarks	Reservations, if any
users and audit personnel				
Indicator 12. Contract Management Procedures				
<p>(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance</p> <p>Agency has written procedures for quality control, acceptance and inspection of goods, services and works</p> <p><input type="checkbox"/> Supervision of civil works is carried out by qualified construction supervisors</p> <p><input type="checkbox"/> Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)</p>	<p>Check for samples of manual or memorandums, or any other document for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance</p>	3.00		
<p>(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.</p> <p><input type="checkbox"/> Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price</p> <p><input type="checkbox"/> Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount</p> <p><input type="checkbox"/> Goods, works and services are timely delivered</p>	<p>Ask PE to show at least 10% of the total number of contracts awarded as sample.</p> <p>For any non-compliance, allow the PE to explain</p>	3.00		
<p>(c) Timely payment of procurement contracts</p>	<p>if the PE incurred so much delay, allow the PE to explain and suggest an action plan, if deemed proper</p>	3.00		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF THE AGENCY PROCUREMENT SYSTEM				

IV. CONFIRMATION PROPER: SELF-ASSESSMENT FORM				
APCPI INDICATOR/SUB-INDICATOR	Area for Confirmation	Confirmed Rating	Confirmed Findings/Remarks	Reservations, if any
(a) Observers are invited to all stages of every public bidding activity	Check samples of invitation sent	0.00		
(b) Attendance of Observers in public bidding activities	If percentage generates a poor/acceptable rating, allow the PE to explain	3.00		
Indicator 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) Office Order creating the Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008) <input type="checkbox"/> Conduct of regular audit of procurement processes and transactions by internal audit unit <input type="checkbox"/> Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report	Check if result is in accordance with the criteria mentioned in the Users' Guide	3.00		
(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	If the there is no procurement - related recommendation (indicate if there is none in the remarks section), the PE shall be rated 3, otherwise, the criteria in the Users' Guide shall apply	3.00		
Indicator 15. Capacity to Handle Procurement Related Complaints				
(a) The Procuring Entity has an efficient procurement complaints system and	Inquire with PE whether it has a complaints system	3.00		

IV. CONFIRMATION PROPER: SELF-ASSESSMENT FORM

APCPI INDICATOR/SUB-INDICATOR	Area for Confirmation	Confirmed Rating	Confirmed Findings/Remarks	Reservations, if any
<p>has the capacity to comply with procedural requirements 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</p> <p><input type="checkbox"/> Decisions on Protests are submitted to GPPB</p> <p><input type="checkbox"/> 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</p>	<p>and how it is being carried out</p>			
Indicator 16. Anti-Corruption Programs Related to Procurement Indicator				
<p>(a) Agency has a specific anti-corruption program/s related to procurement</p> <p><input type="checkbox"/> Agency has a specific good governance program including anti-corruption and integrity development;</p> <p><input type="checkbox"/> Agency has a specific office responsible for the implementation of good governance programs;</p> <p><input type="checkbox"/> Agency has specific policies and procedures in place for detection and prevention of corruption associated with procurement.</p>	<p>As for sample documentation of said program</p>	<p>3.00</p>		

IV. CONFIRMATION PROPER: SELF-ASSESSMENT FORM

APCPI INDICATOR/SUB-INDICATOR	Area for Confirmation	Confirmed Rating	Confirmed Findings/Remarks	Reservations, if any
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WRAP-UP

Please indicate here other observations/additional information discussed which are apart from the APCPI Indicators and Sub-indicators.

IV. PE and CONFIRMATORS' Agreement:

Based on our confirmation meeting this 09 February 2017 we both agree that:

- a. The summary of the agreed scores are as follows:

PILLAR	RATING	Reservations on Indicator/Sub-Indicators, if any
I	1.42	
II	3.00	
III	2.00	
IV	2.50	
Average Rating:	2.23	

- b. The results in Annex A and some portions of the CPMR herein may be included in the annual procurement report, database and other instruments for use of GPPB-TSO.
- c. The APCPI Result with reservations (from either party) shall not be considered "Confirmed" until settled with finality by the parties.
- d. The results herein are based on the information provided by the Procuring Entity. The correctness, accuracy and consistency of the results shall remain to be the PE's responsibility. The GPPB-TSO shall not be held liable for any omission/mistake in the publication/posting of such scores due to the missing data/information or data not provided during Confirmation Exercise.
- e. The Scoring and Rating System, Indicators and/or Sub-indicators may be changed/updated by GPPB from time to time.
- f. The supporting documents are attached in this report, as follows: (Please check which applies)
Office/Special/Department Order/s on the following:
 Creating the Bids and Awards Committee, its Secretariat and/or its Procurement Unit;

- Attendance to Trainings for Procurement Personnel;
- Training to Update Bidders of RA 9184;
- Creating the Inspection and Acceptance Committee, responsibilities, and functions;
- Creation of anti-corruption and/or good governance program, including the office to handle such;
- Implementing the Performance Evaluation for Procurement Personnel;
- Creation or implementation of the manual for records-keeping, management and archiving;
- Others, please specify: Click here to enter text.

Copies or sample of the following documents:

- Attendance Sheet for Training Attended by the BAC, BAC Secretariat, and/or its procurement unit;
- Minutes of Pre-Bid Conference, if prepared within three (3) days;
- Transmittal of Procurement Monitoring Report, if with timely submission to the GPPB;
- Audit recommendations received, if acted up or responded to within six (6) months;
- If necessary, screenshot of website with updated procurement information;
- Sample of Evaluation Form; with success indicators and commitments related to procurement, and measurements thereof;
- Others, please specify: Click here to enter text.

Verbal confirmation/declaration/certification of:

- The Accountant/Finance Officer/Cashier/Disbursement Officer in charge of payments to supplier on the number of days before the supplier is paid;
- PhilGEPS compliance, (if necessary);
- Average No. of Days from BAC resolution recommendation to issuance of Notice of Award;
- Average No. of Days to resolve protests/motions for reconsideration
- Others, please specify: Click here to enter text.

g. Confirmed APCPI results shall be finalized and presented to the HOPE for approval.

RECOMMENDATION

OK for finalization

Please provide the possible date or period to submit the finalized APCPI Results:

Confirmed by:

Results need updating/review/revision.

Please submit the updated APCPI with the recommended revisions and/or corrections on or before Click here to enter a date. Failure to submit updated APCPI shall deem the confirmed scores herein as FINAL.


KRISTI ANN P. RUTAB/CHARLOTTE ANN DELA ROCA
(Confirmator's Signature)


Updated results must be scheduled for another Confirmation meeting.

The next Confirmation Meeting is set on:


[Click here to enter a date.](#)

By:
(Confirmator's Signature)

AD HOC COMMITTEE/PROCURING ENTITY'S REPRESENTATIVES:


ZENaida C. BAUTISTA


HOPE B. TORNILLA


ALLAN V. PADILLA


CARMELITA S. MARASIGAN

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

Name of Agency:FSI

Period Covered: CY 2016

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
	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 Posted at PhilGEPS	
1. Public Bidding*											
1.1. Goods	2,890,000.00	4	2	2,780,356.80	2	3	3	2	4	2	
1.2. Works											
1.3. Consulting Services											
Sub-Total	2,890,000.00	4	2	2,780,356.80	2	3	3	2	4	2	
2. Alternative Modes											
2.1.1 Shopping (52.1 b above 50K)	210,638.00	4	4	187,678.00					4	4	
2.1.2 Shopping (Others)	44,750.00	2	2	13,500.00							
2.2. Direct Contracting	359,674.02	8	8	359,794.92							
2.3. Repeat Order											
2.4. Limited Source Bidding											
2.5.1 Negotiation (Common-Use Supplies)	2,670,000.00	5	5	2,545,765.88							
2.5.2 Negotiation (TFB 53.1)	950,000.00	2	1	929,250.00					2	1	
2.5.3 Negotiation (SVP 53.9 above 50K)	5,754,542.00	29	29	4,314,840.79					29	29	
2.5.4 Negotiation (Others)	3,237,240.40	40	40	2,924,030.40							
Sub-Total	13,226,844.42	90	89	11,274,359.99					35	34	
3. Foreign Funded Procurement**											
3.1. Publicly-Bid											
3.2. Alternative Modes	0.00	0	0	0.00							
Sub-Total	2,890,000.00	3	3	2,145,191.65							
4. Others, specify:	18,516,844.42	97	94	16,199,508.44							
TOTAL											

* 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:FSI

Period Covered: CY 2016

	Column 12 Total No. Of Contracts that incurred negative slippage	Column 13 Total No. of contracts with amendments to order or variation orders	Column 14 Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	Column 15 No. of Contracts with Observers Attending	Column 16 No. of Contracts with COA Observers Attending	Column 17 Ave. No. of Days to Resolve Requests for Reconsiderations / Protests	Column 18 No. of Contracts Awarded within prescribed timeframes
1. Public Bidding*							
1.1. Goods			12	2	2	7	2
1.2. Works							
1.3. Consulting Services							
Sub-Total	0	0	N/A	2	2	7	2
2. Alternative Modes							
2.1.1 Shopping (S2.1 b above 50K)							
2.1.2 Shopping (Others)							
2.2. Direct Contracting							
2.3. Repeat Order							
2.4. Limited Source Bidding							
2.5.1 Negotiation (Common-Use Supplies)							
2.5.2 Negotiation (TFB S3.1)							
2.5.3 Negotiation (SVP S3.9 above 50K)							
2.5.4 Negotiation (Others)							
Sub-Total							
3. Foreign Funded Procurement**							
3.1. Publicly-Bid							
3.2. Alternative Modes							
Sub-Total							
4. Others, specify:							
TOTAL							

* 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



Allan V. Padilla
Member, VAC Secretariat


Carmelita S. Marasigan
Chairperson, BAC



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

Name of Agency: 51
Date of Self Assessment: 2015

Name of Evaluator: _____
Position: _____

No.	Assessment Conditions	Agency Score	APCI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Procurement Method					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	17.16%	0.00		PMRS
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	2.13%	0.00		PMRS
Indicator 2. Limited Use of Alternative Methods of Procurement					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	1.24%	3.00		PMRS
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	66.14%	0.00		PMRS
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	2.22%	2.00		PMRS
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	0.80%	3.00		PMRS
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	0.00%	3.00		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 Procurement Service	Compliant	3.00		APP, APP-CSE, PMR
Indicator 3. Competitiveness of the Bidding Process					
9	(a) Average number of entries who acquired bidding documents	0.75	0.00		Agency records and/or PhilGEP5 records
10	(b) Average number of bidders who submitted bids	0.75	0.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	0.50	0.00		Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Compliant	3.00		Agency records and/or PhilGEP5 records
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
13	(a) Creation of Bids and Awards Committees	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
14	(b) Creation of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation					
15	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEP5)					
16	(a) Percentage of bid opportunities posted by the Phil-GEP5-registered Agency	100.00%	3.00		Agency records and/or PhilGEP5 records
17	(b) Percentage of contract award information posted by the Phil-GEP5-registered Agency	100.00%	3.00		Agency records and/or PhilGEP5 records
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEP5-registered Agency	100.00%	3.00		Agency records and/or PhilGEP5 records
Indicator 7. System for Disseminating and Monitoring Procurement Information					
19	(a) Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related website links
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	85.64%	3.00		APP (including Supplemental amendments, if any) and PMRS

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

Name of Agency: ISI
Date of Self Assessment: 2016

Name of Evaluator: _____
Position: _____

No.	Assessment Conditions	Agency Score	APCI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
Indicator 15. Capacity to Handle Procurement Related Complaints					
39	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	3.00	Compliant	Verify copies of BAC resolutions on Motion for Reconsideration, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints	
Indicator 16. Anti-Corruption Programs Related to Procurement					
40	(a) Agency has a specific anti-corruption program/s related to procurement	3.00	Fully Compliant	Verify documentation of anti-corruption program	
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)		2.23			

* APCI Rating is based on the APCI 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 APCI Action Plan based on the attached format and submit to GPB 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

Summary of APCI Scores by Pillar

APCI Pillars	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework	3.0000	1.42
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	3.00
Pillar III: Procurement Operations and Market Practices	3.0000	2.00
Pillar IV: Integrity and Transparency of Agency Procurement	3.0000	2.50
Total (Pillar I+Pillar II+Pillar III+Pillar IV)/4	3.0000	2.23

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCI) QUESTIONNAIRE

Name of Agency: FSI
 Name of Respondent: Caemilia S. Marasigan
 Date: 9-Feb-17
 Position: Chairperson, BAC

Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks with numerical values only.

1. Do you prepare an Annual Procurement Plan for all types of procurement? (5a)
 Yes No
2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (2f)
 Yes No
3. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)
 Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website:
 Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening:
 Minutes of pre-bid conference are readily available within three (3) days:

4. In creating your BAC and BAC Secretariat which of these conditions is/are present?
 Office Order creating the Bids and Awards Committee:
 There are at least five (5) members of the BAC:
 Members of BAC meet qualifications; and/or
 Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

- Office Order creating of Bids and Awards Committee Secretariat or designating Procurement Unit to act as BAC Secretariat
 The Head of the BAC Secretariat meets the minimum qualifications
 Majority of the members of BAC Secretariat are trained on R.A. 9184

5. In determining whether you provide up-to-date procurement information easily accessible at no cost, which of these conditions is/are met? (7a)
 Agency has a working website
 Procurement information is up-to-date
 Information is easily accessible at no cost
6. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)
 Agency prepares the PMRs
 PMRs are promptly submitted to the GPPB
 PMRs are posted in the agency website
 PMRs are prepared using the prescribed format

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCI) QUESTIONNAIRE

7. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

There is a written procedure within the procuring entity in evaluating the performance of procurement personnel

Procuring entity communicates standards of evaluation to procurement personnel

Procuring entity acts on the results and takes corresponding action

8. Have all of your procurement staff participated in annual procurement training? (10b)

Please indicate how many of your procurement staff participated in annual procurement training _____ out of _____

9. How often do you conduct dialogue to inform and update bidders on the procurement regulations? (10c)

_____ times/year

10. In determining whether the BAC Secretariat has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11a)

There is a list of procurement related documents that are maintained for a period of at least five years

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

11. In determining whether the implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)

There is a list of contract management related documents that are maintained for a period of at least five years

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

12. In determining if the agency has well defined and written procedures for quality control, acceptance and inspection of goods, works and services, which of these conditions is/are present? (12a)

Agency has written procedures for quality control, acceptance and inspection of goods, services and works

Supervision of civil works is carried out by qualified construction supervisors

Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)

13. In determining whether your agency complies with the thresholds prescribed for amendments to order, variation orders, advance payment, and slippage in publicity bid contracts, which of these conditions is/are met? (12b)

Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price

Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount

Goods, works and services are timely delivered

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCI) QUESTIONNAIRE

14. How long it will take for your agency to release the final payment to your supplier/service provider, contractor/consultant? (12c) _____ days

15. Do you invite Observers in all stages of procurement? (13a) _____

(please mark all applicable stages)

- Ads/Post of IAEB
- Pre-bid Conference
- Eligibility Check
- Submission/Opening of Bids
- Bid Evaluation
- Post Qualification
- Notice of Award
- Contract Signing/Approve Purchase Order
- Notice to Proceed

16. In creating and operating your Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5; April 14, 2008), 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

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

- Yes (percentage of COA recommendations responded to or implemented within six months) _____ %
- No procurement related recommendations received

18. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with 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

19. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (15a)

- Agency has a specific good governance program including anti-corruption and integrity development;
- Agency has a specific office responsible for the implementation of good governance programs;
- Agency has specific policies and procedures in place for detection and prevention of corruption associated with procurement.