

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

Name of Agency: Don Honorio Ventura Technological State University
Date of Self Assessment: 2015

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)
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	65.83%	0.00	Satisfactory	PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	10.58%	0.00	Satisfactory	PMRs
	Sub-Total		0.00		
Indicator 2. Limited Use of Alternative Methods of Procurement					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	28.79%	0.00	Very Satisfactory	PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	5.38%	2.00	Acceptable	PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	0.00%	3.00	Very Satisfactory	PMRs
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	0.00%	3.00	Very Satisfactory	PMRs
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	0.00%	3.00	Very Satisfactory	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		1.83		
Indicator 3. Competitiveness of the Bidding Process					
9	(a) Average number of entities who acquired bidding documents	2.27	0.00	Acceptable	Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	2.27	1.00	Satisfactory	Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	1.45	1.00	Satisfactory	Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Fully Compliant	3.00	Very Satisfactory	Agency records and/or PhilGEPS records
	Sub-Total		1.25		
	Average I		1.03		
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	Very Satisfactory	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	Very Satisfactory	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	Very Satisfactory	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	100.00%	3.00	Very Satisfactory	Agency records and/or PhilGEPS records
17	(b) Percentage of contract award information posted by the Phil-GEPS-registered Agency	100.00%	3.00	Very Satisfactory	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	Very Satisfactory	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	Partially Compliant	1.00	Acceptable	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	Not Compliant	0.00	Poor	Copy of PMR and received copy that it was submitted to GPPB
	Sub-Total		0.50		
	Average II		2.38		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					

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21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	85.35%	3.00	Very Satisfactory	APP (including Supplemental amendments, if any) and PMRs
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	100.00%	3.00	Acceptable	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	Acceptable	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	Very Satisfactory	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	Not Compliant	0.00	Poor	Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff
28	(b) Percentage of participation of procurement staff in annual procurement training	Between 91.00-100%	3.00	Very Satisfactory	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	Not Compliant	0.00	Poor	Ask for copies of documentation of activities for bidders
		Sub-Total	1.00		
Indicator 11. Management of Procurement and Contract Management Records					
30	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Partially Compliant	1.00	Acceptable	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	Acceptable	Verify actual contract management records and time it took to retrieve records should be no more than two hours
		Sub-Total	1.00		
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	Partially Compliant	1.00	Acceptable	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.	Fully Compliant	3.00	Very Satisfactory	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	Very Satisfactory	Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Sub-Total	2.33		
		Average III	2.07		
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	Very Satisfactory	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	0.00%	0.00	Poor	PMRs and Abstract of Bids
		Sub-Total	1.50		
Indicator 14. Internal and External Audit of Procurement Activities					

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37	(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Partially Compliant	1.00	Acceptable	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	Above 90-100% compliance	3.00	Very Satisfactory	Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
		Sub-Total	2.00		
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	Fully Compliant	3.00	Very Satisfactory	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	Poor	Verify documentation of anti-corruption program
		Average IV	1.63		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			1.77		

* 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	1.03
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	2.38
Pillar III: Procurement Operations and Market Practices	3.0000	2.07
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	1.63
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.0000	1.77