



Republic of the Philippines
Department of Justice
Bureau of Corrections
DAVAO PRISON AND PENAL FARM
B.E. Dujali, Davao del Norte
BIDS AND AWARD COMMITTEE




FOR : **UNDERSECRETARY GERALD Q BANTAG**
Director General, Bureau of Corrections
National Bilibid Prisons Reservation
Muntinlupa City

THRU : **Chief, Information and Communications Technology Division (ICTD)**
National Headquarters, Muntinlupa City

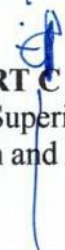
SUBJECT : **Request for Posting to BuCor Website**
Re: AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE
INDICATORS (APCPI) FY 2021 OF DAVAO PRISON AND PENAL
FARM

DATE : 03 March 2022

1. Reference: Executive Order No. 662-A dated 15 of November 2007 “Enhancing Transparency Measures under Republic Act No. 9184 and Creating the procurement Transparency Group”.
2. ICOW the abovementioned reference where APCPI is required to be posted in the appropriate government website, the undersigned respectfully request for the posting of the DPPF APCPI FY 2021 to the BuCor Website. Attached is the copy of the said document.
3. For His Honors approval.

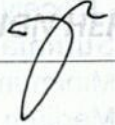


CTSSUPT SUSAN C URGEL, MD
Chairperson, DPPF BAC

Noted by:


CTSSUPT ALBERT C MANALO, LLB
Regional Superintendent
Davao Prison and Penal Farm

COMMUNICATIONS/TACTICAL OPERATIONS SECTION
Davao Prison and Penal Farm

MESSAGE SLIP

| | |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Date: <u>MAY 4, 2022</u> | No. of Pages <u>1. HAND COPY</u> <u>2. EXCEL COPY</u> |
| Name of Sender: <u>LOI JENENE</u> |  |
| Sender's Designation: <u>DAC SEC</u> | |
| Recipient: <u>apcp@gppb.gov.ph</u> | CC : <u>1. JOY DIVINAGANLA</u> <u>2. JULIE JOY DIVINAGANLA</u> |
| Subject & Remarks: <u>AGENCY PROCUREMENT & PERFORMANCE INDICATORS</u> <u>(APCP) FOR CY 2021</u> | |
| Received by: <u>COJ Amor C Baitan</u> CTOS Personnel | <u>8-5</u> Shift  Signature |

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

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.: ADMINISTRATIVE ORDER NO.911-2021
- 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. <u>CSI NONIE C FORRO</u> | <u>FEB. 15-19, 2021</u> |
| B. <u>CSI RAYMUND DL PENEYRA</u> | <u>FEB. 15-19, 2021</u> |
| C. <u>CTI EDEN P HASIM</u> | <u>FEB. 15-19, 2021</u> |
| D. <u>CI JEROME GLASE</u> | <u>FEB. 15-19, 2021</u> |
| E. <u>CTSO3 RONALD B ABAIS</u> | <u>FEB. 15-19, 2021</u> |
| F. <u>CSI REDENTOR S ROQUE</u> | <u>FEB. 15-19, 2021</u> |
| G. _____ | _____ |
- 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.: ADMINISTRATIVE ORDER NO. 911-2021
- The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: AOIV JULIE JOY B DIVINAGRACIA
- Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: OCTOBER 7-8, 2021 / FEBRUARY 15-19, 2021

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

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: http://202.124.131.11/transparency.html
- Procurement information is up-to-date
- Information is easily accessible at no cost

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

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 - July 7, 2021 2nd Sem - January 5, 2021
- PMRs are posted in the agency website
please provide link: http://202.124.131.11/transparency.html
- 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: OCTOBER 7-8, 2021

- 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)

- 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: _____
- 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) 3 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 (APCPI) 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: AOIV JULIE JOY B DIVINAGRACIA
- 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)
100 %
- 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: DAVAO PRISON AND PENAL FARM
Date of Self Assessment: MARCH 03, 2021

Name of Evaluator: AOIV JULIE JOY DIVINAGRACIA
Position: HEAD, BAC-SECRETARIAT

| No. | Assessment Conditions | Agency Score | APCPI Rating* | Comments/Findings to the Indicators and SubIndicators | Supporting Information/Documentation |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK | | | | | |
| Indicator 1. Competitive Bidding as Default Method of Procurement | | | | | |
| 1.a | Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement | 2.98% | 0.00 | Out of Php 39,010,950.99, Php 1,098,000.00 or 2.8% of the total ABC. | PMRs |
| 1.b | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement | 1.28% | 0.00 | Out of 78 Procurement Activities, 1 is for competitive bidding or 1.3%. | PMRs |
| | | | 0.00 | | |
| Indicator 2. Limited Use of Alternative Methods of Procurement | | | | | |
| 2.a | Percentage of shopping contracts in terms of amount of total procurement | 4.29% | 2.00 | Out of Php 39,010,950.99, Php 1,693,370.79 or 4.3% of the total ABC. | PMRs |
| 2.b | Percentage of negotiated contracts in terms of amount of total procurement | 92.51% | 3.00 | Out of Php 39,010,950.99, Php 35,915,488.64 or 92.1% of the total | PMRs |
| 2.c | Percentage of direct contracting in terms of amount of total procurement | 0.22% | 3.00 | Out of Php 39,010,950.99, Php 82,091.56 or 0.21% of the total ABC. | PMRs |
| 2.d | Percentage of repeat order contracts in terms of amount of total procurement | 0.00% | 3.00 | Did not conduct Repeat Order procedures. | PMRs |
| 2.e | Compliance with Repeat Order procedures | N/A | N/A | Did not conduct Repeat Order procedures. | Procurement documents relative to conduct of Repeat Order |
| 2.f | Compliance with Limited Source Bidding procedures | N/A | N/A | Did not conduct Repeat Order procedures. | Procurement documents relative to conduct of Limited Source |
| | | | 2.75 | | |
| Indicator 3. Competitiveness of the Bidding Process | | | | | |
| 3.a | Average number of entities who acquired bidding documents | 3.00 | 3.00 | Average of 3 bidders acquired bidding documents. | Agency records and/or PhilGEPS records |
| 3.b | Average number of bidders who submitted bids | 3.00 | 3.00 | All suppliers who acquired bidding documents submitted their bids. | Abstract of Bids or other agency records |
| 3.c | Average number of bidders who passed eligibility stage | 3.00 | 3.00 | All 3 bidders who submitted their bids passed the eligibility check. | Abstract of Bids or other agency records |
| 3.d | Sufficiency of period to prepare bids | Fully Compliant | 3.00 | Bidding documents were prepared on time. | Agency records and/or PhilGEPS records |
| 3.e | Use of proper and effective procurement documentation and technical specifications/requirements | Fully Compliant | 3.00 | Procedures and specifications were followed during the bidding process. | Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents |
| | | | 3.00 | | |
| | Average I | | 2.21 | | |
| PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY | | | | | |
| Indicator 4. Presence of Procurement Organizations | | | | | |
| 4.a | Creation of Bids and Awards Committee(s) | Fully Compliant | 3.00 | Administrative Order No. 911-2021 dated December 13, 2021. | 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 | Administrative Order No. 911-2021 dated December 13, 2021. | Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training |
| | | | 3.00 | | |
| Indicator 5. Procurement Planning and Implementation | | | | | |
| 5.a | An approved APP that includes all types of procurement | Compliant | 3.00 | Detailed APP were created for the fast and smooth processing of procurement request. | Copy of APP and its supplements. |
| 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 | Fully Compliant | 3.00 | APP-CSE were submitted on time. | APP, APP-CSE, PMR |
| 5.c | Existing Green Specifications for GPPB-identified non-CSE items are adopted | Compliant | 3.00 | Adopted the green specifications for Non-CSE items. | ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity |
| | | | 3.00 | | |
| Indicator 6. Use of Government Electronic Procurement System | | | | | |
| 6.a | Percentage of bid opportunities posted by the PhilGEPS-registered Agency | 100.00% | 3.00 | All procurement projects above 50K were posted on PhilGEPS. | Agency records and/or PhilGEPS records |
| 6.b | Percentage of contract award information posted by the PhilGEPS-registered Agency | 100.00% | 3.00 | All awarded projects with 50K and above ABC and contracts were posted to PhilGEPS. | 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 | All contract under alternative methods with above 50K ABC were posted to | 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: DAVAO PRISON AND PENAL FARM
Date of Self Assessment: MARCH 03, 2021

Name of Evaluator: AOIV JULIE JOY DIVINAGRACIA
Position: HEAD, BAC-SECRETARIAT

| No. | Assessment Conditions | Agency Score | APCPI Rating* | Comments/Findings to the Indicators and SubIndicators | Supporting Information/Documentation |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Indicator 7. System for Disseminating and Monitoring Procurement Information | | | | | |
| 7.a | Presence of website that provides up-to-date procurement information easily accessible at no cost | Fully Compliant | 3.00 | Creation of social media account and page for easy access of procurement information. | 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 | Timely submission of reportorial reports to GPPB. | Copy of PMR and received copy that it was submitted to GPPB |
| | | | 3.00 | | |
| | | Average II | 3.00 | | |
| PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES | | | | | |
| Indicator 8. Efficiency of Procurement Processes | | | | | |
| 8.a | Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs | 94.45% | 3.00 | Basis of the data is for the 1st semester only. | 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 | On going contract implementation as of reporting date. | APP (including Supplemental amendments, if any) and PMRs |
| 8.c | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe | Fully Compliant | 3.00 | Procurement activities were conducted on time. | 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 |
| | | | 3.00 | | |
| Indicator 9. Compliance with Procurement Timeframes | | | | | |
| 9.a | Percentage of contracts awarded within prescribed period of action to procure goods | 100.00% | 3.00 | All contracts awarded ontime. | PMRs |
| 9.b | Percentage of contracts awarded within prescribed period of action to procure infrastructure projects | N/A | N/A | N/A | PMRs |
| 9.c | Percentage of contracts awarded within prescribed period of action to procure consulting services | N/A | N/A | N/A | PMRs |
| | | | 3.00 | | |
| Indicator 10. Capacity Building for Government Personnel and Private Sector Participants | | | | | |
| 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 | Office Performance and Commitment Review (OPCR) are used to evaluate performance of personnel in the procurement unit. | Samples of forms used to evaluating procurement performance on top of or incorporated within the regular |
| 10.b | Percentage of participation of procurement staff in procurement training and/or professionalization program | Fully Compliant | 3.00 | Timely participation of procurement staff in training and/or professionalization. | Ask for copies of Office Orders, training modules, list of participants, schedules of actual |
| 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 | Bidders can communicate to the BAC through its secretariat for clarifications and other concerns in terms of procurement | Asking of copies of documentation of activities for bidders. |
| | | | 3.00 | | |
| Indicator 11. Management of Procurement and Contract Management Records | | | | | |
| 11.a | The BAC Secretariat has a system for keeping and maintaining procurement records | Fully Compliant | 3.00 | The BAC Secretariat maintains a system and external back-up for files for safekeeping. All documents are in digital form, scanned and save to external hard drive. | 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- |
| 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 | The BAC Secretariat maintains a system and external back-up for files for safekeeping. All documents are in digital form, scanned and save to external hard drive. | Verify actual contract management records and time it took to retrieve records should be no more than two hours |
| | | | 3.00 | | |
| Indicator 12. Contract Management Procedures | | | | | |
| 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 | Timely submission of reports from end-user regarding suppliers performance. | Verify copies of written procedures for quality control, acceptance and inspection; CPES |
| 12.b | Timely Payment of Procurement Contracts | After 2 to 3 days | 3.00 | Payments are made in various modes to accommodate fast and safe payment of contracts. | Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts |
| | | | 3.00 | | |
| | | Average III | 3.00 | | |

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

Name of Agency: DAVAO PRISON AND PENAL FARM
 Date of Self Assessment: MARCH 03, 2021

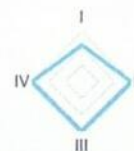
Name of Evaluator: AOIV JULIE JOY DIVINAGRACIA
 Position: HEAD, BAC-SECRETARIAT

| No. | Assessment Conditions | Agency Score | APCPI Rating* | Comments/Findings to the Indicators and SubIndicators | Supporting Information/Documentation |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM | | | | | |
| Indicator 13. Observer Participation in Public Bidding | | | | | |
| 13.a | Observers are invited to attend stages of procurement as prescribed in the IRR | Fully Compliant | 3.00 | Invitations are sent through email. COA, Chamber of Commerce and DPPF Cooperative. | Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs |
| Indicator 14. Internal and External Audit of Procurement Activities | | | | | |
| 14.a | Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits | Fully Compliant | 3.00 | Audit reports are submitted timely in all procurement activities. | 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 | Audit reports are submitted timely in all procurement activities. | Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations |
| Indicator 15. Capacity to Handle Procurement Related Complaints | | | | | |
| 15.a | The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements | Fully Compliant | 3.00 | No complaints were received in all procurement activities. | Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related |
| Indicator 16. Anti-Corruption Programs Related to Procurement | | | | | |
| 16.a | Agency has a specific anti-corruption program/s related to procurement | Fully Compliant | 3.00 | Suggestion box are regularly checked by ARTA personnel. | Verify documentation of anti-corruption program |
| | | Average IV | 3.00 | | |
| GRAND TOTAL (Average I + Average II + Average III + Average IV / 4) | | | 2.80 | | |

Summary of APCPI Scores by Pillar

| APCPI Pillars | Ideal Rating | Agency Rating |
|-------------------------------------------------------------|--------------|---------------|
| I Legislative and Regulatory Framework | 3.00 | 2.21 |
| II Agency Institutional Framework and Management Capacity | 3.00 | 3.00 |
| III Procurement Operations and Market Practices | 3.00 | 3.00 |
| IV Integrity and Transparency of Agency Procurement Systems | 3.00 | 3.00 |
| Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4 | 3.00 | 2.80 |

Agency Rating



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

Name of Agency: DAVAO PRISON AND PENAL FARM

Period Covered: CY 2021

| | 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 | 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 timeframes |
|-------------------------------------------------------|------------------------------|----------------------------------------|--------------------------|-----------------------------------|------------------------|---------------------------------------------|-----------------------------------------|---------------------------------------------------|---------------------------------------------|------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------|
| 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 |
| 1. Public Bidding* | | | | | | | | | | | | | |
| 1.1. Goods | 1,320,000.00 | 1 | 1 | 1,098,000.00 | 0 | 3 | 3 | 3 | 1 | 1 | 0 | 0 | 1 |
| 1.2. Works | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1.3. Consulting Services | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub-Total | 1,320,000.00 | 1 | 1 | 1,098,000.00 | 0 | 3 | 3 | 3 | 1 | 1 | 0 | 0 | 1 |
| 2. Alternative Modes | | | | | | | | | | | | | |
| 2.1.1 Shopping (52.1 a above 50K) | | | | | | | | | | | | | |
| 2.1.2 Shopping (52.1 b above 50K) | 1,693,370.79 | 5 | 5 | 1,580,027.93 | | | | | 5 | 5 | | | |
| 2.1.3 Other Shopping | | | | | | | | | | | | | |
| 2.2.1 Direct Contracting (above 50K) | | | | | | | | | | | | | |
| 2.2.2 Direct Contracting (50K or less) | 82,091.56 | 3 | 3 | 82,091.56 | | | | | | | | | |
| 2.3.1 Repeat Order (above 50K) | | | | | | | | | | | | | |
| 2.3.2 Repeat Order (50K or less) | | | | | | | | | | | | | |
| 2.4. Limited Source Bidding | | | | | | | | | | | | | |
| 2.5.1 Negotiation (Common-Use Supplies) | | | | | | | | | | | | | |
| 2.5.2 Negotiation (Recognized Government Printers) | | | | | | | | | | | | | |
| 2.5.3 Negotiation (TFB 53.1) | | | | | | | | | | | | | |
| 2.5.4 Negotiation (SVP 53.9 above 50K) | 13,306,116.32 | 49 | 49 | 11,914,207.87 | | | | | 49 | 49 | | | |
| 2.5.5 Other Negotiated Procurement (Others above 50K) | 22,210,462.32 | 9 | 9 | 21,786,046.32 | | | | | | 9 | | | |
| 2.5.6 Other Negotiated Procurement (50K or less) | 398,910.00 | 11 | 11 | 384,859.95 | | | | | | | | | |
| Sub-Total | 37,690,950.99 | 77 | 77 | 35,747,233.63 | | | | | 54 | 63 | | | |
| 3. Foreign Funded Procurement** | | | | | | | | | | | | | |
| 3.1. Publicly-Bid | 0.00 | 0 | 0 | 0.00 | | | | | | | | | |
| 3.2. Alternative Modes | 0.00 | 0 | 0 | 0.00 | | | | | | | | | |
| Sub-Total | 0.00 | 0 | 0 | 0.00 | | | | | | | | | |
| 4. Others, specify: | | | | | | | | | | | | | |
| TOTAL | 39,010,950.99 | 78 | 78 | 36,845,233.63 | | | | | | | | | |

* 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

AOIV JULIE JOY B DIVINAGRACIA
Head, BAC Secretariat

CTSSUPT SUSAN C URGEL
BAC Chairperson

CTSSUPT ALBERT C MANALO, LLB
HoPE, Acting Regional Superintendent, DPPF

| No. | Assessment Conditions | Poor/Not Compliant (0) | Acceptable (1) | Satisfactory (2) | Very Satisfactory/Compliant (3) |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|-------------------------|---------------------------------|
| | | 0 | 1 | 2 | 3 |
| PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK | | | | | |
| Indicator 1. Competitive Bidding as Default Method of Procurement | | | | | |
| 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 volume of total procurement | Below 20.00% | Between 20.00- 39.99% | Between 40.00-50.00% | Above 50.00% |
| Indicator 2. Limited Use of Alternative Methods of Procurement | | | | | |
| 3 | Percentage of shopping contracts in terms of amount of total procurement | Above 7.00% | Between 5.00-7.00 % | Between 3.00-4.99 % | Below 3.00% |
| 4 | Percentage of negotiated contracts in terms of amount of total procurement | Above 15.00% | Between 9.00 -15.00% | Between 4.00-8.99% | Below 4.00% |
| 5 | Percentage of direct contracting 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 | Compliance with Repeat Order procedures | Not Compliant | | | Compliant |
| 8 | Compliance with Limited Source Bidding procedures | Not Compliant | | | Compliant |
| Indicator 3. Competitiveness of the Bidding Process | | | | | |
| 9 | Average number of entities who acquired bidding documents | Below 3.00 | 3.00-3.99 | 4.00-5.99 | 6.00 and above |
| 10 | Average number of bidders who submitted bids | Below 2.00 | 2.00-2.99 | 3.00-4.99 | 5.00 and above |
| 11 | Average number of bidders who passed eligibility stage | Below 1.00 | 1.00 – 1.99 | 2.00-2.99 | 3.00 and above |
| 12 | Sufficiency of period to prepare bids | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 13 | Use of proper and effective procurement documentation and technical specifications/requirements | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY | | | | | |
| Indicator 4. Presence of Procurement Organizations | | | | | |
| 14 | Creation of Bids and Awards Committee(s) | 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 |
| Indicator 5. Procurement Planning and Implementation | | | | | |
| 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-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 18 | Existing Green Specifications for GPPB-identified non-CSE items are adopted | Not Compliant | | | Compliant |
| Indicator 6. Use of Government Electronic Procurement System | | | | | |

| No. | Assessment Conditions | Poor/Not Compliant (0) | Acceptable (1) | Satisfactory (2) | Very Satisfactory/Compliant (3) |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------|---------------------------------|---------------------------------|
| | | 0 | 1 | 2 | 3 |
| 19 | Percentage of bid opportunities posted by the PhilGEPS-registered Agency | Below 70.99% | Between 71.00-80.99% | Between 81.00-90.99% | Above 91.00% |
| 20 | Percentage of contract award information posted by the PhilGEPS-registered Agency | Below 20.00% | Between 20.00- 50.99% | Between 51.00-80.00% | Above 80.00% |
| 21 | Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency | Below 20.00% | Between 20.00 - 50.99% | Between 51.00-80.00% | Above 80.00% |
| Indicator 7. System for Disseminating and Monitoring Procurement Information | | | | | |
| 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 GPPB-prescribed format, submission to the GPPB, and posting in agency website | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES | | | | | |
| Indicator 8. Efficiency of Procurement Processes | | | | | |
| 24 | Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs | Below 40.00% or above 100.00% | Between 40.00- 60.99% | Between 61.00% -80.00% | Above 80.00% |
| 25 | Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding | Below 90.00% | Between 90.00- 92.99% | Between 93.00-95.00% | Above 95.00% |
| 26 | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| Indicator 9. Compliance with Procurement Timeframes | | | | | |
| 27 | Percentage of contracts awarded within prescribed period of action to procure goods | Below 90.00% | Between 90.00 to 95.99% | Between 96.00 to 99.99% | 100% |
| 28 | Percentage of contracts awarded within prescribed period of action to procure infrastructure projects | Below 90.00% | Between 90.00 to 95.99% | Between 96.00 to 99.99% | 100% |
| 29 | Percentage of contracts awarded within prescribed period of action to procure consulting services | Below 90.00% | Between 90.00 to 95.99% | Between 96.00 to 99.99% | 100% |
| Indicator 10. Capacity Building for Government Personnel and Private Sector Participants | | | | | |
| 30 | There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 31 | Percentage of participation of procurement staff in procurement training and/or professionalization program | Less than 60.00% Trained | Between 60.00-75.99% Trained | Between 76-90% of staff trained | Between 91.00-100% Trained |
| 32 | The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity | Not Compliant | | | Compliant |
| Indicator 11. Management of Procurement and Contract Management Records | | | | | |
| 33 | The BAC Secretariat has a system for keeping and maintaining procurement records | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |

| No. | Assessment Conditions | Poor/Not Compliant (0) | Acceptable (1) | Satisfactory (2) | Very Satisfactory/Compliant (3) |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------|------------------------------|---------------------------------|
| | | 0 | 1 | 2 | 3 |
| 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 |
| Indicator 12. Contract Management Procedures | | | | | |
| 35 | Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| 36 | Timely Payment of Procurement Contracts | After 45 days | Between 38-45 days | Between 31-37 days | On or before 30 days |
| PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM | | | | | |
| Indicator 13. Observer Participation in Public Bidding | | | | | |
| 37 | Observers are invited to attend stages of procurement as prescribed in the IRR | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |
| Indicator 14. Internal and External Audit of Procurement Activities | | | | | |
| 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 61-70.99% compliance | Between 71-89.99% compliance | Above 90-100% compliance |
| Indicator 15. Capacity to Handle Procurement Related Complaints | | | | | |
| 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 |
| Indicator 16. Anti-Corruption Programs Related to Procurement | | | | | |
| 41 | Agency has a specific anti-corruption program/s related to procurement | Not Compliant | Partially Compliant | Substantially Compliant | Fully Compliant |

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: DAVAO PRISON AND PENAL FARM

Period: CY 2021

| 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 of competitive bidding even if the ABC is below 1M. | | | |
| 1.b | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement | Conduct of competitive bidding even if the ABC is below 1M. | | | |
| 2.a | Percentage of shopping contracts in terms of amount of total procurement | Conduct shopping quarterly or as possible to maximize the amount of procurement. | | | |
| 2.b | Percentage of negotiated contracts in terms of amount of total procurement | | | | |
| 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 | | | | |
| 3.b | Average number of bidders who submitted bids | | | | |
| 3.c | Average number of bidders who passed eligibility stage | | | | |
| 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 | | | | |
| 6.a | Percentage of bid opportunities posted by the PhilGEPS-registered Agency | | | | |
| 6.b | Percentage of contract award information posted by the PhilGEPS-registered Agency | | | | |
| 6.c | Percentage of contract awards procured through alternative methods posted by the PhilGEPS-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.a | Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs | | | | |
| 8.b | Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding | | | | |
| 8.c | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe | | | | |
| 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 | | | | |
| 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 IRR | | | | |
| 14.a | Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits | | | | |
| 14.b | Audit Reports on procurement related transactions | | | | |
| 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 | | | | |