

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

Name of Agency: PHILIPPINE SCIENCE HIGH SCHOOL - CENTRAL MINDANAO CAMPUS  
Date of Self Assessment: March 29, 2016

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)
<b>PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Procurement Method</b>					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	17.21%	0.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	0.50%	0.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	34.69%	0.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	31.96%	0.00		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	6.20%	0.00		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	Compliant	3.00		APP, APP-CSE, PMR
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9	(a) Average number of entities who acquired bidding documents	0.57	0.00		Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	0.57	0.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	0.57	0.00		Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
		<b>Average I</b>	<b>1.00</b>		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
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
<b>Indicator 5. Procurement Planning and Implementation</b>					
15	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
<b>Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)</b>					
16	(a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	100.00%	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
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
19	(a) Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		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	Not Compliant	0.00		Copy of PMR and received copy that it was submitted to GPPB
		<b>Average II</b>	<b>2.63</b>		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	56.51%	1.00		APP (including Supplemental amendments, if any) and PMRs







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 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)
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	14.29%	0.00		APP (including Supplemental amendments, if any) and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	85.71%	0.00		APP (including Supplemental Amendments, if any) and PMRs
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
24	(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	0.00%	0.00		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
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
27	(a) There is a system within the procuring entity to evaluate the performance of procurement personnel	Fully Compliant	3.00		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 91.00-100%	3.00		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	Not Compliant	0.00		Ask for copies of documentation of activities for bidders
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
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
<b>Indicator 12. Contract Management Procedures</b>					
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 forms
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	Substantially Compliant	2.00		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
			<b>Average III</b>	<b>1.42</b>	
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
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	0.00%	0.00		PMRs and Abstract of Bids
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
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	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations





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 Date of Self Assessment: March 29, 2016

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)
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					
39	(a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>					
40	(a) Agency has a specific anti-corruption program/s related to procurement	Not Compliant	0.00		Verify documentation of anti-corruption program
	<b>Average IV</b>		<b>1.50</b>		
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>			<b>1.64</b>		

\* 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	1.00
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	2.63
Pillar III: Procurement Operations and Market Practices	3.0000	1.42
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	1.50
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>	<b>3.0000</b>	<b>1.64</b>

Prepared by:

JESSIE G. BUTA

Admin Officer III/BAC Secretariat

Recommending Approval

FRANKLIN L. SALISID

BAC Chairman

Recommending Approval:

ENGR. LORVI B. PAGOROGON

Head of the Procuring Entity



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

Name of Agency: PHILIPPINE SCIENCE HIGH SCHOOL - CENTRAL MINDANAO CAMPUS

Period Covered: CY 2015

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
<b>1. Public Bidding**</b>											
1.1. Goods	1,636,153.32	3	1	1,405,069.36	2	1	1	1	3	3	1
1.2. Works	4,248,785.80	2			2		3	3	2	2	
1.3. Consulting Services	-	2			2		4	4	7	1	
<b>Sub-Total</b>	<b>5,884,939.12</b>	<b>7</b>	<b>1</b>	<b>1,405,069.36</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>7</b>	<b>1</b>
<b>2. Alternative Modes</b>											
2.1.1 Shopping (≤2.1 b above 50K)	435,966.00	3	6	191,725.65						3	6
2.1.2 Shopping (Others)	2,669,923.07	166	166	2,639,923.07							
2.2. Direct Contracting	566,806.22	7	7	506,301.22							
2.3. Repeat Order											
2.4. Limited Source Bidding											
2.5.1 Negotiation (Contract Use Supplies)	110,737.70	4	4	110,737.70						2	1
2.5.2 Negotiation (Other 53.1)	1,191,000.00	2		270,000.00						17	16
2.5.3 Negotiation (BPP 53.3 Above 50K)	2,747,413.00	17	16	2,228,448.39							
2.5.4 Negotiation (Others)										22	23
<b>Sub-Total</b>	<b>7,743,844.99</b>	<b>199</b>	<b>200</b>	<b>5,947,136.03</b>							
<b>3. Foreign Funded Procurement**</b>											
3.1. Publicly-Bid											
3.2. Alternative Modes	0.00	0	0	0.00							
<b>Sub-Total</b>	<b>818,076.66</b>	<b>1</b>	<b>1</b>	<b>811,137.68</b>							
<b>4. Others, specify:</b>	<b>14,446,560.77</b>	<b>207</b>	<b>202</b>	<b>8,163,343.07</b>							
<b>TOTAL</b>											

\* 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 bid/quotation was submitted



AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)  
CONFIRMATION QUESTIONNAIRE

Name of Agency: PSHS - CENTRAL MINDANAO CAMPUS  
Name of Respondent: \_\_\_\_\_

Date: MARCH 29, 2016  
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 5 out of 5

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) 5 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  
100 %

☐ 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.



## Annex D

## PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: **PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL MINDANAO CAMPUS**Period: **January - December, 2015**

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1	Public bidding as default procurement method	look for suppliers who will participate in the public bidding, consolidate the procurement of goods, strict use of public bidding method for the procurement of goods and services, consultancy, infrastructure projects	BAC / PE	2016	transportation, communication expenses
2 (a,b,c)	Alternative methods of procurement	Minimize the use of alternative method of procurement particularly shopping, negotiated and direct contracting.	BAC / PE	2016	
3 (a,b,c)	Competitive bidding process	Oblige bidders/suppliers who acquired bid docs to attend the pre-bid conference called by the BAC to be guided and pass bid evaluation, pro-active reminders to bidders to submit the complete documents for bidding.	BAC / PE	2016	communication expenses
7(b)	System for Disseminating and Monitoring Procurement Information	prepare PMR following the prescribed format and promptly submit it to GPPB	BAC / PE	as soon as possible	office supplies
8	Efficiency of procurement processes	carefully plan the procurement of goods/services, infra and consultancy	PE	during the local planning	meals, snacks, office supplies
9	Compliance with procurement timeframes	Request the higher authorities for fast lane action/approval of the endorsement of the BAC following the prescribed procurement timeframe	ManCom	as soon as possible	
10(c)	Capability Building for government personnel and private Sector Participants	Invite and/or encourage prospective bidders to come to our BAC Office for purposes of Procurement Dialogue, organize a forum in the city	BAC / PE	2016	travelling and training expenses
11	Management of Procurement and Contract Management Records	Purchase additional computers to be used solely for storage of files for BAC and implementing Units, additional external hard drives for back-up purposes	PE	2016	computers, printers, scanners, file folders, external hard drives and filing cabinets
13(b)	Observers Participation in Public Bidding	provide honorarium to observers. Request gppb to formulate provision for mandatory attendance of observers.	BAC / PE / GPPB	2016	
14 (a)	Internal Audit of Procurement activities	Strict implementation of DBM Circular 2008-5 dated April 14, 2008	PE	as soon as possible	

Prepared by:

Recommending Approval

Approved by:

  
**JESSERIE G. BUTA**  
 Admin Officer III/BAC Secretariat

  
**FRANKLIN L. SALISID**  
 BAC Chairman

  
**ENGR. LORV B. PAGOROGON**  
 Head of the Procuring Entity