

GOVERNMENT PROCUREMENT POLICY BOARD
Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form
(12 April 2012)

Name of Agency: Department of Education, Schools Division of Aklan
Date of Self-Assessment: March 23, 2021

Name of Evaluator: Edselyn T. Biray, PhD
Position: BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Sub-Indicators	Supporting Information/Documentation (Not to be Included in the Evaluation Form Submitted to GPPB)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Procurement Method					
1 (a)	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	71.40%	1	Early Procurement Activities (EPA) Short of Award was conducted	PM Rs
1 (b)	Percentage of public bidding and limited source bidding contracts in terms of volume of total procurement	90.41%	1	Early Procurement Activities (EPA) Short of Award was conducted	PMRs
		Sub-Total	2.00		
Indicator 2. Limited Use of Alternative Methods of Procurement					
2 (a)	Percentage of Shopping contracts in terms of amount of total procurement	0.00%	3	No Shopping Mode of Procurement was conducted	PMRs
2 (b)	Percentage of Negotiated Procurement in terms of amount of total procurement	93.60%	2		PMRs
2 (c)	Percentage of Direct Contracting in terms of amount of total procurement	6.40%	3		PMRs
2 (d)	Percentage of Repeat Order contracts in terms of amount of total procurement	0%	3	No Repeat Order Mode of Procurement was conducted	PMRs
2 (e)	Compliance with Repeat Order procedures	n/a			
2 (f)	Compliance with Limited Source Bidding procedures	n/a			
		Sub-Total	11.00		

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Indicator 3. Competitiveness of the Bidding Process					
3 (a)	Average number of entities who acquired bidding documents	2.90	2		Agency records and/or PhilGEPS records
3 (b)	Average number of bidders who submitted bids	2.55	2		Abstract of Bids or other agency records
3 (c)	Average number of bidders who passed eligibility stage	2.11	3		Abstract of Bids or other agency records
3 (d)	Sufficient period to prepare bids	Fully Compliant	3		Agency records and/or PhilGEPS records
3 (e)	Use of proper and effective procurement documentation and technical specifications/requirements	Substantially Compliant	2		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Sub-Total	12.00		
		Average I	0.76		
PILLAR II. AGENCY INSTITUTIONAL FRAME WORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
4 (a)	Creation of Bids and Awards Committee(s)	Fully Compliant	3		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4 (b)	Creation of a BAC Secretariat or Procurement Unit	Fully Compliant	3		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
		Sub-Total	6.00		
Indicator 5. Procurement Planning and Implementation					
5 (a)	An approved APP that includes all types of procurement	Fully Compliant	3		Copy of APP and its supplements (if any)
5 (b)	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment(APP-CSE) and Procurement of Common-Use Supplies from the Procurement Service	Substantially Compliant	2	The Procurement Service Office is very far from the the Division of Aklan	APP, APP-CSE, PMRs
5 (c)	Existing Green Specifications for GPPB-identified non-CSE items are adopted technical specifications for the procurement activity	n/a			
		Sub-Total	5.00		

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Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)					
6 (a)	Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	48.62%	0	Early Procurement Activities (EPA) Short of Award was conducted and Procurement of Small Value Procurement Below 50K	Agency records and/or PhilGEPS records
6 (b)	Percentage of contract award information posted by the Phil-GEPS-registered Agency	53.67%	2	Early Procurement Activities (EPA) Short of Award was conducted	Agency records and/or PhilGEPS records
6 (c)	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	24.31%	1		Agency records and/or PhilGEPS records
		Sub-Total	3.00		
Indicator 7. System for Disseminating and Monitoring Procurement Information					
7 (a)	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3	http://www.philgeps.gov.ph	Identify specific procurement-related portion in the agency website and specific website links
7 (b)	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, prompt submission to GPPB, and posting in agency website	Substantially Compliant	2		Copy of PMR and received copy that it was submitted to GPPB
		Average	5.00		
		Average II	0.70		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
8 (a)	Percentage of total amount of contracts signed within the assessment year against total amount of approved APPs	78.22%	2	435.6M was spent for procurement	APP (including Supplemental amendments, if any) and PMRs
8 (b)	Percentage of total number of contracts awarded against total number of procurement activities done through competitive bidding	31.58%	0		APP (including Supplemental amendments, if any) and PMRs
8 (c)	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Substantially Compliant	2		Agency procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods
		Sub-Total	4.00		

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Indicator 9. Compliance with Procurement Timeframes					
9 (a)	Percentage of contracts awarded within period of action to procure goods	100.00%	3		PMRs
9 (b)	Percentage of contracts awarded within period of action to procure infrastructure projects	82.61%	0		PMRs
9 (c)	Percentage of contracts awarded within period of action to procure consulting services				
		Sub-Total	3.00		
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
10 (a)	There is a system within the procuring entity to evaluate the performance of procurement personnel	Fully Compliant	3		Samples of forms used to evaluating procurement performance on top of/or incorporated within the regular assessment for Procurement Personnel
10 (b)	Percentage of participation of procurement staff in annual procurement training	Bet. 91%-100%of staff trained	3		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
10 (c)	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3		Ask for copies of documentation of activities for bidders
		Sub-Total	9.00		

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Indicator 11. Management of Procurement and Contract Management Records					
11 (a)	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3		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.
11 (b)	Implementing Unit has and is implementing a system for keeping and maintaining contract management records	Fully Compliant	3		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.
		Sub-Total	6.00		
Indicator 12. Contract Management Procedures					
12 (a)	Agency has defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Fully Compliant	3		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation forms
12 (b)	Timely payment of procurement contracts	Bet. 31-37 days	2		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Sub-Total	5.00		
		Average III	0.75		

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PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
13 (a)	(a) Observers are invited to attend stages of procurement as prescribed in the IRR	Substantially Compliant	2		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
		Sub-Total	2.00		
Indicator 14. Internal and External Audit of Procurement Activities					
14 (a)	Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Substantially Compliant	2		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
14 (b)	Audit Reports on procurement related transactions	Above 90% compliance	3		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendation
		Sub-Total	5.00		
Indicator 15. Capacity to Handle Procurement Related Complaints					
15 (a)	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply procedural requirement	Substantially Compliant	3		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
		Sub-Total	3.00		
Indicator 16. Anti-Corruption Programs to Procurement					
16 (a)	Agency has a specific anti-corruption program/s related to procurement	Substantially Compliant	3		Verify documentation of anti-corruption program
		Sub-Total	3.00		
Average IV			0.87		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			0.77		

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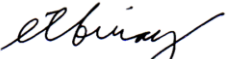
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Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework		3.00	0.76
Pillar II: Agency Institutional Framework and Management Capacity		3.00	0.70
Pillar III: Procurement Operations and Market Practices		3.00	0.75
Pillar IV: Integrity and Transparency of Agency Procurement Systems		3.00	0.87
Total (Pillar I + Pillar II + Pillar III+ Pillar IV) / 4		3.00	0.77

Prepared by:



EDSELYN T. BIRAY, PhD
 Head BAC Secretariat

Recommending Approval:

For the Bids and Awards Committee


SAMUEL L. MALAYO
 BAC Chairperson

APPROVED:


MIGUEL MAC D. POSIN EdD, CESO V
 Schools Division Superintendent

* 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 *
 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