



Republic of the Philippines  
DEPARTMENT OF JUSTICE  
BUREAU OF CORRECTIONS  
NBP Reservation, 1776 Muntinlupa City  
TEL.NO. (02) 807-23-68



**12 FEBRUARY 2021**

**ATTY. ROWENA CANDICE M. RUIZ**

Executive Director V  
Government Procurement Policy Board  
Unit 2506 raffles Corporate Center  
F. Ortigas Center, Pasig City

Madam,

Greetings of Peace!

Respectfully submitted the attached BuCor **APCPI** for the period of **January 1 to December 31, 2020** in compliance with the requirement for the yearly submission of the Agency Procurement Compliance and Performance Indicators (APCPI) System to the Government Procurement Policy Board.

Kindly acknowledge upon receipt of this document. Thank you!

Truly Yours,

  
**USEC. GERALD Q. BANTAG** ✓  
Director General,  
Bureau of Corrections 

*"Reforming Lives, Community Thrives"*



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FOR : **USEC GERALD Q BANTAG**  
Director General

SUBJECT : **AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) SYSTEM JANUARY- DECEMBER 2020**

DATE : **12 FEBRUARY 2021**

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1. References: *Resolution attached from Government Procurement Policy Board, Resolution No. 11-2020 re: Approving the Electronic Submission of Annual Procurement Plans, Procurement Monitoring Reports and Agency Procurement Compliance and Performance Indicators Results, and Posting and Extension of Deadline for Submission of Annual Procurement Plans and Procurement Monitoring Reports.*
2. In view of the above reference, respectfully submitting the herewith attached **Agency Procurement Compliance and Performance Indicators (APCPI) System January-December 2020.**
3. The GPPB resolved and approved the following through Resolution No. 11-2020: (1) Approve the mandatory submission of APPs, PMRs and **APCPI** Results through electronic mail, in both Microsoft Excel and PDF file; (2) Allow the GPPB-TSO to discontinue: (i) the receipt of the printed APPs, PMRs and APCPI Results that will be submitted by PEs; and (3) Approve the Circular providing Guidelines in the Posting and Submission of APPs, PMRs and APCPI Results and the template for the abovementioned certification.
4. For your information and approval.

  
**CTCSUPT JOHN PAULO SANTOS, Ph. D., LL.B., CSP**  
Chairperson, Bids and Awards Committee

*"Reforming Lives, Community Thrives"*

**ANNEX B  
GOVERNMENT PROCUREMENT POLICY BOARD  
CONSOLIDATED PROCUREMENT MONITORING REPORT**

Name of Agency: BUREAU OF CORRECTIONS

Period Covered: CY 2014 to Dec 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 PRICEPS	No. of Contract Award Posted at PRICEPS	Total No. Of Contracts that Incurred negative slippage	Total No. of contracts with amendments to order or variation orders	No. of Contracts Awarded within prescribed timelines
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
<b>1. Public Bidding**</b>													
1.1. Goods	1,234,300,480.00	24	11	120,599,582.00	10	22	20	28	24	11	0	0	11
1.2. Works	1,144,803,743.12	7	7	999,428,153.72	0	40	40	11	7	7	0	0	7
1.3. Consulting Services													
Sub-Total	2,379,104,223.12	31	18	1,120,027,735.72	10	78	78	39	31	18	0	0	18
<b>2. Alternative Modes</b>													
2.1.1 Shopping (S2.1 a above SOI)	941,195.55	3	2	483,069.55						2			
2.1.2 Shopping (S2.1 b above SOI)	2,453,485.00	5	4	2,167,817.00					5	4			
2.1.3 Other Shopping	97,071.45	2	0	0.00						0			
2.2.1 Direct Contracting (above SOI)	76,201,450.00	1	1	82,241.00						1			
2.2.2 Direct Contracting (SOI or less)	14,000.00	0	0	0.00						0			
2.3.1 Repeat Order (above SOI)	3,425,888.00	2	2	3,425,888.00						2			
2.3.2 Repeat Order (SOI or less)	0.00	0	0	0.00						0			
2.4. Limited Source Bidding	0.00	0	0	0.00						0			
2.5.1 Negotiation (Common-Use Supplies)	10,209,594.06	4	4	5,826,545.66						0			
2.5.2 Negotiation (Recognized Government Printers)	0.00	0	0	0.00						0			
2.5.3 Negotiation (TPE S.S. 1)	0.00	2	0	0.00						0			
2.5.4 Negotiation (DVP S.S. 9 above SOI)	17,263,372.70	53	23	8,338,433.34					33	23			
2.5.5 Other Negotiated Procurement (Others above SOI)	625,918,267.28	66	40	467,400,466.50						40			
2.5.6 Other Negotiated Procurement (SOI or less)	40,000.00	2	0	0.00						0			
Sub-Total	778,602,521.04	138	76	487,700,715.20					62	72			
<b>3. Foreign Funded Procurement**</b>													
3.1. Publicly-Bid	0.00	0	0	0.00		0	0	0					
3.2. Alternative Modes	0.00	0	0	0.00		0	0	0					
Sub-Total	0.00	0	0	0.00		0	0	0					
<b>4. Others, specify:</b>													
<b>TOTAL</b>	<b>3,157,806,744.18</b>	<b>349</b>	<b>94</b>	<b>1,608,128,461.02</b>									

\* Should include foreign-funded publicly-bid projects per procurement type

\*\* All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to pass will be at BSP rates at the time the bids/quotations were submitted

  
MR. WILLIAM Y. YANO  
(Head BAC - Recrutarang)

  
CTCS/PT JAMES M. SANTIAGO, Ph. D., L.I.B., CSP  
(BAC Chairperson)

  
BAC MEMBER

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

Name of Agency: Bureau of Corrections  
Name of Respondent: CTCSUPT JOHN PAUL O SANTOS

Date: \_\_\_\_\_  
Position: BAC CHAIRPERSON

*Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.*

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website  
please provide link: <https://www.bucor.gov.ph/transparency/APP%202020%2002072020.pdf?fbclid=IwAR3TXh>
- Submission of the approved APP to the GPPB within the prescribed deadline  
please provide submission date: 31-Jan-20

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? (5b)

- Agency prepares APP-CSE using prescribed format
- Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually  
please provide submission date: 12-Nov-19
- Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)

- Original contract awarded through competitive bidding
- The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification
- The quantity of each item in the original contract should not exceed 25%
- Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)

- Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality
- Preparation and issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- Transmittal of the Pre-Selected List by the HOPE to the GPPB
- Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPS website, agency website, if available and at any conspicuous place within the agency

5. 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;

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCP)  
QUESTIONNAIRE

Minutes of pre-bid conference are readily available within five (5) days.

6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the the following conditions? (3e)

The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity

No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment

Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

7. 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  
please provide Office Order No.: NO. 476 S. 2020

There are at least five (5) members of the BAC  
please provide members and their respective training dates:

Name/s	Date of RA 9184-related training
A. CTCSUPT JOHN PAUL O SANTOS	<u>30/01/2020</u>
B. CTINSP RIC A ROCACURBA	
C. ATTY MELENCIO FAUSTINO	
D. MR MANUEL BESCAR JR	<u>30/01/2020</u>
E. CTCSUPT VIRGINIA MANGAWIT	<u>30/01/2020</u>
F. CCINSP EDUARDO GOGORZA	<u>30/01/2020</u>
G. PROVISIONAL MEMBERS FROM THE END US	<u>30/01/2020</u>

Members of BAC meet qualifications

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  
please provide Office Order No.: NO. 476 S. 2020

The Head of the BAC Secretariat meets the minimum qualifications  
please provide name of BAC Sec Head: Mr. William M. Terrado

Majority of the members of BAC Secretariat are trained on R.A. 9184  
please provide training date: 30/01/2020

8. Have you conducted any procurement activities on any of the following? (5c)  
if YES, please mark at least one (1) then, answer the question below.

- |   |  |
|---|--|
| <input type="checkbox"/> Computer Monitors, Desktop Computers and Laptops | <input type="checkbox"/> Paints and Varnishes                            |
| <input checked="" type="checkbox"/> Air Conditioners                      | <input checked="" type="checkbox"/> Food and Catering Services           |
| <input checked="" type="checkbox"/> Vehicles                              | <input type="checkbox"/> Training Facilities / Hotels / Venues           |
| <input type="checkbox"/> Fridges and Freezers                             | <input type="checkbox"/> Toilets and Urinals                             |
| <input type="checkbox"/> Copiers  | <input checked="" type="checkbox"/> Textiles / Uniforms and Work Clothes |

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

- Yes  No

9. 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  
please provide link: www.bucor.gov.ph
- Procurement information is up-to-date
- Information is easily accessible at no cost

10. 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  
please provide submission dates: 1st Sem - 08-Jul-20 2nd Sem - 25-Jan-21
- PMRs are posted in the agency website  
please provide link: 1st semester - https://www.bucor.gov.ph/transparency/PMR-Jan-June2020-07062020.pdf?fbclid=IwAR3egIBRpQH-
- PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c)

- There is an established procedure for needs analysis and/or market research
- There is a system to monitor timely delivery of goods, works, and consulting services
- Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

- Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
- Procuring entity communicates standards of evaluation to procurement personnel
- Procuring entity and procurement personnel acts on the results and takes corresponding action

13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

Date of most recent training: 30-Jan-20

- Head of Procuring Entity (HOPE)
- Bids and Awards Committee (BAC)
- BAC Secretariat/ Procurement/ Supply Unit
- BAC Technical Working Group
- End-user Unit/s
- Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

- Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year
  - The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels
-

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

15. 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 procurement 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 electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

16. 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 electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

17. In determining if the agency has defined procedures or standards 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

Have you procured infrastructure projects through any mode of procurement for the past year?

- Yes                       No

If YES, please answer the following:

- Supervision of civil works is carried out by qualified construction supervisors  
Name of Civil Works Supervisor: CTSO2 ANGELO CASTILLO
- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)  
Name of CPES Evaluator: \_\_\_\_\_

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) 30 days

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)

- A. Eligibility Checking (For Consulting Services Only)
- B. Shortlisting (For Consulting Services Only)
- C. Pre-bid conference
- D. Preliminary examination of bids
- E. Bid evaluation
- F. Post-qualification

- Observers are invited to attend stages of procurement as prescribed in the IRR
- Observers are allowed access to and be provided documents, free of charge, as stated in the IRR
- Observer reports, if any, are promptly acted upon by the procuring entity



AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCI)  
QUESTIONNAIRE

20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (14a)

- Creation of Internal Audit Unit (IAU) in the agency  
Agency Order/DBM Approval of IAU position/s: \_\_\_\_\_
- Conduct of audit of procurement processes and transactions by the IAU within the last three years
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

21. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

- Yes (percentage of COA recommendations responded to or implemented within six months)  
80 %
- No procurement related recommendations received

22. 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 HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- 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

23. 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 office responsible for the implementation of good governance programs
- Agency implements a specific good governance program including anti-corruption and integrity development
- Agency implements specific policies and procedures in place for detection and prevention of corruption

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

Name of Agency: \_\_\_\_\_  
 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. 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	69.92%	0.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	20.00%	1.00		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	0.16%	3.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	29.69%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.01%	3.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.22%	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	2.52	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	2.42	1.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.26	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
		<b>Average 1</b>	<b>1.75</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 Supplies and Equipment from the Procurement Service	Fully Compliant	3.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant	0.00		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	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	100.00%	3.00		Agency records and/or PhilGEPS records

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

Name of Agency: \_\_\_\_\_  
 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>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 website	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		<b>Average II</b>	<b>2.70</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	51.61%	1.00		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	58.06%	0.00		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
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	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular <u>assessment for Procurement Personnel</u>
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 <u>actual training conducted</u>
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	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	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation forms

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

Name of Agency: \_\_\_\_\_  
 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)
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>3.00</b>		

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

Name of Agency: \_\_\_\_\_  
 Date of Self Assessment: \_\_\_\_\_

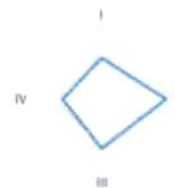
Name of Evaluator: \_\_\_\_\_  
 Position: \_\_\_\_\_

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 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	Substantially Compliant	2.00		Verify copies of invitation letters to CSOs and professional associations and CDA (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	Between 71-89.99% compliance	2.00		Verify CDA 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	Fully Compliant	3.00		Verify documentation of anti-corruption program
			<b>Average IV</b>	<b>1.67</b>	
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>			<b>2.05</b>		

**Summary of APCPI Scores by Pillar**

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.75
II Agency Institutional Framework and Management Capacity	3.00	2.70
III Procurement Operations and Market Practices	3.00	2.08
IV Integrity and Transparency of Agency Procurement Systems	3.00	1.67
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>	<b>3.00</b>	<b>2.05</b>

**Agency Rating**



No.	Assessment Condition	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
<b>PILAR I: LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>					
1	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Below 15.00%	Between 15.00-30.00%	Between 30.00-50.00%	Between 50.00-100%
2	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Below 25.00%	Between 25.00-35.00%	Between 35.00-55.00%	Above 55.00%
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
3	Percentage of shopping contracts in terms of amount of total procurement	Above 1.00%	Between 1.00-1.99%	Between 2.00-3.99%	Below 4.00%
4	Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 15.00-25.00%	Between 25.00-35.00%	Below 40.00%
5	Percentage of direct contracting in terms of amount of total procurement	Above 6.00%	Between 6.00-10.00%	Between 10.00-20.00%	Below 25.00%
6	Percentage of repeat order contracts in terms of amount of total procurement	Above 4.00%	Between 4.00-10.00%	Between 10.00-20.00%	Below 25.00%
7	Compliance with lesser order procedure	Not Compliant			Compliant
8	Compliance with limited source bidding procedures	Not Compliant			Compliant
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9	Average number of entities who secured bidding documents	Below 3.00	3.00-5.99	6.00-9.99	10.00 and above
10	Average number of bidders who submitted bids	Below 2.00	2.00-3.99	4.00-6.99	7.00 and above
11	Average number of bidders who passed eligibility stage	Below 1.00	1.00-1.99	2.00-3.99	4.00 and above
12	Sufficiency of period to prepare bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
13	Use of proven and effective procurement documentation and technical specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>PILAR II: AGENCY INTERNAL FINANCIAL AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Prevention of Procurement Organizations</b>					
14	Creation of Bids and Awards Committees	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
15	Presence of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 5. Procurement Planning and Implementation</b>					
16	An approved APP that includes all types of procurement	Not Compliant			Compliant
17	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CUE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
18	Issuing Green Specifications for GPP-identified non-CUE items as adopted	Not Compliant			Compliant
<b>Indicator 6. Use of Government Electronic Procurement Systems</b>					
19	Percentage of bid opportunities posted by the PHISPS-registered Agency	Below 70.00%	Between 70.00-80.00%	Between 80.00-90.00%	Above 90.00%
20	Percentage of contract award information posted by the PHISPS-registered Agency	Below 20.00%	Between 20.00-50.00%	Between 50.00-80.00%	Above 80.00%
21	Percentage of contract awards processed through alternative methods posted by the PHISPS-registered Agency	Below 30.00%	Between 30.00-50.00%	Between 50.00-80.00%	Above 80.00%
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
22	Presence of website that provides up-to-date procurement information easily accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
23	Preparation of Procurement Monitoring Reports using the GPP prescribed format, submission to the GPP, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>PILAR III: PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Process</b>					
24	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APP	Below 60.00% or above 100.00%	Between 60.00-70.00%	Between 70.00-80.00%	Above 80.00%
25	Percentage of total number of contracts signed against total number of procurement opportunities through competitive bidding	Below 60.00%	Between 60.00-70.00%	Between 70.00-80.00%	Above 80.00%
26	Planned procurement activities achieved desired contract outcomes and objectives within the target/schedule timeframe	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 9. Compliance with Procurement Timelines</b>					
27	Percentage of contracts awarded within prescribed period of action to procure goods	Below 90.00%	Between 90.00 to 95.00%	Between 95.00 to 98.00%	100%
28	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Below 90.00%	Between 90.00 to 95.00%	Between 95.00 to 98.00%	100%
29	Percentage of contracts awarded within prescribed period of action to procure consulting services	Below 90.00%	Between 90.00 to 95.00%	Between 95.00 to 98.00%	100%
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
30	There is a system within the procuring entity to evaluate the performance of procurement personnel in a regular basis	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	Percentage of participation of procurement staff in procurement training and/or professional development	Less than 60.00% Trained	Between 60.00-70.00% Trained	Between 70.00% of staff trained	Between 80.00-100% Trained
32	The procuring entity has open dialogue with private sector and allows access to the procurement opportunities of the procuring entity	Not Compliant			Compliant
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
33	The BAC Secretariat has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
34	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 12. Contract Management Procedures</b>					
35	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of work and evaluation of contractor's performance	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
36	Timely Payment of Procurement Contracts	After 45 days	Between 20-45 days	Between 15-25 days	On or before 10 days
<b>PILAR IV: INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
37	Observers are invited to attend stages of procurement as prescribed in the BR	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
38	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
39	Audit Reports on procurement related transactions	Below 60% compliance	Between 60-70.00% compliance	Between 70-80.00% compliance	Above 80.00% compliance
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					
40	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>					
41	Agency has a specific anti-corruption program related to procurement	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

## Annex D

## PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: **BUREAU OF CORRECTIONS - NBP**Period: **2020**

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	*Conduct Strategic Planning and ensure that the timelines in the APP are followed to prevent fund transfer and failure of bids *Request end-user to submit on time their Purchase Request	End User, BAC, Bac Secretariat, HOPE	First Quarter of the year	Approved PPMP, APP
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	*To request end-user to submit on time on their Purchase Request *To follow guidelines on procurement procedures and timelines based on Revised IRR of RA 9184 *To prepare additional guidelines, if necessary, for effectiveness of the procurement	End-User, Bac Secretariat, BAC Members and HOPE	First Quarter of the year, within the procurement timeline	Approved PPMP, APP, GPPB, Revised IRR of RA 9184
2.a	Percentage of shopping contracts in terms of amount of total procurement				
2.b	Percentage of negotiated contracts in terms of amount of total procurement	*Review procedures on procurement of Negotiated projects *Conduct strategic Planning and ensure that the timelines in the APP are followed to prevent fund transfer and failure of bids	End User, BAC, Bac Secretariat, HOPE	First Quarter of the year, within the procurement timeline	Approved APP
2.c	Percentage of direct contracting in terms of amount of total procurement				
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents	* Posting of ITB/RFQ in the PhilGEPS and BuCor Website * Encourage more bidders to join by sending ITB/RFQ, thru email, to qualified suppliers	BAC Secretariat, TWG and Prospective Bidders	During advertisement and before conduct of eligibility stage	PhilGEPS, BuCor Website, Email/s
3.b	Average number of bidders who submitted bids	* Posting of ITB/RFQ in the PhilGEPS and BuCor Website * Encourage more bidders to join by sending ITB/RFQ, thru email, to qualified suppliers	BAC Secretariat, TWG and Prospective Bidders	During advertisement and before conduct of eligibility stage	PhilGEPS, BuCor Website, Email/s
3.c	Average number of bidders who passed eligibility stage	* Posting of ITB/RFQ in the PhilGEPS and BuCor Website * Encourage bidders to check carefully their documents before submission	BAC Secretariat, TWG and Prospective Bidders	During advertisement and before conduct of eligibility stage	PhilGEPS, BuCor Website, Email/s
3.d	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				
4.a	Creation of Bids and Awards Committee(s)				

4.b	Presence of a BAC Secretariat or Procurement Unit				
5.a	An approved APP that includes all types of procurement				
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				
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	*Encourage end-user to request for items that qualify with the Green Specifications and to procure more items that are environmentally friendly. *Orient the End-user and BAC on the impact of compliance with green specifications to the agency's performance	End-user, BAC Secretariat, BAC Members and HOPE	Annually and/or before preparing end-user's PPMF and Purchase Request	Revised IRR of RA 9184, issuance of a Memorandum pertaining to apply specifications on green procurement
6.a	Percentage of bid opportunities posted by the PHIGEPS-registered Agency				
6.b	Percentage of contract award information posted by the PHIGEPS-registered Agency				
6.c	Percentage of contract awards procured through alternative methods posted by the PHIGEPS-registered Agency				
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost				
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	*Conducts supplier's forum, intensive monitoring of procurement activities and maximum required timelines * Full consideration of inputs in the next procurement planning	TWG, BAC Secretariat and BAC Members	Quarterly and/or as the need arises	Approved PPMF, APP, GPPB, Revised IRR of RA 9184
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	*Conduct annual strategic planning involving end-user, TWG, PMO in the preparation of the technical specifications attached to the PPMF	End-user/PMO, BAC Secretariat, BAC Members	Annually and/or before advertisement	Approved PPMF, APP, GPPB, Revised IRR of RA 9184
9.a	Percentage of contracts awarded within prescribed period of action to procure goods				
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects				
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services				
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis				
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Encourage attending trainings and seminars workshop	Budget office, Accounting office, End-users, TWG, BAC Secretariat, BAC Members and HOPE	First Quarter of the year and/or as the need arises	BuCor's based on approved Budget/Fund



10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity				
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records				
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records				
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance				
12.b	Timely Payment of Procurement Contracts				
13.a	Observers are invited to attend stages of procurement as prescribed in the IRB	Use of all forms of communications to encourage observers the importance of their attendance	Bac Secretariat, BAC Members and HOPE	Eligibility Checking, Shortlisting, Pre-bid Conference, Preliminary Examination of Bids, Bid Evaluation, and post-qualification and/or as the need arises	Travel Expenses for Observers to be invited
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	*Suggest to the HoPE the creation of IAU *To conduct audit on procurement system and transactions	End-users, TWG, BAC Secretariat, BAC Members, HOPE and COA	As the need arises	Approved PMP, APP, PMR and BAC Reports
14.b	Audit Reports on procurement related transactions	*Special Order for the creation of an Internal Audit Unit *To follow GPPB Guidelines and based on Revised IRR of RA 9184	End-users, TWG, BAC Secretariat, BAC Members, HOPE and COA	As the need arises	Approved PMP, APP, PMR and BAC Reports
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements				
16.a	Agency has a specific anti-corruption program/s related to procurement				