

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

Name of Agency: CARLOS HILADO MEMORIAL STATE COLLEGE

153754053.27

Period Covered: CY 2016

	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	98,816,591.90	291	212	32,313,247.47	79	80	70	66	291	212
1.2. Works	283,508,175.67	1	1	37,585,071.14	0	7	5	1	1	1
1.3. Consulting Services										
Sub-Total	382,324,767.57	292	213	69,898,318.61	79	87	75	67	292	213
<b>2. Alternative Modes</b>										
2.1.1 Shopping (52.1 b above 50K)	13,143,275.71	443	307	3,125,028.52					443	90
2.1.2 Shopping (Others)	6,428,164.29	532	398	5,932,656.17						
2.2. Direct Contracting	7,862,983.60	54	54	7,049,478.32						
2.3. Repeat Order										
2.4. Limited Source Bidding										
2.5.1 Negotiation (Common-Use Supplies)	6,983,451.47	4	4	1,372,554.71					0	0
2.5.2 Negotiation (TFB 53.1)										
2.5.3 Negotiation (SVP 53.9 above 50K)	26,947,750.59	2469	1809	22,272,003.66					2469	177
2.5.4 Negotiation (Others)										
Sub-Total	61,365,625.66	3502	2572	39,751,721.38					2912	267
<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>443,690,393.23</b>	<b>3794</b>	<b>2785</b>	<b>109,650,039.99</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

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

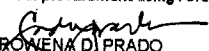
Name of Agency: CARLOS HILADO MEMORIAL STATE COLLEGE

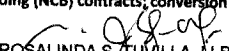
Period Covered: CY 2016

	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	30	2	2	0	212
1.2. Works	0	0	30	0	0	0	1
1.3. Consulting Services							
Sub-Total	0	0	N/A	2	2	0.00	213
<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 (TPB 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. TUVILLA, LLB  
BAC CHAIRPERSON

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

	Agency Score
Sub-indicator 1a	63.75%
Sub-indicator 1b	7.65%
Sub-indicator 2a	8.26%
Sub-indicator 2b	21.56%
Sub-indicator 2c	6.43%
Sub-indicator 2d	0.00%
Sub-indicator 2e	0.00%
Sub-indicator 3a	0.30
Sub-indicator 3b	0.26
Sub-indicator 3c	0.23
Sub-indicator 6a	100.00%
Sub-indicator 6b	100.00%
Sub-indicator 6c	10.38%
Sub-indicator 8a	24.71%
Sub-indicator 8b	72.95%
Sub-indicator 8c	27.05%
Sub-indicator 9a	100.00%
Sub-indicator 9b	100.00%
Sub-indicator 9c	#DIV/0!
Sub-indicator 13b	0.94%

3PCPI Revised Scoring and Rating System

Index	Assessment Condition	Pass/Fail/Compliant (P)	Acceptable (A)	Subsidiary (S)	Very Subsidiary/Compliant (V)
<b>INDICATOR 1. COMPLIANCE WITH LIBERATIVE AND FERTILITY FRAMEWORK</b>					
Indicator 1. Compliant Building is Defined: Procurement Process					
1	(a) Percentage of total amount of procurement contracts awarded through public building contracts as terms of volume of total procurement.		0.70	0.81	0.91
2	(b) Percentage of total amount of procurement contracts awarded through public building contracts as terms of volume of total procurement.		0.70	0.81	0.91
<b>Indicator 2. Alternative Methods of Procurement</b>					
3	(a) Percentage of procurement contracts in terms of amount of total procurement.		0.05	0.05	0.05
4	(b) Percentage of procurement contracts in terms of amount of total procurement.		0.12	0.08	0.03
5	(c) Percentage of procurement contracts in terms of amount of total procurement.		0.04	0.03	0.01
6	(d) Percentage of procurement contracts in terms of amount of total procurement.		0.04	0.03	0.01
7	(e) Percentage of procurement contracts in terms of amount of total procurement.		0.04	0.03	0.01
8	(f) Preparation of Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) and Procurement of Common Use Supplies and Equipment under the Handbook System.	Not Compliant			Compliant
<b>Indicator 3. Compliant Building is Defined: Procurement Process</b>					
9	(a) Average number of entities who awarded building documents.		3	4.00	6.00
10	(b) Average number of bidders who submitted bids.		2	3.00	5.00
11	(c) Average number of bidders who submitted bids.		1	2.00	3.00
12	(d) Affidavit signed by the bidders.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>INDICATOR 7. AGENCY INSTITUTIONAL CAPACITY AND MANAGEMENT CAPACITY</b>					
Indicator 7. Compliant Building is Defined: Procurement Process					
13	(a) Creation of a BAC, Secretariat or Procurement Unit.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
14	(b) Creation of a BAC, Secretariat or Procurement Unit.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 8. Compliance with Procurement Framework</b>					
15	(a) Percentage of procurement contracts awarded through public building contracts as terms of volume of total procurement.		0.71	0.81	0.91
16	(b) Percentage of procurement contracts awarded through public building contracts as terms of volume of total procurement.		0.70	0.81	0.91
17	(c) Percentage of procurement contracts awarded through public building contracts as terms of volume of total procurement.		0.70	0.81	0.91
18	(d) Percentage of procurement contracts awarded through public building contracts as terms of volume of total procurement.		0.70	0.81	0.91
<b>Indicator 9. System for Monitoring and Reporting</b>					
19	(a) Preparation of Procurement Monitoring Reports using the prescribed format, prior to submission to GPPs, and posting in agency website.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prior to submission to GPPs, and posting in agency website.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>INDICATOR 10. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
Indicator 10. Efficiency of Procurement Processes					
21	(a) Percentage of total amount of procurement contracts awarded against total amount of approved JARs.	1.00	0.40	0.61	0.81
22	(b) Percentage of total amount of procurement contracts awarded against total amount of approved JARs.		0.90	0.93	0.96
23	(c) Percentage of total amount of procurement contracts awarded against total amount of approved JARs.		0.10	0.08	0.03
<b>Indicator 11. Compliance with Procurement Framework</b>					
24	(a) Percentage of procurement contracts awarded within the prescribed period to procure goods as indicated in Annex "C" of the BR.		0.90	0.96	1.00
25	(b) Percentage of procurement contracts awarded within the prescribed period to procure infrastructure projects as indicated in Annex "C" of the BR.		0.90	0.96	1.00
26	(c) Percentage of procurement contracts awarded within the prescribed period to procure consulting services as indicated in Annex "C" of the BR.		0.90	0.96	1.00
<b>Indicator 10. Capacity Building for Government Personnel Private Sector Partners</b>					
27	(a) There is a system within the procuring entity to evaluate the performance of procurement personnel.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
28	(b) Percentage of satisfaction of procurement staff in annual questionnaire.	Not Compliant	Between 60.00-75.99% Focused	Between 76.00-90.99% Focused	Between 91.00-100% Compliant
29	(c) Agency has activities to inform and update vendors on public procurement.	Not Compliant			
<b>Indicator 31. Management of Procurement and Contract Management Records</b>					
30	(a) The BAC, Secretariat, has a system for keeping and maintaining procurement records.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	(b) The BAC, Secretariat, has a system for keeping and maintaining procurement records.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 32. Contract Management Procedures</b>					
32	(a) Agency has well defined procedure 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	(b) Agency complies with the thresholds prescribed for amendment to order, variation or bill, advance payment, and dispute in liability.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
34	(c) Percentage of procurement contracts.	Not Compliant	Between 30-45 days	Between 31-37 days	On or Before 30 days
<b>INDICATOR 17. INTEGRITY AND TRANSPARENCY OF PROCUREMENT</b>					
Indicator 17. Compliant Building is Defined: Procurement Process					
35	(a) Percentage of procurement contracts awarded through public building contracts as terms of volume of total procurement.		0.70	0.80	0.90
36	(b) Percentage of procurement contracts awarded through public building contracts as terms of volume of total procurement.				
<b>Indicator 14. Internal and External Audit of Procurement and Audit</b>					
37	(a) Internal and External Audit of Procurement and Audit.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
38	(b) Internal and External Audit of Procurement and Audit.	Not Compliant	Between 60% compliance	Between 70-89% compliance	Above 90% compliance
<b>Indicator 15. Compliance with Procurement Framework</b>					
39	(a) The Procuring Entity has an efficient procurement compliance system with the capacity to comply with procedure of requirements.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
40	(b) Agency has a specific anti-corruption program/s related to procurement.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

CONFIRMATION QUESTIONNAIRE

Name of Agency: CARLOS HILADO MEMORIAL STATE COLLEGE

Date: \_\_\_\_\_

Name of Respondent: PERLA G. GUILLENA

Position: \_\_\_\_\_

BAC-SEC. CHAIRMAN(AD HOC)

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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)

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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCI)

CONFIRMATION QUESTIONNAIRE

19. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these 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 Form)
<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	63.75%	0.00	Infrastructure Projects were implemented by Administration	PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	7.65%	0.00	Infrastructure Projects in terms of materials were bid-out under Goods	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	8.26%	0.00	Supplies and Equipment not available at the Procurement Service	PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	21.56%	0.00	Common-use Supplies and Equipment directly negotiated with PS-DBM	PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	6.43%	0.00	Consumables for maintenance of Vehicles, Machines and Equipment through Direct Contracting	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	0.30	0.00	There are still Suppliers not PhilGEPS users	Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	0.26	0.00	Suppliers might not be interested	Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	0.23	0.00	Suppliers might be negligent	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 1</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	12.62%	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 PMRs for efficient reporting and monitoring.	Copy of PMR and received copy that it was submitted to GPPB

**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 Form)
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	24.71%	0.00		APP (including Supplemental amendments, if any) and PMRs
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	72.95%	0.00		APP (including Supplemental amendments, if any) and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	27.05%	0.00	Only specific failed LOTs on the original bidding are posted for negotiated procurement.	APP (including Supplemental Amendments, if any) and PMRs
<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	Only Suppliers representatives are informed of updates.	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 quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Substantially Compliant	2.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation forms
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	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>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	The Agency invited Observers for specific activities only.	Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)

**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 Form)
36	(b) Attendance of Observers in public bidding activities	0.94%	0.00	The Observers that were invited for public bidding activities do not attend.	PMRs and Abstract of Bids
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
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	Not Compliant	0.00	The Agency has yet to create an efficient procurement complaint system to satisfy clientele.	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		Verify documentation of anti-corruption program
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>		<b>Average IV</b>	<b>1.52</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	1.00
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	2.25
Pillar III: Procurement Operations and Market Practices	3.0000	2.00
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	0.83
<b>Total (Pillar I+Pillar II+Pillar III+PillarIV)/4</b>	<b>3.0000</b>	<b>1.52</b>

## Annex D

## PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: CARLOS HILADO MEMORIAL STATE COLLEGE

Period: CY 2016

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1a	Infrastructure Projects were implemented by Administration	All Infrastructure Projects should be implemented through Straight Contract (Materials and Labor)	PPDM/End User/Finance	effective 2018	Budget/Plans/Designs/Specifications/Bill of Quantities
2b	Infrastructure Projects in terms of materials were bid-out under Goods	All Infrastructure Projects should be implemented through Straight Contract (Materials and Labor)	PPDM/End User/Finance	effective 2018	Budget/Plans/Designs/Specifications/Bill of Quantities
3a	Supplies and Equipment not available at the Procurement Service	Procure supplies and equipment In the Procurement Service - DBM Depot	BAC/BAC Sec	effective 2018	APP
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
5c	Consumables for maintenance of Vehicles, Machines and Equipment through Direct Contracting	Minimize procurement by Direct Contracting	BAC/BAC Sec	effective 2018	APP
9a	There are still Suppliers not PhilGEPS users	Encourage Suppliers to use PhilGEPS website	BAC/BAC Sec	effective 2018	RA 9184 Manual
10b	Suppliers might not be interested	Encourage Suppliers to join	BAC/BAC Sec	effective 2018	Request for Quotation/Invitation to Bid
11c	Suppliers might be negligent	Remind Suppliers the details of requirements as per checklist	BAC/BAC Sec	effective 2018	Checklist of Eligibility Requirements for Technical and Financial
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
21a	Increase percentage of contracts awarded versus amount of approved APPs	Strictly adhere to Annual Procurement Plan; Improves percentage of contracts done through public bidding	BAC/End-user	effective 2018	PPMPs, APP
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	with efficient procurement complaints system	Create an efficient procurement complaints system	HOPE/BAB/BAC Sec	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