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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. N. N. N.
 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



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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 activities 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, audit 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

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy auditing of the accounts.

Furthermore, it is noted that regular reconciliation of the books is essential to identify any discrepancies early on. This process involves comparing the internal records with bank statements and other external sources to ensure they match. Any variances should be investigated and corrected immediately.

The document also highlights the need for proper classification of expenses. Each item should be categorized according to its nature, such as salaries, rent, or utilities. This helps in analyzing the financial performance of different departments and identifying areas where costs can be reduced.

In conclusion, the document stresses that good record-keeping is not just a legal requirement but a fundamental aspect of sound financial management. It provides a clear framework for how to approach these tasks and offers practical advice to ensure the accuracy and reliability of the financial data.



The second part of the document provides a detailed overview of the company's financial position for the current period. It includes a summary of the income statement, showing a steady increase in revenue over the last quarter. This growth is attributed to the successful launch of new products and the expansion of the sales network.

On the expense side, there has been a slight increase in operating costs, primarily due to higher fuel prices and increased marketing expenses. However, the overall profit margin remains healthy, indicating that the company is effectively managing its costs.

The balance sheet shows a strong liquidity position, with sufficient cash and marketable securities to cover all short-term obligations. This provides a solid foundation for future growth and investment opportunities. The company's debt-to-equity ratio is also favorable, reflecting a conservative financial strategy.

Looking ahead, the management team is optimistic about the company's prospects. They plan to continue investing in research and development to create innovative solutions for the market. Additionally, they intend to explore new markets and partnerships to further diversify the revenue stream.

The document concludes by expressing confidence in the company's ability to achieve its long-term goals. It encourages all employees to remain committed to their roles and contribute to the overall success of the organization.

GOVERNMENT PROCUREMENT POLICY BOARD
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		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 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	Not Compliant	0.00		Verify documentation of anti-corruption program
		Average IV	0.75		
GRAND TOTAL (Average 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 Institutional 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



REPORT OF THE COMMISSIONERS OF THE LAND OFFICE
 AND THE LAND REVENUE OFFICE FOR THE YEAR 1900

TABLE I.—LAND REVENUE.

No. of Revenue Divisions comprising the District.	Area under Cultivation in 1900 in acres.	Area under Cultivation in 1899 in acres.	Increase or Decrease in Area under Cultivation in 1900 as compared with 1899 in acres.	Total Revenue in 1900 in rupees and annas.	Total Revenue in 1899 in rupees and annas.	Increase or Decrease in Total Revenue in 1900 as compared with 1899 in rupees and annas.	Rate of Revenue per acre in 1900 in paise.	Rate of Revenue per acre in 1899 in paise.	Increase or Decrease in Rate of Revenue per acre in 1900 as compared with 1899 in paise.	No. of Revenue Divisions comprising the District.
1	1,000	1,000	0	100	100	0	100	100	0	1
2	2,000	2,000	0	200	200	0	100	100	0	2
3	3,000	3,000	0	300	300	0	100	100	0	3
4	4,000	4,000	0	400	400	0	100	100	0	4
5	5,000	5,000	0	500	500	0	100	100	0	5
6	6,000	6,000	0	600	600	0	100	100	0	6
7	7,000	7,000	0	700	700	0	100	100	0	7
8	8,000	8,000	0	800	800	0	100	100	0	8
9	9,000	9,000	0	900	900	0	100	100	0	9
10	10,000	10,000	0	1,000	1,000	0	100	100	0	10
11	11,000	11,000	0	1,100	1,100	0	100	100	0	11
12	12,000	12,000	0	1,200	1,200	0	100	100	0	12
13	13,000	13,000	0	1,300	1,300	0	100	100	0	13
14	14,000	14,000	0	1,400	1,400	0	100	100	0	14
15	15,000	15,000	0	1,500	1,500	0	100	100	0	15
16	16,000	16,000	0	1,600	1,600	0	100	100	0	16
17	17,000	17,000	0	1,700	1,700	0	100	100	0	17
18	18,000	18,000	0	1,800	1,800	0	100	100	0	18
19	19,000	19,000	0	1,900	1,900	0	100	100	0	19
20	20,000	20,000	0	2,000	2,000	0	100	100	0	20
21	21,000	21,000	0	2,100	2,100	0	100	100	0	21
22	22,000	22,000	0	2,200	2,200	0	100	100	0	22
23	23,000	23,000	0	2,300	2,300	0	100	100	0	23
24	24,000	24,000	0	2,400	2,400	0	100	100	0	24
25	25,000	25,000	0	2,500	2,500	0	100	100	0	25
26	26,000	26,000	0	2,600	2,600	0	100	100	0	26
27	27,000	27,000	0	2,700	2,700	0	100	100	0	27
28	28,000	28,000	0	2,800	2,800	0	100	100	0	28
29	29,000	29,000	0	2,900	2,900	0	100	100	0	29
30	30,000	30,000	0	3,000	3,000	0	100	100	0	30
31	31,000	31,000	0	3,100	3,100	0	100	100	0	31
32	32,000	32,000	0	3,200	3,200	0	100	100	0	32
33	33,000	33,000	0	3,300	3,300	0	100	100	0	33
34	34,000	34,000	0	3,400	3,400	0	100	100	0	34
35	35,000	35,000	0	3,500	3,500	0	100	100	0	35
36	36,000	36,000	0	3,600	3,600	0	100	100	0	36
37	37,000	37,000	0	3,700	3,700	0	100	100	0	37
38	38,000	38,000	0	3,800	3,800	0	100	100	0	38
39	39,000	39,000	0	3,900	3,900	0	100	100	0	39
40	40,000	40,000	0	4,000	4,000	0	100	100	0	40
41	41,000	41,000	0	4,100	4,100	0	100	100	0	41
42	42,000	42,000	0	4,200	4,200	0	100	100	0	42
43	43,000	43,000	0	4,300	4,300	0	100	100	0	43
44	44,000	44,000	0	4,400	4,400	0	100	100	0	44
45	45,000	45,000	0	4,500	4,500	0	100	100	0	45
46	46,000	46,000	0	4,600	4,600	0	100	100	0	46
47	47,000	47,000	0	4,700	4,700	0	100	100	0	47
48	48,000	48,000	0	4,800	4,800	0	100	100	0	48
49	49,000	49,000	0	4,900	4,900	0	100	100	0	49
50	50,000	50,000	0	5,000	5,000	0	100	100	0	50

TABLE I.—LAND REVENUE.

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)**

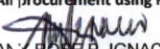
West Visayas State University Pototan Campus

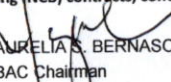
Period Covered: 2015

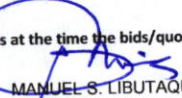
	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to 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


JEAN ROBERT P. IGNACIO
BAC Secretariat Member


AURELIA S. BERNASOL
BAC Chairman


MANUEL S. LIBUTAQUE, Ph. D.
Campus Administrator


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

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Date	Time	Location	Weather	Observations	Remarks
1/1	10:00	Forest	Clear	Birds singing	None
1/2	11:30	Field	Breezy	Insects active	Small
1/3	12:00	Park	Sunny	People walking	Quiet
1/4	13:00	River	Overcast	Water calm	Shadows
1/5	14:00	Mountain	Foggy	Views obscured	Cold
1/6	15:00	Town	Clear	Traffic noise	Busy
1/7	16:00	Beach	Sunny	Seagulls	Relaxing
1/8	17:00	City	Clear	City lights	Night
1/9	18:00	Park	Clear	Sunset	Beautiful
1/10	19:00	Home	Clear	Sleeping	End of day

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: West Visayas State University Pototan Campus

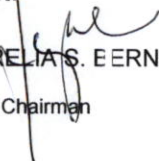
Period: 2015

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 IPS	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 procurement 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	

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2025

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. EERNASOL

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
Name of Respondent: _____

Date: _____
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



AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)
CONFIRMATION 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)

- Yes
- 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
- 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
- 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

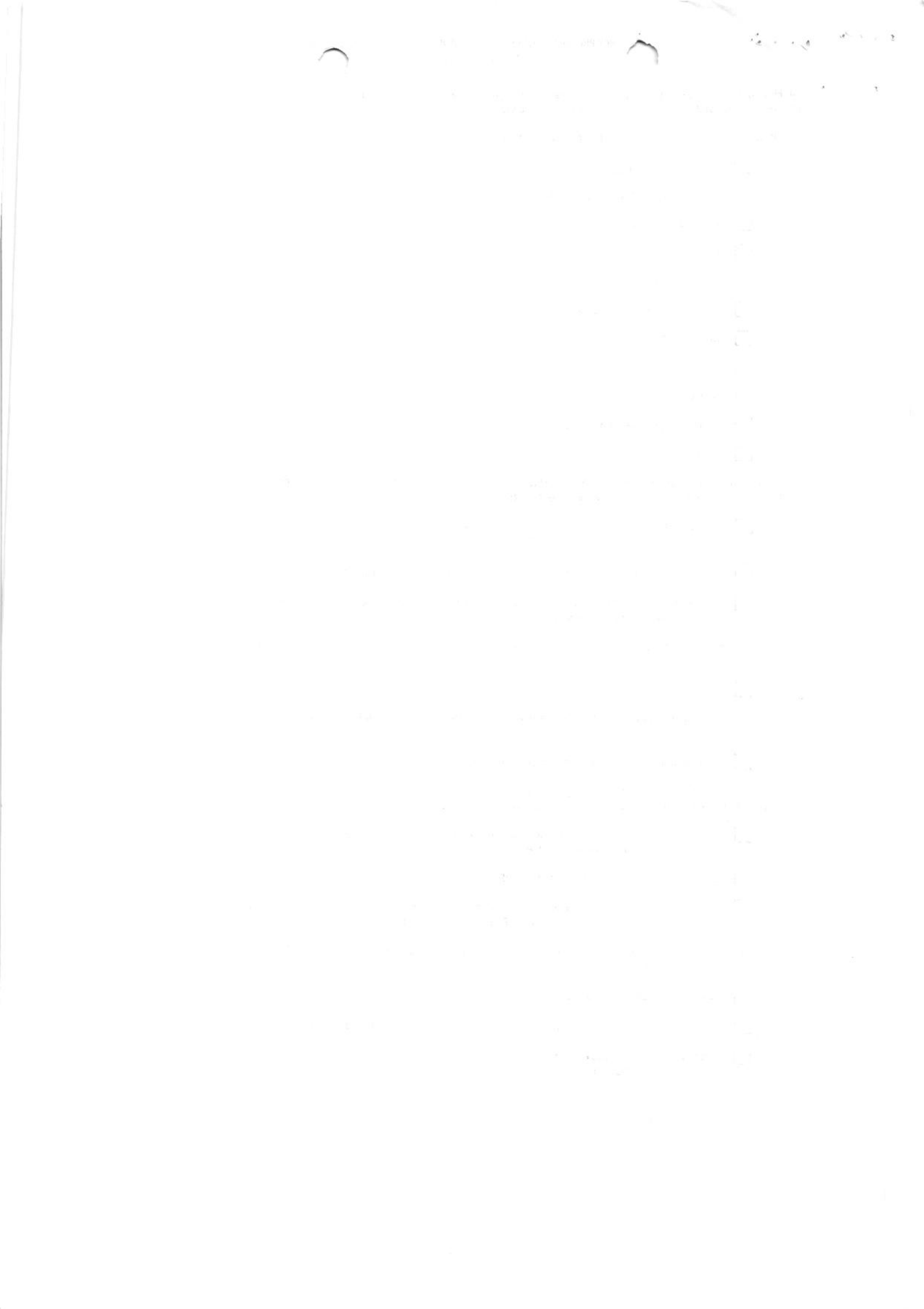
12. In determining if the agency has well defined and written procedures for quality control, acceptance and inspection of goods, works and services, which of these conditions is/are present? (12a)

- 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 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





AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)
CONFIRMATION QUESTIONNAIRE

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.

