

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

Name of Agency: BJMP- NATIONAL CAPITAL REGION
Date of Self Assessment: MARCH 25, 2021

Name of Evaluator: JSINSP PATRICK B DEMEGILLO
Position: Head, BAC Secretariat

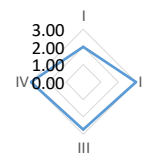
No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation)	
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK						
Indicator 1. Competitive Bidding as Default Method of Procurement						
1	1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	90.30%	2.00		PMRs
2	1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	36.36%	1.00		PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement						
3	2.a	Percentage of shopping contracts in terms of amount of total procurement	0.00%	3.00		PMRs
4	2.b	Percentage of negotiated contracts in terms of amount of total procurement	9.70%	1.00		PMRs
5	2.c	Percentage of direct contracting in terms of amount of total procurement	0.00%	3.00		PMRs
6	2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
7	2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
8	2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
Indicator 3. Competitiveness of the Bidding Process						
9	3.a	Average number of entities who acquired bidding documents	2.30	0.00		Agency records and/or PhilGEPS records
10	3.b	Average number of bidders who submitted bids	2.30	1.00		Abstract of Bids or other agency records
11	3.c	Average number of bidders who passed eligibility stage	2.30	2.00		Abstract of Bids or other agency records
12	3.d	Sufficiency of period to prepare bids	Fully	3.00		Agency records and/or PhilGEPS records
13	3.e	Use of proper and effective procurement documentation and	Fully	3.00		Cost Benefit Analysis, Work Plans,
		Average I	2.00			
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY						
Indicator 4. Presence of Procurement Organizations						
14	4.a	Creation of Bids and Awards Committee(s)	Fully	3.00		Verify copy of Order creating BAC;
15	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						
16	5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
17	5.b	Preparation of Annual Procurement Plan for Common-Use	Fully	3.00		APP, APP-CSE, PMR
18	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						
19	6.a	Percentage of bid opportunities posted by the PhilGEPS-	100.00%	3.00		Agency records and/or PhilGEPS records
20	6.b	Percentage of contract award information posted by the	100.00%	3.00		Agency records and/or PhilGEPS records
21	6.c	Percentage of contract awards procured through alternative	100.00%	3.00		Agency records and/or PhilGEPS records
Indicator 7. System for Disseminating and Monitoring Procurement Information						
22	7.a	Presence of website that provides up-to-date procurement	Fully	3.00		Identify specific procurement-related
23	7.b	Preparation of Procurement Monitoring Reports using the	Fully	3.00		Copy of PMR and received copy that it was
		Average II	3.00			
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES						
Indicator 8. Efficiency of Procurement Processes						
24	8.a	Percentage of total amount of contracts signed within the	90.76%	3.00		APP (including Supplemental amendments,
25	8.b	Percentage of total number of contracts signed against total	100.00%	3.00		APP(including Supplemental amendments,
26	8.c	Planned procurement activities achieved desired contract	Fully	3.00		Agency Procedures/Systems for the
Indicator 9. Compliance with Procurement Timeframes						
27	9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00		PMRs
28	9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	n/a	n/a		PMRs
29	9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants						
30	10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment
31	10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted

32	10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records						
33	11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours)
34	11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures						
35	12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
36	12.b	Timely Payment of Procurement Contracts	On or before	3.00		Ask Finance or Accounting Head of Agency
			Average III	2.73		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM						
Indicator 13. Observer Participation in Public Bidding						
37	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						
38	14.a	Creation and operation of Internal Audit Unit (IAU) that	Fully	3.00		Verify copy of Order or show actual
39	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						
40	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						
41	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 (Avarage I + Average II + Average III + Average IV / 4)				2.68		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I Legislative and Regulatory Framework	3.00	2.00
Pillar II Agency Insitutional Framework and Management Capacity	3.00	3.00
Pillar III Procurement Operations and Market Practices	3.00	2.73
Pillar IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.68

Agency Rating



Back to "how to fill up"

