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

Name of Agency: <u>Department of the Interior and Local Government</u>
Date of Self Assessment: <u>March 29, 2019</u>

Name of Evaluator: <u>Digna R. Herrera</u> Position: <u>BAC Chairperson</u>

|  | No.  | Assessment Conditions   | Agency Score               | APCPI Rating* | Comments/Findings to the<br>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 2 1  | Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement  | 0.00%                      | 0.00          |  | PMRs   |  |
| 2  | 1 h l  | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement  | 0.00%                      | 0.00          |  | PMRs   |  |
|  |  |   |                            |               |  |  |  |
|  | Indic  | ator 2. Limited Use of Alternative Methods of Procurement   |                            |               |  |  |  |
| 3  | 2.a  | Percentage of shopping contracts in terms of amount of total procurement  | 93.01%                     | 0.00          |  | PMRs   |  |
| 4  | 2.b  | Percentage of negotiated contracts in terms of amount of total procurement  | 0.17%                      | 3.00          |  | PMRs   |  |
| 5  | 2.c  | Percentage of direct contracting in terms of amount of total procurement  | 6.82%                      | 0.00          |  | 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  |  |
|  |  |   |                            |               |  |  |  |
|  | Indic  | ator 3. Competitiveness of the Bidding Process  |                            |               |  |  |  |
|  |  | Average number of entities who acquired bidding documents   | n/a                        | n/a           |  | Agency records and/or PhilGEPS records   |  |
|  | 3.b  | Average number of bidders who submitted bids  | n/a                        | n/a<br>n/a    |  | Abstract of Bids or other agency records  Abstract of Bids or other agency records                             |  |
| 11   | 3.c  | Average number of bidders who passed eligibility stage  | n/a                        | 11/ d         |  |  |  |
| 12   | 3.d  | Sufficiency of period to prepare bids   | n/a                        | n/a           |  | Agency records and/or PhilGEPS records  Cost Benefit Analysis, Work Plans,                                     |  |
| 13   | 3.e  | Use of proper and effective procurement documentation and technical specifications/requirements   | Fully<br>Compliant         | 3.00          |  | Technical Specifications included in bidding documents   |  |
|  |  |   |                            |               |  |  |  |
|  | Average   1.29   PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY |   |                            |               |  |  |  |
|  |  | eator 4. Presence of Procurement Organizations  | NI CAPACITI                |               |  |  |  |
| 14   |  | Creation of Bids and Awards Committee(s)  | Substantially<br>Compliant | 2.00          |  | Verify copy of Order creating BAC;<br>Organizational Chart; and Certification of<br>Training                   |  |
| 15   | 4.b  | Presence of a BAC Secretariat or Procurement Unit   | Fully<br>Compliant         | 3.00          |  | Verify copy of Order creating BAC<br>Secretariat; Organizational Chart; and<br>Certification of Training       |  |
|  |  |   |                            |               |  |  |  |
|  | Indic  | ator 5. Procurement Planning and Implementation   |                            |               | Ī  |  |  |
| 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<br>Supplies and Equipment (APP-CSE) and Procurement of<br>Common-Use Supplies and Equipment from the Procurement<br>Service | Fully<br>Compliant         | 3.00          |  | APP, APP-CSE, PMR  |  |
| 18   | 5.c  | Existing Green Specifications for GPPB-identified non-CSE items are adopted   | Not Compliant              | 0.00          |  | ITBs and/or RFQs clearly<br>indicate the use of green technical<br>specifications for the procurement activity |  |
|  |  |   |                            |               |  |  |  |
| 19   | 6.a  | Percentage of bid opportunities posted by the PhilGEPS-   | 100.00%                    | 3.00          |  | Agency records and/or PhilGEPS records   |  |
|  | 6.b  | registered Agency Percentage of contract award information posted by the  | n/a                        | n/a           |  | Agency records and/or PhilGEPS records   |  |
| _5   |  | PhilGEPS-registered Agency  | .,-                        |               |  |  |  |
| 21   | 6.c  | Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency   | 0.00%                      | 0.00          |  | Agency records and/or PhilGEPS records   |  |
|  |  |   |                            |               |  |  |  |

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

Name of Agency: <u>Department of the Interior and Local Government</u>
Date of Self Assessment: <u>March 29, 2019</u>

Name of Evaluator: <u>Digna R. Herrera</u> Position: <u>BAC Chairperson</u>

| Indicator 7. System for Disseminating and Monitoring Procurement Information  Presence of website that provide up-to-date procurement Information  Presence of website that provides up-to-date procurement Information  Presence of website that provides up-to-date procurement Information  Presence of website that provides up-to-date procurement Information  Presence of Procurement Monitoring Reports using the Partially Information of Procurement Monitoring Reports using the Partially Presentage of total amount of contracts signed against total Information  Presentage of total amount of contracts signed against total Information  Presentage of total amount of contracts signed against total Information  Presentage of total amount of contracts signed against total Information  Presentage of total amount of contracts signed against total Information  Presentage of total amount of contracts signed against total Information  Presentage of total amount of contracts signed against total Information  Presentage of total amount of contracts signed against total Information  Presentage of total amount of contracts signed against total Information  Presentage of total amount of contracts signed against total Information  Presentage of total amount of contracts and present against total amount of contracts and present amount of contracts amount of co |    | No.              | Assessment Conditions                                       | Agency Score     | APCPI Rating* | Comments/Findings to the     | Supporting Information/Documentation   |  |
|--|----|------------------|---|------------------|---------------|------------------------------|--|--|
| 27 2 a defermation easily accessible at no cost.  28 2 a defermation easily accessible at no cost.  29 2 a defermation easily accessible at no cost.  29 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 2 a defermation easily accessible at no cost.  20 3 a defermation easily accessible at no cost.  20 4 a defermation easily accessible at no cost.  20 4 a defermation easily accessible at no cost.  20 4 a defermation easily accessible at no cost.  20 5 a defermation easily accessible at no cost.  20 6 a defermation easily accessible at no cost.  20 6 a defermation easily accessible at no cost.  20 6 a defermation easily accessible at no cost.  20 6 a defermation easily accessible at no cost.  20 7 a defermation easily accessible at no cost.  20 8 a defermation easily accessible at no cost.  20 9 a defermation easily accessible at no cost.  20 9 a defermation easily accessible at no cost.  20 9 a defermation easily accessible at no cost.  20 0 a defermation easily accessible at no cost.  20 0 a defermation easily accessible at no cost.  20 0 a defermation easily accessible at no cost.  20 0 a defermation easily accessible at no cost.  21 0 a defermation easily accessible at no cost.  22 0 a defermation easily accessible at no cost.  23 0 a defermation easily accessible at no cos |    | India            |   |                  | Arciritating  | Indicators and SubIndicators | (Not to be Included in the Evaluation  |  |
| 22 72 Parester of vertical frame provides up-choiced procurement (and parell) with the process only acception and procurement Menitoring Reports using the parallely complaint and process only acception and procurement Menitoring Reports using the parallely complaint and process only acception and procurement Menitoring Reports using the parallely complaint at 1.00 complaint 1.00 copy of PMR and received copy that it was ubenited to GPPB (and processed copy that it was ubenited by the processed of the processed copy that it was ubenited to GPPB (and processed copy that the group to GPPB (and processed copy that group to GPPB (and proces |    |                  |   |                  |               |                              |  |  |
| 27 A. Displayment before many submission to the GPPB, and Compilant 1.00 Compilan | 22 | 7.a              |   |                  | 3.00          |                              | portion in the agency website and specific   |  |
| PLIAR IN PROCUREMENT OPERATIONS AND MARKET PRACTICES Indicators. E. Michierry of Procurement Processes  Percentage of total amount of contracts signed within the season of the season o | 23 | 7.b              | GPPB-prescribed format, submission to the GPPB, and         |                  | 1.00          |                              | Copy of PMR and received copy that it was submitted to GPPB  |  |
| PiLLAR III PROCUREMENT OPERATIONS AND MARKET PRACTICES   |    |                  | posting in agency website                                   |                  |               |                              |  |  |
| Indicator 8. Efficiency of Procurement Processes   |    |                  |   | Average II       | 2.00          |                              |  |  |
| 28 8.3 Percentage of total amount of contracts signed within the sporoved APPs 87.95% 3.00 APP (including Supplemental amendments, day) and PARIS 28 8.5 Percentage of total number of rotal enterior contracts signed against total building.  29 8.5 Percentage of total number of contracts signed against total mumber of procurement projects done through competitive holding.  20 8.5 Percentage of total number of contracts signed against total should be contracted to the procurement activities achieved desired contract.  20 8.5 Percentage of contracts within the target/allotted in the target/allotted in the target/allotted in the procurement transferame.  20 9.3 Percentage of contracts awarded within prescribed period of r/a r/a rotation to procure goods.  20 9.3 Percentage of contracts awarded within prescribed period of r/a rotation to procure goods.  20 9.5 Percentage of contracts awarded within prescribed period of r/a rotation to procure procure goods.  21 0.1 Percentage of contracts awarded within prescribed period of r/a rotation to procure infrastructure projects.  22 10 10 Percentage of contracts awarded within prescribed period of r/a rotation to procure infrastructure projects.  23 10 10 Percentage of contracts awarded within prescribed period of rotation to procure infrastructure projects.  24 10 Percentage of contracts awarded within prescribed period of rotation to procure procurement percentage of contracts awarded within prescribed period of rotation to procure procurement percentage of contracts awarded within prescribed period of rotation to procure procurement percentage of contracts awarded within prescribed period of rotation procurement percentage of contracts awarded within prescribed period of rotation procurement percentage of contracts awarded within prescribed period of rotation procurement percentage of contracts awarded within prescribed period of rotation procurement percentage of contracts awarded within prescribed period of rotation procurement percentage of contracts awarded within pr |    |                  |   |                  |               |                              |  |  |
| 28 B. a assessment year against total amount in the approved APPs    Percentage of total number of contracts signed against total of the provided against to |    | indica           | ator 8. Efficiency of Procurement Processes                 |                  |               |                              | T  |  |
| 25 8.b inumber of procurement projects done through competitive bidding biddin | 24 | 8.a              |   | 87.95%           | 3.00          |                              | 1  |  |
| Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted inner timeframe.  Planned procurement activities achieved desired contract inner timeframe.  Power of the procurement timeframe inner timeframes.  Percentage of contracts awarded within prescribed period of action to procure goods.  Percentage of contracts awarded within prescribed period of action to procure goods.  Power of the procurement trainer projects.  Power of the procurement prescribed period of action to procure inflationative projects.  Power of the procurement prescribed period of action to procure inflationative projects.  Power of the procurement prescribed period of action to procure inflationative projects.  Power of the procurement prescribed period of action to procure inflationative projects.  Power of the procurement prescribed period of action to procure inflationative projects.  Power of the procurement prescribed period of action to procure inflationative projects.  Power of the procurement prescribed period of action to procure inflationative projects.  Power of the procurement prescribed period of action to procure inflationative projects.  Power of the procurement prescribed period of action to procure inflationative projects.  Power of the procurement prescribed period of action to procure inflationative projects.  Power of the procurement prescribed period of action to procure inflationative projects.  Provided procurement prescribed period of action to procurement prescribed period of action to procure inflationative projects.  Provided procurement prescribed period of action to procurement prescribed period of action to procure inflation of action to procurement staff in procurement prescribed period of action to procurement prescribed period procurement prescribed period of action to procurement prescribed period procurement prescribed period proc | 25 | 8.b              | number of procurement projects done through competitive     | n/a              | n/a           |                              |  |  |
| Indicator 9. Compliance with Procurement Timeframes  27 9.a Percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a percentage of contracts awarded within prescribed period of n/a n/a n/a percentage of contracts awarded within prescribed period of n/a n/a n/a percentage of contracts awarded within prescribed period of n/a n/a n/a percentage of contracts awarded within prescribed period of n/a n/a n/a percentage of contracts awarded within prescribed period of n/a n/a n/a percentage of contracts awarded within prescribed period of n/a n/a n/a percentage of contracts awarded within the regular assessment for procurement performance of n/a            | 26 | 8.c              | outcomes and objectives within the target/allotted          | Not Compliant    | 0.00          |                              | conduct of needs analysis or market<br>research, monitoring of timely delivery of<br>goods, works, or services   |  |
| 27 9.a action to procure goods 28 9.b Percentage of contracts awarded within prescribed period of n/a n/a pMRs 29 9.a action to procure infrastructure projects 29 9.b Percentage of contracts awarded within prescribed period of n/a n/a pMRs 29 9.c Percentage of contracts awarded within prescribed period of n/a n/a pMRs 29 10.a pMRs 20 10.a pMRs 20 10.a There is a system within the procuring entity to evaluate the performance of procurement personnel and Private Sector Participants 30 10.a pforcement personnel on a regular basis procurement personnel personne |    |                  |   |                  |               |                              |  |  |
| 27 9.a action to procure goods 28 9.b Percentage of contracts awarded within prescribed period of n/a n/a pMRs 29 9.a action to procure infrastructure projects 29 9.b Percentage of contracts awarded within prescribed period of n/a n/a pMRs 29 9.c Percentage of contracts awarded within prescribed period of n/a n/a pMRs 29 10.a pMRs 20 10.a pMRs 20 10.a There is a system within the procuring entity to evaluate the performance of procurement personnel and Private Sector Participants 30 10.a pforcement personnel on a regular basis procurement personnel personne | ,  |                  | a continue the property of                                  |                  |               |                              |  |  |
| 23   3   3   3   3   3   3   3   3   3   |    | Indic            |   |                  |               |                              |  |  |
| 28 9.b ercentage of contracts awarded within prescribed period of n/a n/a pMRs  29 9.c Percentage of contracts awarded within prescribed period of n/a n/a pMRs    PMRs  | 27 | 9.a              |   | n/a              | n/a           |                              | PMRs   |  |
| 29 3c. 20 action to procure infrastructure projects   1/3  |    |                  |   |                  | ,             |                              |  |  |
| 29 9.c. Percentage of contracts awarded within prescribed period of n/a n/a n/a PMRs    Indicator 10. Capacity Building for Government Personnel and Private Sector Participants   There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis   Compliant     30 0.0.   | 28 | 9.b              |   | n/a              | n/a           |                              | PMRs   |  |
| There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis  10.b Percentage of participation of procurement staff in procurement training and/or professionalization program  11.b Percentage of participation of procurement staff in procurement training and/or professionalization program  12.10 Percentage of participation of procurement staff in procurement training and/or professionalization program  13.11 Percentage of participation of procurement staff in procurement training and/or professionalization program  13.12 Percentage of participation of procurement staff in procurement training and/or professionalization program  13.13 Percentage of participation of procurement staff in sta | 29 | 9.c              |   | n/a              | n/a           |                              | PMRs   |  |
| There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis  10.b Percentage of participation of procurement staff in procurement training and/or professionalization program  11.b Percentage of participation of procurement staff in procurement training and/or professionalization program  12.10 Percentage of participation of procurement staff in procurement training and/or professionalization program  13.11 Percentage of participation of procurement staff in procurement training and/or professionalization program  13.12 Percentage of participation of procurement staff in procurement training and/or professionalization program  13.13 Percentage of participation of procurement staff in sta |    |                  |   |                  |               |                              |  |  |
| The result training and/or procurement personnel on a regular basis  10.b Percentage of participation of procurement staff in procurement training and/or professionalization program  10.b Percentage of participation of procurement staff in procurement training and/or professionalization program  10.b Percentage of participation of procurement staff in procurement training and/or professionalization program  10.c and ensures access to the procurement opportunities of the procuring entity has open dialogue with private sector  10.c and ensures access to the procurement opportunities of the procuring entity  10.d Indicator 11. Management of Procurement and Contract Management Records  11.a The BAC Secretariat has a system for keeping and maintaining procurement records  11.b Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records  12.a quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance on top of or incorporated within the regular assessment for Procurement Personnel  13.00 Ask for copies of documentation of activities for bidders  14.00%  15.00  16.00  17.00  18.00  |    | Indic            | ator 10. Capacity Building for Government Personnel and Pri | vate Sector Part | icipants      |                              | Samples of forms used to evaluating  |  |
| 10.b Percentage of participation of procurement staff in procurement training and/or professionalization program  The procuring entity has open dialogue with private sector and ensures access to the procuriement opportunities of the procuring entity has open dialogue with private sector and ensures access to the procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity has open dialogue with private sector.  Indicator 11. Management of Procurement and Contract Management Records  Fully Compliant  11.a The BAC Secretariat has a system for keeping and maintaining procurement records  Fully Compliant  11.b keeping and maintaining complete and easily retrievable contract management records and time it took to retrieve record should be no more than two hours  Fully Compliant  11.b keeping and maintaining complete and easily retrievable contract management records and time it took to retrieve record should be no more than two hours  Fully Compliant  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  On or before 30 days  3.00  As Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts  | 30 | 10.a             |   |                  | 3.00          |                              | procurement performance on top of or incorporated within the regular   |  |
| 10.c and ensures access to the procurement opportunities of the procuring entity  Indicator 11. Management of Procurement and Contract Management Records  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 maintaining procurement records  Implementing Units has and is implementing a system for keeping and animalining complete and easily retrievable contract management records  Indicator 12. Contract Management Procedures  Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance  On or before 30 days  3.00  Agency has defined procedures or standards in such areas as quality control, acceptance and inspection CPES evaluation for procurement Contract of payments for procurement contracts  On or before 30 days  3.00  Agency has defined procedures or standards in such areas as quality control, acceptance and inspection CPES evaluation forms 2  Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts   | 31 | 10.b             | procurement training and/or professionalization program     | 40.00%           | 0.00          |                              | modules, list of participants, schedules of  |  |
| Indicator 11. Management of Procurement and Contract Management Records  11.a The BAC Secretariat has a system for keeping and maintaining procurement records  11.b Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records  11.b Keeping and maintaining complete and easily retrievable contract management records and time it took to retrieve record should be no more than two hours)  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  12.b Timely Payment of Procurement Contracts  On or before 30 days  3.00  Verify actual procurement records and time it took to retrieve records in the procedure for quality control, acceptance and inspection of cypts evaluation formsz  Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts   | 32 | 10.c             | and ensures access to the procurement opportunities of the  | Compliant        | 3.00          |                              | Substitute the latter than the |  |
| The BAC Secretariat has a system for keeping and maintaining procurement records  11.a The BAC Secretariat has a system for keeping and maintaining procurement records  12.b Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records  13.4 11.b Keeping and maintaining complete and easily retrievable contract management records and time it took to retrieve record should be no more than two hours)  13.6 Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records and time it took to retrieve documents for record-keeping and maintenance.  13.6 Implementing Units has and is implementing a system for keeping and maintenance.  14. Implementing Units has and is implementing a system for compliant and instead  |    |                  |   |                  |               |                              |  |  |
| 11.a The BAC Secretariat has a system for keeping and maintaining procurement records  11.a The BAC Secretariat has a system for keeping and maintaining procurement records  11.b Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records  11.b Keeping and maintaining complete and easily retrievable contract management records  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  12.b Timely Payment of Procurement Contracts  13.00 timely retrieve records (should be no more than two hours)  14.10 time it took to retrieve records (should be no more than two hours)  15.10 Timely Payment of Procurement Contracts  16.11 The BAC Secretariat has a system for keeping and maintaining complete and existence of the procurement contract of list of procurement contracts (should be no more than two hours)  17.11 The BAC Secretariat has a system for keeping and maintaining complete and existence of the procurement contract of list of procurement took to retrieve records (should be no more than two hours)  18.12 The BAC Secretariat has a system for list of procurement took to retrieve records and time it |    | Indic            | ator 11. Management of Procurement and Contract Manage      | ment Records     |               |                              |  |  |
| 11.b keeping and maintaining complete and easily retrievable contract management records    Solution   Fully Compliant   Solution    | 33 | 11.a             |   |                  | 3.00          |                              | time it took to retrieve records (should be<br>no more than two hours)<br>Refer to Section 4.1 of User's Manual for<br>list of procurement-related documents for   |  |
| Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance  On or before 30 days  3.00  Verify copies of written procedures for quality control, acceptance and inspection CPES evaluation formsz  Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts  | 34 | 11.b             | keeping and maintaining complete and easily retrievable     |                  | 3.00          |                              | records and time it took to retrieve records   |  |
| Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance  On or before 30 days  3.00  Verify copies of written procedures for quality control, acceptance and inspection CPES evaluation formsz  Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts  |    |                  |   |                  |               |                              |  |  |
| 12.b Timely Payment of Procurement Contracts  12.a quality control, acceptance and inspection of works and evaluation of contractors' performance  12.b Timely Payment of Procurement Contracts  13.00 quality control, acceptance and inspection CPES evaluation formsz  13.00 Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts  |    | Indic            | ator 12. Contract Management Procedures                     |                  |               |                              |  |  |
| 36 12.b Timely Payment of Procurement Contracts On or before 30 days 3.00 for average period for the release of payments for procurement contracts   | 35 | 12.a             | quality control, acceptance and inspection, supervision of  |                  | 3.00          |                              | quality control, acceptance and inspection;  |  |
| Average III 2.33   | 36 | 12.b             | Timely Payment of Procurement Contracts                     |                  | 3.00          |                              |  |  |
| Average III 2.33   |    |                  |   |                  |               |                              |  |  |
|  |    | Average III 2.33 |   |                  |               |                              |  |  |

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Name of Agency: <u>Department of the Interior and Local Government</u>
Date of Self Assessment: <u>March 29, 2019</u>

Name of Evaluator: <u>Digna R. Herrera</u> Position: <u>BAC Chairperson</u>

|    | No.   | Assessment Conditions  | Agency Score       | APCPI Rating* | Comments/Findings to the     | Supporting Information/Documentation        |  |
|----|---|--|--------------------|---------------|------------------------------|---|--|
|    |   | Assessment Conditions  | Agency Score       | AFCFIRATING   | Indicators and SubIndicators | (Not to be Included in the Evaluation       |  |
|    | PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM  |  |                    |               |                              |   |  |
|    | Indi  | Indicator 13. Observer Participation in Public Bidding   |                    |               |                              |   |  |
|    | 13.a  | Observers are invited to attend stages of procurement as prescribed in the IRR                   | n/a                | n/a           |                              | Verify copies of Invitation Letters to CSOs |  |
| 27 |   |  |                    |               |                              | and professional associations and COA       |  |
| 3/ |   |  |                    |               |                              | (List and average number of CSOs and PAs    |  |
|    |   |  |                    |               |                              | invited shall be noted.)                    |  |
|    |   |  |                    |               |                              |   |  |
|    | Indic   | ator 14. Internal and External Audit of Procurement Activities                                   |                    |               |                              |   |  |
|    |   |  | Fully<br>Compliant | 3.00          |                              | Verify copy of Order or show actual         |  |
| 28 | 14.a  | Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits |                    |               |                              | organizational chart showing IAU, auidt     |  |
| 30 | 14.0  |  |                    |               |                              | reports, action plans and IAU               |  |
|    |   |  |                    |               |                              | recommendations                             |  |
|    |   | Audit Reports on procurement related transactions  | Above 90-          | 3.00          |                              | Verify COA Annual Audit Report on Action    |  |
| 39 | 14.b  |  | 100%               |               |                              | on Prior Year's Audit Recommendations       |  |
|    |   |  | compliance         |               |                              | on their real statute recommendations       |  |
|    |   | 8  |                    |               |                              |   |  |
|    | Indic   | ator 15. Capacity to Handle Procurement Related Complaints                                       |                    |               |                              |   |  |
|    |   | The Procuring Entity has an efficient procurement complaints                                     | Fully<br>Compliant |               |                              | Verify copies of BAC resolutions on Motion  |  |
|    |   |  |                    | 3.00          |                              | for Reconsiderations, Protests and          |  |
| 40 | 15.a  | system and has the capacity to comply with procedural  |                    |               |                              | Complaints; Office Orders adopting          |  |
|    |   | requirements   |                    |               |                              | mesures to address procurement-related      |  |
|    |   | 55   |                    |               |                              | complaints                                  |  |
|    |   |  |                    |               |                              |   |  |
|    | Indic   | ator 16. Anti-Corruption Programs Related to Procurement   |                    |               |                              |   |  |
| 44 | 16.a  | Agency has a specific anti-corruption program/s related to                                       | Fully              | 3.00          |                              | Verify documentation of anti-corruption     |  |
| 41 |   | procurement  | Compliant          | 3.00          |                              | program                                     |  |
|    |   |  | Average IV         | 3.00          |                              |   |  |
|    | GRAND TOTAL (Avarege I + Average II + Average III + Average IV / 4) |  |                    | 2.15          |                              |   |  |

## Summary of APCPI Scores by Pillar

Pillar

|     | APCPI Pillars  | Ideal Rating | Agency Rating |
|-----|--|--------------|---------------|
| 1   | Legislative and Regulatory Framework                     | 3.00         | 1.29          |
| 11  | Agency Insitutional Framework and Management Capacity    | 3.00         | 2.00          |
| 111 | Procurement Operations and Market Practices              | 3.00         | 2.33          |
| IV  | Integrity and Transparency of Agency Procurement Systems | 3.00         | 3.00          |
|     | Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4        | 3.00         | 2.15          |



Back to
"how to fill up"

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