

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

Name of Agency: DENR Regional Office No.1  
Date of Self Assessment: 15-Mar-24

Name of Evaluator: ENGR. RAYMUNDO C. GAYO, DPA  
Position: OIC-ARD for Management Services / RBAC Chairperson

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. LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	28.54%	0.00	Most of the requisitions were procured thru Alternative Mode of Procurement (AMP) and the Common Office Supplies were procured through the DBM-Procurement Service.	PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	1.43%	0.00	Most of the requisitions were procured thru Alternative Mode of Procurement and the Common Office Supplies were procured through the DBM-Procurement Service.	PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
2.a	Percentage of shopping contracts in terms of amount of total	1.11%	3.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	69.01%	0.00	Most purchases made through Small Value Procurement (SVP) are those items that can not be included in the bidding and provision of meals and snacks.	PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	1.07%	2.00	Few purchases were made from Exclusive Distributors. Most purchase made were Small Value Procurement (SVP).	PMRs
2.d	Percentage of repeat order contracts in terms of amount of total	0.26%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	Compliant	3.00		Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
3.a	Average number of entities who acquired bidding documents	1.30	0.00	Despite compliance to publication and posting, there is low participation of bidders for procurement projects.	Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.10	0.00	Despite compliance to publication and posting, there is low participation of bidders for procurement projects.	Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.10	1.00	Despite compliance to publication and posting, there is low participation of bidders for procurement projects.	Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		<b>Average I</b>			
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4.b	Presence 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>					
5.a	An approved APP that includes all types of procurement	Compliant	3.00		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	Fully Compliant	3.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
<b>Indicator 6. Use of Government Electronic Procurement System</b>					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	92.80%	3.00		Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records

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No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	50.00%	1.00	There is a difficulty to award contracts in the PhilGEPS due to internet connection and manpower.	Agency records and/or PhilGEPS records
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
7.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
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		<b>Average II</b>			
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	81.12%	3.00		APP (including Supplemental amendments, if any) and PMRs
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	50.00%	0.00	Very few large contracts are procured thru Public Bidding. Most of the procurement projects through AMP are done as the need arises.	APP(including Supplemental amendments, if any)and PMRs
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services  Contracts with amendments and variations to order amount to 10% or less
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00	There are contracts awarded that have not complied with the timeframes specially on the goods and infrastructure projects conducted thru bidding	PMRs
9.b	Percentage of contracts awarded within prescribed period of action	n/a	n/a		PMRs
9.c	Percentage of contracts awarded within prescribed period of action	n/a	n/a		PMRs
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00	The agency conducted a learning event on RA 9184 last June 20-22, 2023.	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	Compliant	3.00		Ask for copies of documentation of activities for bidders
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
<b>Indicator 12. Contract Management Procedures</b>					
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	Substantially Compliant	2.00	The agency does not have a CPES Evaluator because there is no infrastructure projects for CY 2022	Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
12.b	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>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					

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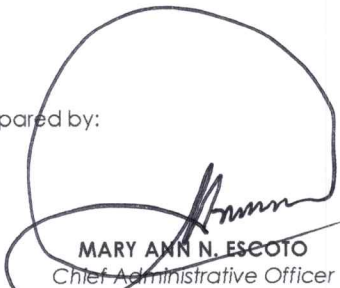
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13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00		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 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					
15.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>					
16.a	Agency has a specific anti-corruption program/s related to procurement	Not Compliant	0.00	No specific anti-corruption program/s related to procurement.	Verify documentation of anti-corruption program
<b>Average IV</b>			<b>2.40</b>		
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>			<b>2.27</b>		

**Summary of APCPI Scores by Pillar**

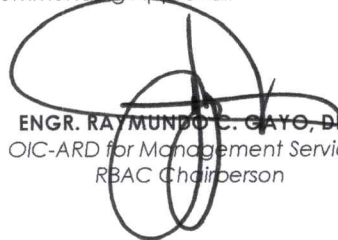
APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.50
II Agency Institutional Framework and Management Capacity	3.00	2.80
III Procurement Operations and Market Practices	3.00	2.36
IV Integrity and Transparency of Agency Procurement Systems	3.00	2.40
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>	<b>3.00</b>	<b>2.27</b>



Prepared by:

  
**MARY ANN N. ESCOTO**  
 Chief Administrative Officer  
 Head, RBAC Secretariat

Recommending Approval:

  
**ENGR. RAYMUNDO C. GAYO, DPA**  
 OIC-ARD for Management Services  
 RBAC Chairperson

Approved by:

  
**ATTY. CRIZALDY M. BARCELO, CESO III**  
 Regional Executive Director  
 Head of Procuring Entity