

## ANNEX A

## GOVERNMENT PROCUREMENT POLICY BOARD

## Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: BAYAMBANG WATER DISTRICT

Date of Self Assessment: AUGUST 29, 2018

Name of Evaluator: LOVELY S. DAYRIT  
Position: AGSO-A/BAC 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 Form)
<b>PILLAR 1. 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	91.95%	3.00		PMRS
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	100.00%	3.00		PMRS
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
2.a	Percentage of shopping contracts in terms of amount of total procurement	0.00%	3.00		PMRS
2.b	Percentage of negotiated contracts in terms of amount of total procurement	0.00%	3.00		PMRS
2.c	Percentage of direct contracting in terms of amount of total procurement	8.05%	0.00		PMRS
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRS
2.e	Compliance with Repeat Order procedures	n/a	n/a		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	1.00	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.00	0.00		Abstract of Bids or other agency records

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Name of Evaluator: **LOVELY S. DAYRIT**  
Position: **AGSO-A/BAC CHAIRPERSON**

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3.c	Average number of bidders who passed eligibility stage	1.00	1.00		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
		Average I	2.00		
<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 Supplies and Equipment from the Procurement Service	Not Compliant	0.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	n/a	n/a		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity

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Indicator 6. Use of Government Electronic Procurement System					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	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
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	n/a	n/a		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 Form)
<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	Not Compliant	0.00		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 website	Not Compliant	0.00		Copy of PMR and received copy that it was submitted to GPPB
		Average II	1.88		
<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	95.11%	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	100.00%	3.00		APP (including Supplemental amendments, if any) and PMRs
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Not Compliant	0.00		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		PMRs

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Position: **AGSO-A/BAC 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 Form)
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00		PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	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	Not Compliant	0.00		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		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Not Compliant	0.00		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	Substantially Compliant	2.00		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	Substantially Compliant	2.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours



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Name of Evaluator: **LOVELY S. DAYRIT**  
Position: **AGSO-A/BAC CHAIRPERSON**

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<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		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
		Average III	1.75		

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<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
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	Not Compliant	0.00		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	Substantially Compliant	2.00		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	Fully Compliant	3.00		Verify documentation of anti-corruption program
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>		<b>Average IV</b>	<b>2.20</b>		
			<b>1.96</b>		

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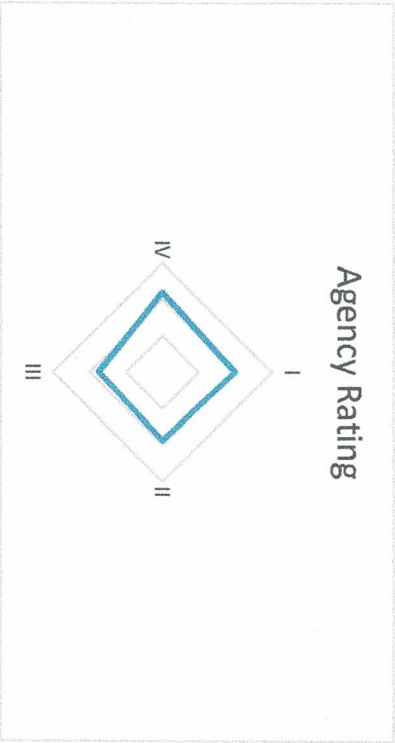
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Summary of APCPI Scores by Pillar

APCPI Pillars		Ideal Rating	Agency Rating
I	Legislative and Regulatory Framework	3.00	2.00
II	Agency Institutional Framework and Management Capacity	3.00	1.88
III	Procurement Operations and Market Practices	3.00	1.75
IV	Integrity and Transparency of Agency Procurement Systems	3.00	2.20
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4		3.00	1.96





Assessment Condition		Pass/Not Compliant (0)	Acceptable (1)	Subsatisfactory (2)	Very Satisfactory/Compliant (3)
<b>PLATE 1. L103247172 AND B201245077 (24/24/2020)</b>					
<b>Indicator 1.1. Competitive Bidding in Public Bidding of Procurement</b>					
1. Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Below 70.00%	Between 70.00-80.99%	Between 81.00-90.99%	Between 91.00-100%	
2. Percentage of competitive bidding and limited source bidding contracts in terms of number of total procurements	Below 20.00%	Between 20.00-39.99%	Between 40.00-50.00%	Above 50.00%	
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
3. Percentage of shopping contracts in terms of amount of total procurement	Above 7.00%	Between 6.00-7.00%	Between 4.00-5.99%	Below 4.00%	
4. Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 11.00-14.99%	Between 6.00-10.99%	Below 6.00%	
5. Percentage of direct contracts in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%	
6. Percentage of repeat order contracts in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%	
7. Percentage of limited source contracts in terms of amount of total procurement	Not Compliant			Compliant	
8. Compliance with limited source bidding procedures	Not Compliant			Compliant	
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9. Percentage of competitive bidding contracts in terms of amount of total procurement	Below 3.00%	Between 3.00-5.99%	Between 6.00-10.99%	Between 11.00-14.99%	
10. Percentage of competitive bidding contracts in terms of number of total procurements	Below 1.00%	Between 1.00-1.99%	Between 2.00-2.99%	Between 3.00-3.99%	
11. Average number of bidders who submitted bids	Below 1.00	Between 1.00 - 1.99	Between 2.00-2.99	Between 3.00 and above 3.00	
12. Average number of bidders who received a bid	Below 1.00	Between 1.00 - 1.99	Between 2.00-2.99	Between 3.00 and above 3.00	
13. Percentage of competitive bidding contracts in terms of amount of total procurement	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
<b>PLATE 1. ANRC INSTITUTIONAL RELATIONS AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organization</b>					
14. Creation of laws and laws (Committees)	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
15. Protection of a legal structure for procurement (Law)	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
<b>Indicator 5. Procurement Planning and Implementation</b>					
16. Are BIDDING AND BIDDING all types of procurement	Not Compliant			Compliant	
17. Are BIDDING AND BIDDING all types of procurement	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
18. Are BIDDING AND BIDDING all types of procurement	Not Compliant			Compliant	
19. Are BIDDING AND BIDDING all types of procurement	Not Compliant			Compliant	
<b>Indicator 6. Use of Government Electronic Procurement System</b>					
20. Percentage of bid opportunities posted by the PRCIS - e-procurement	Below 70.99%	Between 71.00-80.99%	Between 81.00-90.99%	Above 91.00%	
21. Percentage of contracts awarded information posted by the PRCIS - e-procurement	Below 20.00%	Between 20.00-39.99%	Between 40.00-50.00%	Above 50.00%	
22. Percentage of contracts awarded through e-procurement system	Below 20.00%	Between 20.00-39.99%	Between 40.00-50.00%	Above 50.00%	
<b>Indicator 7. System for Monitoring and Monitoring Procurement Information</b>					
23. Percentage of contracts awarded through e-procurement system	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
24. Percentage of contracts awarded through e-procurement system	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
25. Percentage of contracts awarded through e-procurement system	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
<b>PLATE 1. ANRC INSTITUTIONAL RELATIONS AND MANAGEMENT CAPACITY</b>					
<b>Indicator 8. Efficiency of Procurement Process</b>					
26. Percentage of total amount of contracts awarded within the assessment year	Below 40.00% or Above 100.00%	Between 40.00-60.99%	Between 61.00-80.99%	Above 81.00%	
27. Percentage of total amount of contracts awarded within the assessment year	Below 50.00%	Between 50.00-69.99%	Between 70.00-89.99%	Above 90.00%	
28. Percentage of total amount of contracts awarded within the assessment year	Below 50.00%	Between 50.00-69.99%	Between 70.00-89.99%	Above 90.00%	
29. Percentage of total amount of contracts awarded within the assessment year	Below 50.00%	Between 50.00-69.99%	Between 70.00-89.99%	Above 90.00%	
<b>Indicator 9. Compliance with Procurement Timelines</b>					
30. Percentage of contracts awarded within prescribed period of action to procure a contract	Below 90.00%	Between 90.00-95.99%	Between 96.00-99.99%	100%	
31. Percentage of contracts awarded within prescribed period of action to procure a contract	Below 90.00%	Between 90.00-95.99%	Between 96.00-99.99%	100%	
32. Percentage of contracts awarded within prescribed period of action to procure a contract	Below 90.00%	Between 90.00-95.99%	Between 96.00-99.99%	100%	
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
33. There is a system within the procurement entity to evaluate the performance of procurement personnel and private sector participants	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
34. There is a system within the procurement entity to evaluate the performance of procurement personnel and private sector participants	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
35. There is a system within the procurement entity to evaluate the performance of procurement personnel and private sector participants	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
36. There is a system within the procurement entity to evaluate the performance of procurement personnel and private sector participants	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
37. The BCR, Contract has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
38. The BCR, Contract has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
39. The BCR, Contract has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
<b>Indicator 12. Contract Management Procedures</b>					
40. Approved has defined procedures or standards in each area in quality control, monitoring and inspection, supervision of work and performance of work	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
41. Approved has defined procedures or standards in each area in quality control, monitoring and inspection, supervision of work and performance of work	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
42. Approved has defined procedures or standards in each area in quality control, monitoring and inspection, supervision of work and performance of work	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
<b>PLATE 1. ANRC INSTITUTIONAL RELATIONS AND MANAGEMENT CAPACITY</b>					
<b>Indicator 13. Outcome Participation in Public Bidding</b>					
43. Outcome Participation in Public Bidding	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
44. Outcome Participation in Public Bidding	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
45. Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
46. Audit reports on procurement-related transactions	Below 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance	Above 90.00% compliance	
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					
47. The Procurement Entity has an efficient procurement complaints system and has the capacity to comply with procurement requirements	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	
<b>Indicator 16. Anti-Corruption Program Related to Procurement</b>					
48. Agency has a specific anti-corruption program related to procurement	Not Compliant	Partially Compliant	Subsatisfactorily Compliant	Fully Compliant	