

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

Name of Agency: **WEST VISAYAS STATE UNIVERSITY COLLEGE OF AGRICULTURE AND FORESTRY**
Date of Self Assessment: **March 10, 2025**

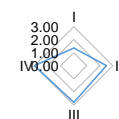
Name of Evaluator: _____
ROSALIE C. QUICOY
Position: **CAO-PROCUREMENT**

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1.a	Percentage of competitive bidding and limited source bidding	14.44%	0.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding	0.93%	0.00		PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total	0.00%	3.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of	83.24%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total	2.32%	2.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of	0.00%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to
Indicator 3. Competitiveness of the Bidding Process					
3.a	Average number of entities who acquired bidding documents	1.00	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.00	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.00	1.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully	3.00		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and	Fully	3.00		Cost Benefit Analysis, Work Plans,
Average I			1.36		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
4.a	Creation of Bids and Awards Committee(s)	Fully	3.00		Verify copy of Order creating BAC;
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully	3.00		Verify copy of Order creating BAC
Indicator 5. Procurement Planning and Implementation					
5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
5.b	Preparation of Annual Procurement Plan for Common-Use	Fully	3.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE	Compliant	3.00		ITBs and/or RFQs clearly
Indicator 6. Use of Government Electronic Procurement System					
6.a	Percentage of bid opportunities posted by the PhilGEPS-	48.94%	0.00		Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the	100.00%	3.00		Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative	47.87%	1.00		Agency records and/or PhilGEPS records
Indicator 7. System for Disseminating and Monitoring Procurement Information					
7.a	Presence of website that provides up-to-date procurement	Fully	3.00		Identify specific procurement-related
7.b	Preparation of Procurement Monitoring Reports using the	Fully	3.00		Copy of PMR and received copy that it was
Average II			2.50		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
8.a	Percentage of total amount of contracts signed within the	83.14%	3.00		APP (including Supplemental
8.b	Percentage of total number of contracts signed against total	100.00%	3.00		APP(Including Supplemental amendments,
8.c	Planned procurement activities achieved desired contract	Fully	3.00		Agency Procedures/Systems for the
Indicator 9. Compliance with Procurement Timeframes					
9.a	Percentage of contracts awarded within prescribed period of	100.00%	3.00		PMRs
9.b	Percentage of contracts awarded within prescribed period of	n/a	n/a		PMRs
9.c	Percentage of contracts awarded within prescribed period of	n/a	n/a		PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
10.a	There is a system within the procuring entity to evaluate the	Fully	3.00		Samples of forms used to evaluating
10.b	Percentage of participation of procurement staff in	75.00%	1.00		Ask for copies of Office Orders, training
10.c	The procuring entity has open dialogue with private sector	Compliant	3.00		Ask for copies of documentation of
Indicator 11. Management of Procurement and Contract Management Records					
11.a	The BAC Secretariat has a system for keeping and	Fully	3.00		Verify actual procurement records and
11.b	Implementing Units has and is implementing a system for	Fully	3.00		Verify actual contract management
Indicator 12. Contract Management Procedures					
12.a	Agency has defined procedures or standards in such areas as	Fully	3.00		Verify copies of written procedures for
12.b	Timely Payment of Procurement Contracts	On or before	3.00		Ask Finance or Accounting Head of Agency
Average III			2.82		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
13.a	Observers are invited to attend stages of procurement as	Fully	3.00		Verify copies of Invitation Letters to CSOs
Indicator 14. Internal and External Audit of Procurement Activities					
14.a	Creation and operation of Internal Audit Unit (IAU) that	Fully	3.00		Verify copy of Order or show actual
14.b	Audit Reports on procurement related transactions	Above 90-	3.00		Verify COA Annual Audit Report on Action
Indicator 15. Capacity to Handle Procurement Related Complaints					
15.a	The Procuring Entity has an efficient procurement complaints	Fully	3.00		Verify copies of BAC resolutions on Motion
Indicator 16. Anti-Corruption Programs Related to Procurement					
16.a	Agency has a specific anti-corruption program/s related to	Fully	3.00		Verify documentation of anti-corruption
Average IV			3.00		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.42		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I Legislative and Regulatory Framework	3.00	1.36
Pillar II Agency Institutional Framework and Management Capacity	3.00	2.50
Pillar III Procurement Operations and Market Practices	3.00	2.82
Pillar IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.42

Agency Rating



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