

CHEDRO

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

Name of Agency: **CHEDRO VIII**
 Date of Self Assessment: **JAN TO DEC 2017**

Name of Evaluator: **MARCELO M. UY**
 Position: **CAO**

| 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. 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 | 0.00% | 0.00 | NO BID ACTIVITY | PMRs |
| 2 | (b) Percentage of public bidding contracts in terms of volume of total procurement | 0.00% | 0.00 | NO BID ACTIVITY | PMRs |
| Indicator 2. Limited Use of Alternative Methods of Procurement | | | | | |
| 3 | (a) Percentage of Shopping contracts in terms of amount of total procurement | 3.00% | 2.00 | NO BID ACTIVITY | PMRs |
| 4 | (b) Percentage of Negotiated Procurement in terms of amount of total procurement | 97.00% | 0.00 | NO BID ACTIVITY | PMRs |
| 5 | (c) Percentage of Direct Contracting in terms of amount of total procurement | 0.00% | 3.00 | NO BID ACTIVITY | PMRs |
| 6 | (d) Percentage of Repeat Order contracts in terms of amount of total procurement | 0.00% | 3.00 | NO PROCUREMENT RELATED TO REPEAT ORDER | PMRs |
| 7 | (e) Percentage of Limited Source contracts in terms of amount of total procurement | 0.00% | 3.00 | NO PROCUREMENT RELATED TO REPEAT ORDER | 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 |
| Indicator 3. Competitiveness of the Bidding Process | | | | | |
| 9 | (a) Average number of entities who acquired bidding documents | n/a | n/a | | Agency records and/or PhilGEPS records |
| 10 | (b) Average number of bidders who submitted bids | n/a | n/a | | Abstract of Bids or other agency records |
| 11 | (c) Average number of bidders who passed eligibility stage | n/a | n/a | | Abstract of Bids or other agency records |
| 12 | (d) Sufficient period to prepare bids | Not Compliant | 0.00 | | Agency records and/or PhilGEPS records |
| | | Average I | | | |
| 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 Trainees |
| 14 | (b) Creation of a BAC Secretariat or Procurement Unit | Not Compliant | 0.00 | | Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Trainees |
| 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 | 1.22% | 0.00 | | Agency records and/or PhilGEPS records |
| 17 | (b) Percentage of contract award information posted by the Phil-GEPS-registered Agency | n/a | n/a | | Agency records and/or PhilGEPS records |
| 18 | (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency | 0.00% | 0.00 | | Agency records and/or PhilGEPS records |
| 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 | Substantially Compliant | 2.00 | | 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 | Partially Compliant | 1.00 | | Copy of PMR and received copy that it was submitted to GPPB |
| | | Average II | | | |
| 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 | 100.00% | 3.00 | | APP (including Supplemental amendments, if any) and PMRs |

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Name of Evaluator: **MARCELO M. UT**
 Position: **CAO**

| 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 | n/a | n/a | | APP (including Supplemental amendments, if any) and FIVs |
| 23 | (c) Percentage of failed biddings and total number of procurement activities conducted | n/a | n/a | | APP (including Supplemental Amendments, if any) and PMRs |
| 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 | n/a | n/a | | 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 | | FIVs |
| 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 |
| 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 | | 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 | NO PUBLIC BIDDING | Ask for copies of documentation of activities for bidders |
| Indicator 11. Management of Procurement and Contract Management Records | | | | | |
| 30 | (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) 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 | 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 | | | | | |
| 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 | | 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 | Not Compliant | 0.00 | | 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 |
| Average III | | | | | |
| 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 | Not Compliant | 0.00 | no public bidding activity | 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 | n/a | n/a | no public bidding activity | PMRs and Abstract of Bids |
| 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) | Partially Compliant | 1.00 | | 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 |
| Indicator 15. Capacity to Handle Procurement Related Complaints | | | | | |

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

Name of Agency: **CHEDRO VMI**
 Date of Self Assessment: **JAN TO DEC 2017**

Name of Evaluator: **FRANCISCO M. UT**
 Position: **CAO**

| No. | Assessment Conditions | Agency Score | APCPI Rating* | Comments/Findings to the Indicators and Subindicators | Supporting Information/Documentation (Not to be included in the Evaluation) |
|--|---|-----------------|---------------|---|---|
| 39 | (a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements | Not Compliant | 0.00 | NO COMPLAINTS, PROTESTS REGARDING PROCUREMENT | 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 | Fully Compliant | 3.00 | | Verify documentation of anti-corruption program |
| | | Average IV | | | |
| GRAND TOTAL (Average I + Average II + Average III + Average IV / 4) | | | 1.50 | | |

* 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 | 1.56 |
| Pillar II: Agency Institutional Framework and Management Capacity | 3.0000 | 1.29 |
| Pillar III: Procurement Operations and Market Practices | 3.0000 | 1.78 |
| Pillar IV: Integrity and Transparency of Agency Procurement Systems | 3.0000 | 1.40 |
| Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4 | 3.0000 | 1.50 |

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

Period Covered: CY CY 2017

Name of Agency: CHEDRO VIII

| | 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 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1.2. Works | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1.3. Consulting Services | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub Total | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2. Alternative Modes | | | | | | | | | | |
| 2.1.1 Shopping (52.1 b above 50K) | 148,135.00 | 1 | 1 | 148,135.00 | | | | | 0 | 0 |
| 2.1.2 Shopping (Others) | 0.00 | 0 | 0 | 0.00 | | | | | | |
| 2.2. Direct Contracting | 0.00 | 0 | 0 | 0.00 | | | | | | |
| 2.3. Repeat Order | 0.00 | 0 | 0 | 0.00 | | | | | 0 | 0 |
| 2.4. Limited Source Bidding | 0.00 | 0 | 0 | 0.00 | | | | | | |
| 2.5.1 Negotiation (Common-Use Supplies) | 46,632.17 | 3 | 3 | 46,632.17 | | | | | | |
| 2.5.2 Negotiation (TFB 53.1) | 0.00 | 0 | 0 | 0.00 | | | | | 0 | 0 |
| 2.5.3 Negotiation (SVP 53.9 above 50K) | 4,465,781.39 | 245 | 245 | 4,465,781.39 | | | | | 3 | 0 |
| 2.5.4 Negotiation (Others) | 276,550.00 | 1 | 1 | 276,550.00 | | | | | 3 | 0 |
| Sub Total | 4,937,098.56 | 250 | 250 | 4,937,098.56 | | | | | | |
| 3. Foreign Funded Procurement** | | | | | | | | | | |
| 3.1. Publicly-Bid | 0.00 | | | 0.00 | | | | | | |
| 3.2. Alternative Modes | 0.00 | | | 0.00 | | | | | | |
| Sub Total | 0.00 | 0 | 0 | 0.00 | | | | | | |
| 4. Others, specify: | | | | | | | | | | |
| TOTAL | 4,937,098.56 | 250 | 250 | 4,937,098.56 | | | | | | |

* 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)**

Name of Agency: CHEDRO VIII

Period Covered: CY ____

| | 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 | 0 | 0 | 0 | 0 | 0 |
| 1.2. Works | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1.3. Consulting Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub-Total | 0 | 0 | N/A | 0 | 0 | 0.00 | 0 |
| 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

JAYZEL DIANA T. BERNER
ADMINISTRATIVE OFFICER VI

MARCELO M. UY
CHIEF ADMINISTRATIVE OFFICER

DR. MAURA CONSOLACION D. CRISTOBAL
DIRECTOR IV

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: CHEDRO VIII

Period: CY 2017

| Indicators | Key Area for Development | Proposed Actions to Address Key Areas | Responsible Entity | Timetable | Resources Needed |
|------------|-----------------------------------|--|--------------------|-------------------------------------|--------------------------------------|
| II | CLASSIFICATION OF THE PROCUREMENT | STATE IN THE BAC RESOLUTION AS TO WHAT IS THE PROPER PROCUREMENT | BAC | IMMEDIATELY | BAC RESOLUTION, MODIFIED PROCUREMENT |
| IV | CREATION OF BAC SECRETARIAT | CREATE BAC SECRETARIAT WITH MEMBERS WHO WILL ENCODE, FILE AND RECORD DOCUMENTS SUCH AS APP, CSE AND OTHER PERTINENT DOCUMENTS RELATED TO THE BAC ACTIVITIES. | HC/PE | AS SOON AS THE CALENDAR YEAR STARTS | APP, PMR, CSE |
| VI | POSTING IN PHILGEPS | POST PROCUREMENT ACTIVITY IN PHILGEPS WITH THE LETTER TO POST FROM THE BAC CHAIRMAN | BAC | EVERY PROCUREMENT | STRONG INTERNET CONNECTION |

Prepared by:

Jayzel Diana T. Aguer
Admin Aide VI


Marcelo M. Uy
Chief Administrative Officer

Noted by:


Maura Consolacion D. Cristobal
Director IV

| | Agency Score |
|-------------------|--------------|
| Sub-indicator 1a | 0.00% |
| Sub-indicator 1b | 0.00% |
| Sub-indicator 2a | 2.00% |
| Sub-indicator 2b | 97.00% |
| Sub-indicator 2c | 0.00% |
| Sub-indicator 2d | 0.00% |
| Sub-indicator 2e | 0.00% |
| Sub-indicator 3a | #DIV/0! |
| Sub-indicator 3b | #DIV/0! |
| Sub-indicator 3c | #DIV/0! |
| Sub-indicator 6a | 1.22% |
| Sub-indicator 6b | #DIV/0! |
| Sub-indicator 6c | 0.00% |
| Sub-indicator 8a | 100.00% |
| Sub-indicator 8b | #DIV/0! |
| Sub-indicator 8c | #DIV/0! |
| Sub-indicator 9a | #DIV/0! |
| Sub-indicator 9b | #DIV/0! |
| Sub-indicator 9c | #DIV/0! |
| Sub-indicator 13b | #DIV/0! |