

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

Name of Agency: **CARLOS HILADO MEMORIAL STATE COLLEGE**

Period Covered: **CY 2015**

	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
<b>1. Public Bidding*</b>										
1.1. Goods	50,652,348.65	203	179	19,750,185.63	24	84	77	74	203	179
1.2. Works	267,642,728.53	2	2	149,039,852.79	0	13	5	5	2	2
1.3. Consulting Services										
Sub-Total	318,295,077.18	205	181	168,790,038.42	24	97	82	79	205	181
<b>2. Alternative Modes</b>										
2.1.1 Shopping (52.1 b above 50K)	11,691,221.59	1037	938	5,805,394.96					1037	60
2.1.2 Shopping (Others)	981,280.00	671	502	834,057.00						
2.2. Direct Contracting	4,334,048.00	87	87	1,883,983.18						
2.3. Repeat Order										
2.4. Limited Source Bidding									0	0
2.5.1 Negotiation (Common-Use Supplies)	5,057,120.58	75	75	868,102.16						
2.5.2 Negotiation (TFB 53.1)	551,520.95	141	58	297,823.95					141	58
2.5.3 Negotiation (SVP 53.9 above 50K)	29,649,331.11	2686	2102	15,123,506.83					2686	172
2.5.4 Negotiation (Others)										
Sub-Total	52,264,522.23	4697	3762	24,812,868.08					3864	290
<b>3. Foreign Funded Procurement**</b>										
3.1. Publicly-Bid										
3.2. Alternative Modes										
Sub-Total	0.00	0	0	0.00						
<b>4. Others, specify:</b>										
<b>TOTAL</b>	<b>370,559,599.41</b>	<b>4902</b>	<b>3943</b>	<b>193,602,906.50</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 bids/quotations were submitted

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

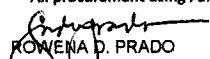
Name of Agency: CARLOS HILADO MEMORIAL STATE COLLEGE

Period Covered: CY 2015

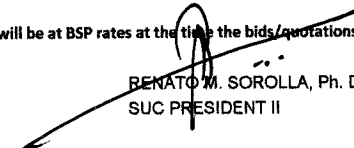
	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to 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
<b>1. Public Bidding*</b>							
1.1. Goods	0	0	20	44	21	N/A	179
1.2. Works	0	2	20	2	2	7	2
1.3. Consulting Services							
Sub-Total	0	2	N/A	46	23	7.00	181
<b>2. Alternative Modes</b>							
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							
<b>3. Foreign Funded Procurement**</b>							
3.1. Publicly-Bid							
3.2. Alternative Modes							
Sub-Total							
<b>4. Others, specify:</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 bids/quotations were submitted

  
ROWENA D. PRADO  
ADM. ASST. II/BAC SECRETARIAT

  
ROSALINDA S. MUVILLA, LLB  
BAC CHAIRPERSON

  
RENATO M. SOROLLA, Ph. D.  
SUC PRESIDENT II

	Agency Score
Sub-indicator 1a	87.18%
Sub-indicator 1b	4.59%
Sub-indicator 2a	3.43%
Sub-indicator 2b	8.41%
Sub-indicator 2c	0.97%
Sub-indicator 2d	0.00%
Sub-indicator 2e	0.00%
Sub-indicator 3a	0.47
Sub-indicator 3b	0.40
Sub-indicator 3c	0.39
Sub-indicator 6a	100.00%
Sub-indicator 6b	100.00%
Sub-indicator 6c	7.71%
Sub-indicator 8a	52.25%
Sub-indicator 8b	88.29%
Sub-indicator 8c	11.71%
Sub-indicator 9a	100.00%
Sub-indicator 9b	100.00%
Sub-indicator 9c	#DIV/0!
Sub-indicator 13b	25.41%

ANNEX C  
APCI Revised Scoring and Rating System

No.	Assessment Conditions	Pass/Not Compliant (B)	Acceptable (C)	Satisfactory (D)	Very Satisfactory/Compliant (E)
		0	1	2	3
<b>PILLAR 1. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
1	Compliance of all public building contracts in terms of total procurement.	0.20	0.20	0.81	0.91
2	Percentage of public building contracts in terms of amount of total procurement.	0.20	0.20	0.80	0.90
<b>Indicator 2. Alternative Methods of Procurement</b>					
3	Percentage of Superior contracts in terms of amount of total procurement.	0.06	0.06	0.53	0.93
4	Percentage of Direct contracts in terms of amount of total procurement.	0.17	0.17	0.68	0.93
5	Percentage of Direct contracts in terms of amount of total procurement.	0.04	0.04	0.91	0.91
6	Percentage of Ranked Source contracts in terms of amount of total procurement.	0.04	0.04	0.93	0.91
7	Percentage of Ranked Source contracts in terms of amount of total procurement.	0.04	0.04	0.93	0.91
8	Preparation of Annual Procurement Plan for Computer Supplies and Equipment (APPCSE) and Procurement of Common-look Standards and Equipment in the Procurement System.	Not Compliant			Compliant
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9	Average number of entities who required bidding documents.	3	3	4.00	6.00
10	Average number of bidders who submitted bids.	2	2	3.00	5.00
11	Average number of bidders who submitted financial lease.	1	1	2.00	3.00
12	Subject invited to prepare bids.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>PILLAR 6. AGENCY EFFICIENCY, FRAMEWORK AND MANAGEMENT CAPACITY</b>					
13	Existence of Procurement Operations	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
14	Creation of a BAC, Secretariat of Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 5. Procurement Planning and Implementation</b>					
15	Existence of Procurement Plan	Not Compliant			Compliant
16	Existence of Procurement Plan	Not Compliant			Compliant
17	Existence of Procurement Plan	Not Compliant			Compliant
18	Existence of Procurement Plan	Not Compliant			Compliant
19	Existence of Procurement Plan	Not Compliant			Compliant
20	Existence of Procurement Plan	Not Compliant			Compliant
<b>PILLAR 8. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
21	Efficiency of Procurement Process	1.00	1.00	0.61	0.80
22	Percentage of total amount of procurement awarded against total amount of awarded APS.	0.40	0.40	0.61	0.80
23	Percentage of total amount of procurement awarded against total number of procurement activities done through public bidding.	0.90	0.90	0.93	0.95
24	Percentage of failed bidding and total number of procurement activities conducted.	0.10	0.10	0.08	0.05
<b>Indicator 6. Compliance with Procurement Thresholds</b>					
25	Percentage of contracts awarded within the prescribed period to procure consulting services as indicated in Annex "C" of the IRR.	0.90	0.90	0.96	1.00
26	Percentage of contracts awarded within the prescribed period to procure consulting services as indicated in Annex "C" of the IRR.	0.90	0.90	0.96	1.00
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
27	Existence of Capacity Building for Government Personnel and Private Sector Participants	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
28	Percentage of participation of procurement staff in annual procurement training.	Between 60.00-75.99% Trained	Between 76.00-90.99% Trained	Between 91.00-100% Trained	Compliant
29	Agency has activities to inform and educate entities on public procurement.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
30	Agency has activities to inform and educate entities on public procurement.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	Agency has activities to inform and educate entities on public procurement.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
32	Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractor's performance.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
33	Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in published contracts.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
34	Contract management of procurement contracts.	Above 85.80%	Between 86-85.80%	Between 81-87.80%	On or Below 80.80%
<b>PILLAR 7. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEMS</b>					
35	Existence of Procurement System	Not Compliant			Compliant
36	Existence of Procurement System	Not Compliant			Compliant
37	Existence of Procurement System	Not Compliant			Compliant
38	Existence of Procurement System	Not Compliant			Compliant
39	Existence of Procurement System	Not Compliant			Compliant
40	Existence of Procurement System	Not Compliant			Compliant
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
41	Existence of Internal and External Audit of Procurement Activities	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
42	Existence of Internal and External Audit of Procurement Activities	Below 65% compliance	Between 61.70-89% compliance	Between 71-99.99% compliance	Above 90-100% compliance
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					
43	Existence of Procurement System	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
44	Existence of Procurement System	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
45	Existence of Procurement System	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
46	Existence of Procurement System	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

## CONFIRMATION QUESTIONNAIRE

Name of Agency: CARLOS HILADO MEMORIAL STATE COLLEGE  
 Name of Respondent: PERLA G. GUILLENA

Date: 12/1/2017  
 Position: BAC SEC-CHAIRMAN

Instruction: *Mark the given boxes if each condition is met*

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

## 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: \_\_\_\_\_ out of \_\_\_\_\_
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

## CONFIRMATION QUESTIONNAIRE

14. How long it will take for your agency to release the final payment to your supplier/service provider, contractor/consultant? (12c) 30 days

15. Do you invite Observers in all stages of procurement? (13a)

Yes  No

If yes, to which stage/s do you invite Observers?  
(please mark all applicable stages)

Pre-Proc Conference

Ads/Post of IAEB

Pre-bid Conf

Eligibility Check

Sub/Open of Bids

Bid Evaluation

Post Qual

Notice of Award

Contract Signing/Approve Purchase Order

Notice to Proceed

Delivery/Completion

Acceptance/Turnover

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 regarding 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

CONFIRMATION QUESTIONNAIRE

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

Name of Agency: CARLOS HILADO MEMORIAL STATE COLLEGE  
Date of Self Assessment: \_\_\_\_\_

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	87.18%	2.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	4.59%	0.00	PPMPs were not efficiently consolidated.	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	3.43%	2.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	8.41%	1.00	Common-use Supplies and Equipment directly negotiated with PS-DBM Debot	PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	0.97%	3.00		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	0.47	0.00	The ABC might be lower than the current market price	Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	0.40	0.00	The Bidders might have difficulty in the costing/pricing as well as the specifications of the goods	Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	0.39	0.00	Increase number of bidders who passed eligibility stage	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>1.87</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	9.36%	0.00	Insufficient manpower to do the posting of voluminous contracts/awards	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	There is a need to use the PMR	Copy of PMR and received copy that it was submitted to GPPB
<b>Average II</b>					
<b>2.25</b>					
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					

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

Name of Agency: CARLOS HILADO MEMORIAL STATE COLLEGE  
Date of Self Assessment: \_\_\_\_\_

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 APP (including Supplemental amendments, if any) and PMRs APP (including Supplemental amendments, if any) and PMRs APP (including Supplemental Amendments, if any) and PMRs
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	52.25%	1.00		
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	88.29%	0.00	Increase number of procurement activities done through public bidding	
23	(c) Percentage of failed biddings and total number of procurement activities conducted	11.71%	0.00	Lower percentage of failed biddings	
<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	100.00%	3.00		PMRs
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	100.00%	3.00		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	The Agency adheres to the provisions of RA 9184, however, should create a system to evaluate the performance of procurement personnel.	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	Widest dissemination of update of	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	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
<b>Indicator 12. Contract Management Procedures</b>					
32	(a) Agency has well defined procedures and standards for working and evaluation of proposals	Substantially Compliant	2.00		Verify copies of written procedures for quality control, acceptance and
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	Fully Compliant	3.00		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>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	Not Compliant	0.00	Invite observers in all stages of every 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	25.41%	0.00	Improve attendance of observers in public procurement activities	PMRs and Abstract of Bids
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					

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

Name of Agency: **CARLOS HILADO MEMORIAL STATE COLLEGE**  
Date of Self Assessment: \_\_\_\_\_

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)
37	(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Substantially Compliant	2.00		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
<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	Partially Compliant	1.00	Complaints with efficient procurement complaints system	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	Observe of Agency Anti-corruption Program related to procurement	Verify documentation of anti-corruption program
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>		<b>Average IV</b>	<b>1.75</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	1.67
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	2.25
Pillar III: Procurement Operations and Market Practices	3.0000	2.08
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	1.00
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>	<b>3.0000</b>	<b>1.75</b>

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: CARLOS HILADO MEMORIAL STATE COLLEGE

Period: CY 2015

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
2b	PPMPs were not efficiently consolidated	Consolidation of similar items must be efficiently done to effectively procured the goods on a quarterly basis.	BAC/BAC Sec	effective 2018	RA9184 Bulletin
4b	Common-use Supplies and Equipment directly negotiated with PS-DBM Depot	Consolidation of items classified for Negotiated Procurement as determined in the APP	BAC/BAC Sec	effective 2018	APP
9a	The ABC might be lower than the current market price	The ABC should include other incidental and taxes	End-user units	before the submission of PPMPs	Market data of the goods to be procured
10b	The Bidders might have difficulty in the costing/pricing as well as specifications of the goods	The item specifications should be clear as well as the ABC should also be reasonable	End-user units, BAC, BAC Sec	Before the Pre-procurement conference	APP/PRs
11c	Increase number of bidders who passed eligibility stage	Conduct update on eligibility requests among bidders	BAC/BAC Sec	effective 2018	RA9184 Bulletin
18c	Insufficient manpower to do the posting of voluminous contracts/awards	Additional personnel to do the PhilGEPS posting	BAC/BAC Sec	effective 2018	Computer network personnel
20b	There is a need to use the PMR	The PMR should be properly used for efficient reposting and monitoring	BAC/BAC Sec	effective 2018	PMR format BAC Sec personnel
22b	Increase number of procurement activities done through public bidding	Increase by 80% the number of contracts awarded through public bidding	End user/BAC	effective 2018	PPMPs/APP
23c	Lower percentage of failed biddings	Invite more suppliers to bid	BAC/BAC Sec/End-user	effective 2018	APP, Market date of goods to be procured
29c	Widest dissemination of update on public procurement	Conduct feedbacking sessions with suppliers	BAC/BAC Sec	effective 2018	Website, Bulletin
35a	Invite observers in all stages of every public bidding activity	Comply with provisions of RA9184 to invite observer in all stages of public bidding activity	BAC/BAC Sec	effective 2018	Telephone, personnel in charge of follow-ups, Letter of Invitation
36b	Improve attendance of observers in public procurement activities	Consistent follow-up through phone calls for observer to attend public bidding activities	BAC/BAC Sec	effective 2018	Telephone, personnel in charge of follow-ups, Letter of Invitation
39a	Compliants with efficient procurement complaints system	Create an efficient procurement complaints system	HOPE/BAC	effective 2018	Memo on creation of efficient procurement complaints system
40a	Observe of Agency Anti-corruption Program related to procurement	Formulation of Agency Anti-Corruption program related to procurement. Seminars on Anti-corruption	HOPE/BAC	effective 2018	Memo, RA 9184, RA 3019