**ANNEX A**

**GOVERNMENT PROCUREMENT POLICY BOARD**

**Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form**

**Name of Agency: West Visayas State University Pototan Campus**
**Date of Self Assessment:** Aug. 23, 2024

**Name of Evaluator:** J. INGOR
**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 Form |
|---|---|---|---|---|---|
| ***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 | 95.56% | 3.00 | | PMRs |
| 2 | (b) Percentage of public bidding contracts in terms of volume of total procurement | 78.57% | 3.00 | | PMRs |
| | | Sub-Total | 3.00 | | |
| **Indicator 2. Limited Use of Alternative Methods of Procurement** | | | | | |
| 3 | (a) Percentage of Shopping contracts in terms of amount of total procurement | 2.75% | 3.00 | | PMRs |
| 4 | (b) Percentage of Negotiated Procurement in terms of amount of total procurement | 0.00% | 3.00 | | PMRs |
| 5 | (c) Percentage of Direct Contracting in terms of amount of total procurement | 1.69% | 2.00 | | PMRs |
| 6 | (d) Percentage of Repeat Order contracts in terms of amount of total procurement | 0.00% | 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 | Not Compliant | 0.00 | | APP, APP-CSE, PMR |
| | | Sub-Total | 2.33 | | |
| **Indicator 3. Competitiveness of the Bidding Process** | | | | | |
| 9 | (a) Average number of entities who acquired bidding documents | 4.27 | 2.00 | | Agency records and/or PhilGEPS records |
| 10 | (b) Average number of bidders who submitted bids | 2.64 | 1.00 | | Abstract of Bids or other agency records |
| 11 | (c) Average number of bidders who passed eligibility stage | 2.32 | 2.00 | | Abstract of Bids or other agency records |
| 12 | (d) Sufficient period to prepare bids | Fully Compliant | 3.00 | | Agency records and/or PhilGEPS records |
| | | Sub-Total | 2.00 | | |
| | | **Average I** | **2.44** | | |
| ***PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY*** | | | | | |
| **Indicator 4. Presence of Procurement Organizations** | | | | | |
| 13 | (a) Creation of Bids and Awards Committee(s) | 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 |
| | | Sub-Total | 3.00 | | |
| **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 (PhilGEPS)** | | | | | |
| 16 | (a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency | 117.86% | 3.00 | | Agency records and/or PhilGEPS records |
| 17 | (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency | 100.00% | 3.00 | | Agency records and/or PhilGEPS records |
| 18 | (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency | 100.00% | 3.00 | | Agency records and/or PhilGEPS records |
| | | Sub-Total | 3.00 | | |
| **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 | Not Compliant | 0.00 | | Identify specific procurement-related portion in the agency website and specific website links |
| 20 | (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website | Substantially Compliant | 2.00 | | Copy of PMR and received copy that it was submitted to GPPB |
| | | Sub-Total | 1.00 | | |
| | | **Average II** | **2.50** | | |
| ***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 | 92.08% | 3.00 | | APP (including Supplemental amendments, if any) and PMRs |

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

**Name of Agency: West Visayas State University Pototan Campus**
**Date of Self Assessment: _____**

**Name of Evaluator: _____**
**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 Form |
|---|---|---|---|---|---|
| 22 | (b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding | 100.00% | 3.00 | | APP(including Supplemental amendments, if any)and PMRs |
| 23 | (c) Percentage of failed biddings and total number of procurement activities conducted | 0.00% | 3.00 | | APP (including Supplemental Amendments, if any) and PMRs |
| | | Sub-Total | 3.00 | | |
| **Indicator 9. Compliance with Procurement Timeframes** | | | | | |
| 24 | (a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR | 100.00% | 3.00 | | PMRs |
| 25 | (b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR | n/a | n/a | | PMRs |
| 26 | (c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR | n/a | n/a | | PMRs |
| | | Sub-Total | 3.00 | | |
| **Indicator 10. Capacity Building for Government Personnel and Private Sector Participants** | | | | | |
| 27 | (a) There is a system within the procuring entity to evaluate the performance of procurement personnel | Partially Compliant | 1.00 | | 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 60.00-75.99% Trained | 1.00 | | Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted |
| 29 | (c) Agency has actvities to inform and update entities on public procurement | Compliant | 3.00 | | Ask for copies of documentation of activities for bidders |
| | | Sub-Total | 1.67 | | |
| **Indicator 11. Management of Procurement and Contract Management 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 | Partially Compliant | 1.00 | | Verify actual contract management records and time it took to retrieve records should be no more than two hours |
| | | Sub-Total | 1.50 | | |
| **Indicator 12. Contract Management Procedures** | | | | | |
| 32 | (a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance | Substantially Compliant | 2.00 | | 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. | n/a | n/a | | 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 |
| | | Sub-Total | 2.50 | | |
| | | **Average III** | 2.33 | | |
| ***PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM*** | | | | | |
| **Indicator 13. Observer Participation in Public Bidding** | | | | | |
| 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 | 100.00% | 3.00 | | PMRs and Abstract of Bids |
| | | Sub-Total | 3.00 | | |
| **Indicator 14. Internal and External Audit of Procurement Activities** | | | | | |
| 37 | (a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008) | Not Compliant | 0.00 | | 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 | n/a | n/a | | Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations |

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

**Name of Agency: West Visayas State University Pototan Campus**
**Date of Self Assessment: _____**

**Name of Evaluator: _____**
**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 Form |
|---|---|---|---|---|---|
| | | Sub-Total | 0.00 | | |
| **Indicator 15. Capacity to Handle Procurement Related Complaints** | | | | | |
| 39 | (a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements | Not Compliant | 0.00 | | Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting mesures 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 | Not Compliant | 0.00 | | Verify documentation of anti-corruption program |
| | | **Average IV** | **0.75** | | |
| **GRAND TOTAL (Avarege I + Average II + Average III + Average IV / 4)** | | | 2.01 | | |

** 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*

**Summary of APCPI Scores by Pillar**

| APCPI Pillars | Ideal Rating | Agency Rating |
|---|---|---|
| Pillar I: Compliance with Legislative and Regulatory Framework | 3.0000 | 2.44 |
| Pillar II: Agency Insitutional Framework and Management Capacity | 3.0000 | 2.50 |
| Pillar III: Procurement Operations and Market Practices | 3.0000 | 2.33 |
| Pillar IV. Integrity and Transparency of Agency Procurement Systems | 3.0000 | 0.75 |
| **Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4** | **3.0000** | **2.01** |

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

**West Visayas State University Pototan Campus**

**Period Covered: 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 Posted 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*** | | | | | | | | | | |
| 1.1. Goods | **10,799,389.00** | 15 | 15 | **10,062,495.85** | | 58 | 38 | 33 | 15 | 15 |
| 1.2. Works | **11,661,405.00** | 4 | 4 | **10,697,031.43** | | 36 | 20 | 18 | 4 | 4 |
| 1.3. Consulting Services | **922,612.00** | 3 | 3 | **783,000.00** | 0 | | | | 3 | 3 |
| **Sub-Total** | **23,383,406.00** | **22** | **22** | **21,542,527.28** | **0** | **94** | **58** | **51** | **22** | **22** |
| **2. Alternative Modes** | | | | | | | | | | |
| 2.1.1 Shopping (52.1 b above 50K) | **717,000.00** | 6 | 6 | **619,239.00** | | | | | 6 | 6 |
| 2.1.2 Shopping (Others) | | | | | | | | | | |
| 2.2. Direct Contracting | **381,205.00** | 5 | 0 | **381,205.00** | | | | | | |
| 2.3. Repeat Order | | | | | | | | | | |
| 2.4. Limited Source Bidding | | | | | | | | | | |
| 2.5.1 Negotiation (Common-Use Supplies) | | | | | | | | | | |
| 2.5.2 Negotiation (TFB 53.1) | | | | | | | | | | |
| 2.5.3 Negotiation (SVP 53.9 above 50K) | | | | | | | | | 5 | 0 |
| 2.5.4 Negotiation (Others) | | | | | | | | | | |
| **Sub-Total** | **1,098,205.00** | **11** | **6** | **1,000,444.00** | | | | | **11** | **6** |
| **3. Foreign Funded Procurement**** | | | | | | | | | | |
| 3.1. Publicly-Bid | | | | | | | | | | |
| 3.2. Alternative Modes | | | | | | | | | | |
| **Sub-Total** | **0.00** | **0** | **0** | **0.00** | | | | | | |
| **4. Others, specify:** | | | | | | | | | | |
| **TOTAL** | **24,481,611.00** | **33** | **28** | **22,542,971.28** | | | | | | |

*** 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)**

**West Visayas State University Pototan Campus**

**Period Covered: 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*** | | | | | | | |
| 1.1. Goods | 0 | 0 | 7 | 15 | 0 | 7 | 15 |
| 1.2. Works | 0 | 0 | 7 | 4 | 0 | 7 | 4 |
| 1.3. Consulting Services | 0 | 0 | 7 | 3 | 0 | 7 | 3 |
| **Sub-Total** | **0** | **0** | **N/A** | **22** | **0** | **7.00** | **22** |
| **2. Alternative Modes** | | | | | | | |
| 2.1.1 Shopping (52.1 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 53.1) | | | | | | | |
| 2.5.3 Negotiation (SVP 53.9 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**

JEANY ROSE P. IGNACIO
BAC Secretariat Member

AURELIA S. BERNASOL
BAC Chairman

MANUEL S. LIBUTAQUE, Ph. D.
Campus Administrator

LUIS M. SORILLA, JR., Ph.D., CSEE
UNIVERSITY PRESIDENT

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: West Visayas State University Pototan Campus

Period: 2015

| Indicators | Key Area for Development | Proposed Actions to Address Key Areas | Responsible Entity | Timetable | Resources Needed |
|---|---|---|---|---|---|
| 2f | Preparation of Annual Procurement Plan for Common Use Supplies and Equipment and Procurement of Common Use Supplies and Equipment from the Procurement Service | Procurement of common use supplies in PS | BAC/Secretariat | 2016 | |
| 7a | Presence of website that provides up-to-date procurement information easily accessible at no cost | Creation of working website | HOPE | 2016 | |
| 7b | Posting of Procurement Monitoring Reports in agency website | Creation of working website | HOPE | 2016 | |
| 10a | Procurement Performance Evaluation System | Drafting of procurement performance evaluation system | BAC/Secretariat/HOPE | 2016 | |
| 10b | Percentage of participation of prcurment staff in annual procurement training | Attendance to trainings and seminars | BAC/Secretariat | 2016 | |
| 10c | Agency activities to inform and update entities on public procurement | Dialogs with the bidders | BAC/Secretariat/HOPE | 2016 | |
| 11a | The BAC Secretariat has a system for keeping and maintaining procurement records | Enhancement of the record keeping system | Secretariat | 2016 | |

| | | | | | |
|---|---|---|---|---|---|
| 11b | Implementing unit has and is implementing a system for keeping and maintaining contract management records | Enhancement of the contract management records | Secretariat | 2016 | |
| 12a | Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractor's performance | Preparation of procedures for quality control, acceptance and inspection, supervision of works and evaluation of contractor's evaluation | HOPE | 2016 | |
| 14a | Creation and operation of internal audit unit | Creation of an internal audit unit for procurement activities | HOPE | 2016 | |
| 16a | Agency has a specific anti-corruption program/s related to | Implement anti-corruption program related to procurement activities | HOPE/resident Ombudsman | 2016 | |
| | | | | | |
| | | | | | |

Certified Correct:

AURELIA S. BERNASOL

BAC Chairman

LUIS M. SOROLLA, JR., Ph.D., CSEE

UNIVERSITY PRESIDENT

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)
CONFIRMATION QUESTIONNAIRE

Name of Agency: WVSU-POTOTAN CAMPUS Date: _____
Name of Respondent: _____ Position: _____

*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?

For BAC: (4a)

☑ 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 designing 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

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)

- [ ] Yes
- [x] No

If no, please indicate the how many of your procurement staff participated in annual procurement training 8 out of 12

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

- [ ] Yes
- [x] No

If yes, how often ? _____ 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 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
- [x] 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
- [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
- [x] 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 publicly 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

14. How long it will take for your agency to release the final payment to your supplier/service provider, contractor/consultant? (12c) 45 days

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

☑ Yes ☐ No

(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

If 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? (16a)

☐ 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.