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

**Name of Agency:** Banguet State University  
**Name of Evaluator:**  
**Position:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Assessment Conditions</th>
<th>Agency Score</th>
<th>APCP Rating</th>
<th>Comments/Findings to the indicators and Subindicators</th>
<th>Supporting Information/Documentation Not to be Included in the Evaluation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PILLAR 1. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>(a) Percentage of public bidding contracts in terms of amount of total procurement</td>
<td>66.84%</td>
<td>0.00</td>
<td>PMMs</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>(b) Percentage of public bidding contracts in terms of volume of total procurement</td>
<td>2.03%</td>
<td>0.00</td>
<td>PMMs</td>
<td></td>
</tr>
<tr>
<td><strong>PILLAR 2. LIMIT USE OF ALTERNATIVE METHODS OF PROCUREMENT</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>(a) Percentage of shopping contracts in terms of amount of total procurement</td>
<td>4.77%</td>
<td>2.00</td>
<td>PMMs</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>(b) Percentage of negotiated procurement in terms of amount of total procurement</td>
<td>34.74%</td>
<td>0.00</td>
<td>PMMs</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>(c) Percentage of direct contracting in terms of amount of total procurement</td>
<td>3.64%</td>
<td>1.00</td>
<td>PMMs</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>(d) Percentage of repeat order contracts in terms of amount of total procurement</td>
<td>0.00%</td>
<td>3.00</td>
<td>PMMs</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>(e) Percentage of limited source contracts in terms of amount of total procurement</td>
<td>0.00%</td>
<td>3.00</td>
<td>PMMs</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Preparation of Annual Procurement Plans for Common-Use Supplies and Equipment (APP/CSIE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service</td>
<td>Compliant</td>
<td>3.00</td>
<td>APP, APP-CSI, FMRI</td>
<td></td>
</tr>
<tr>
<td><strong>PILLAR 3. COMPETITIVENESS OF THE BIDDING PROCESS</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>9</td>
<td>(a) Average number of entities who acquired bidding documents</td>
<td>3.00</td>
<td>1.00</td>
<td>Agency records and/or PhiGEPS records</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>(b) Average number of bidders who submitted bids</td>
<td>2.46</td>
<td>1.00</td>
<td>Abstract of bids or other agency records</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>(c) Average number of bidders who passed eligibility stage</td>
<td>1.56</td>
<td>1.00</td>
<td>Abstract of bids or other agency records</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>(d) Sufficient period to prepare bids</td>
<td>Fully Compliant</td>
<td>3.00</td>
<td>Agency records and/or PhiGEPS records</td>
<td></td>
</tr>
</tbody>
</table>

**Average I:** 1.50

| **PILLAR 4. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY** | | | | | |
| 13 | (a) Creation of Bids and Awards Committee(s) | Fully Compliant | 3.00 | Verify copy of Order creating BAC, Organizational Chart, and Certification of Training | |
| 14 | (b) Creation of a BAC Secretariat or Procurement Unit | Fully Compliant | 3.00 | Verify copy of Order creating BAC Secretariat, Organizational Chart, and Certification of Training | |
| **PILLAR 5. PROCUREMENT PLANNING AND IMPLEMENTATION** | | | | | |
| 15 | (a) APP is prepared for all types of procurements | Compliant | 3.00 | Copy of APP and its supplements (if any) | |
| 16 | (a) Percentage of bids opportunities posted by the PhiGEPS-registered Agency | 3.47% | 0.00 | Agency records and/or PhiGEPS records | |
| 17 | (b) Percentage of contract award information posted by the PhiGEPS-registered Agency | 100.00% | 3.00 | Agency records and/or PhiGEPS records | |
| 18 | (c) Percentage of contract awards procured through alternative methods posted by the PhiGEPS-registered Agency | 0.13% | 0.00 | Agency records and/or PhiGEPS records | |
| **PILLAR 6. SYSTEM FOR DISSEMINATING AND MONITORING PROCUREMENT INFORMATION** | | | | | |
| 19 | (a) Frequency of website that provides up-to-date procurement information easily accessible at no cost | Fully Compliant | 3.00 | Identify specific procurement-related actions in the agency website and specific website links | |
| 20 | (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPR, and posting in agency website | Not Compliant | 0.00 | Copy of PMR and received copy that it was submitted to GPR | |

**Average II:** 1.68

| **PILLAR 7. PROCUREMENT OPERATIONS AND MARKET PRACTICES** | | | | | |
| 21 | (a) Efficiency of Procurement Processes | 48.46% | 3.00 | APP (including Supplemental amendments, if any) and PMMs | |

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*PMMs: Problems to be Managed and Mitigated*
**GOVERNMENT PROCUREMENT POLICY BOARD**

**Agancy Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form**

<table>
<thead>
<tr>
<th>No.</th>
<th>Assessment Conditions</th>
<th>Agency Score</th>
<th>APCPI Rating*</th>
<th>Comments/Findings to the Indicators and Subindicators</th>
<th>Supporting Information/Documentation (N/A to be included in the Evaluation Form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding</td>
<td>96.43%</td>
<td>3.00</td>
<td>APP (including Supplemental Amendments, EoR, and M&amp;Ms)</td>
<td>APP (including Supplemental Amendments, EoR, and M&amp;Ms)</td>
</tr>
<tr>
<td>22</td>
<td>(c) Percentage of failed biddings and total number of procurement activities conducted</td>
<td>32.14%</td>
<td>0.00</td>
<td>APP (including Supplemental Amendments, EoR, and M&amp;Ms)</td>
<td>APP (including Supplemental Amendments, EoR, and M&amp;Ms)</td>
</tr>
</tbody>
</table>

**Indicator 9. Compliance with Procurement Timeframes**

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</thead>
<tbody>
<tr>
<td>24</td>
<td>(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex “C” of the IRR</td>
<td>50.00%</td>
<td>0.00</td>
<td>PMBs</td>
<td>PMBs</td>
</tr>
<tr>
<td>25</td>
<td>(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex “C” of the IRR</td>
<td>77.50%</td>
<td>0.00</td>
<td>PMBs</td>
<td>PMBs</td>
</tr>
<tr>
<td>26</td>
<td>(c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex “C” of the IRR</td>
<td>n/a</td>
<td>n/a</td>
<td>PMBs</td>
<td>PMBs</td>
</tr>
</tbody>
</table>

**Indicator 10. Capacity Building for Government Personnel and Private Sector Participants**

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>27</td>
<td>(a) There is a system within the procuring entity to evaluate the performance of procurement personnel</td>
<td>Fully Compliant</td>
<td>3.00</td>
<td>Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff</td>
<td>Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff</td>
</tr>
<tr>
<td>28</td>
<td>(b) Percentage of participation of procurement staff in annual procurement training</td>
<td>Between 72.00% - 100%</td>
<td>3.00</td>
<td>Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted</td>
<td>Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted</td>
</tr>
<tr>
<td>29</td>
<td>(c) Agency has activities to inform and update entities on public procurement</td>
<td>Compliant</td>
<td>3.00</td>
<td>Ask for copies of documentation of activities for bidders</td>
<td>Ask for copies of documentation of activities for bidders</td>
</tr>
</tbody>
</table>

**Indicator 11. Management of Procurement and Contract Management Records**

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</thead>
<tbody>
<tr>
<td>30</td>
<td>(a) The BAC Secretariat has a system for keeping and maintaining procurement records</td>
<td>Fully Compliant</td>
<td>3.00</td>
<td>Verify actual procurement records and time it took to retrieve records (should be no more than two hours)</td>
<td>Verify actual procurement records and time it took to retrieve records (should be no more than two hours)</td>
</tr>
<tr>
<td>31</td>
<td>(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records</td>
<td>Fully Compliant</td>
<td>3.00</td>
<td>Verify actual contract management records and time it took to retrieve and maintain records (should be no more than two hours)</td>
<td>Verify actual contract management records and time it took to retrieve and maintain records (should be no more than two hours)</td>
</tr>
</tbody>
</table>

**Indicator 12. Contract Management Procedures**

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</thead>
<tbody>
<tr>
<td>32</td>
<td>(a) Agency has well-defined procedures and standards for quality control, acceptance and inspection, supervision of works, and evaluation of contractors' performance</td>
<td>Fully Compliant</td>
<td>3.00</td>
<td>Verify copies of written procedures for quality control, acceptance and inspection, supervision of works, and evaluation of contractors' performance</td>
<td>Verify copies of written procedures for quality control, acceptance and inspection, supervision of works, and evaluation of contractors' performance</td>
</tr>
<tr>
<td>33</td>
<td>(b) Agency complies with the thresholds prescribed for amendment to orders, variation orders, advance payment, and liquidation in public bid contracts</td>
<td>Fully Compliant</td>
<td>3.00</td>
<td>Specific procurement contract with amendment to order, variation order or advance payment</td>
<td>Specific procurement contract with amendment to order, variation order or advance payment</td>
</tr>
<tr>
<td>34</td>
<td>(c) Timely payment of procurement contracts</td>
<td>On or before 30 days</td>
<td>3.00</td>
<td>Ask Finance and Accounting Head of Agency for average period for the release of payments for procurement contracts</td>
<td>Ask Finance and Accounting Head of Agency for average period for the release of payments for procurement contracts</td>
</tr>
</tbody>
</table>

**PILLAR II: INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM**

**Indicator 13. Observer Participation in Public Bidding**

<p>| | | | | | |</p>
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<thead>
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</thead>
<tbody>
<tr>
<td>35</td>
<td>(a) Observers are invited to all stages of every public bidding activity</td>
<td>Not Compliant</td>
<td>0.00</td>
<td>Verify copies of Invitation Letters to CSOs and professional associations and COA (let and average number of CSOs and PAs invited shall be noted)</td>
<td>Verify copies of Invitation Letters to CSOs and professional associations and COA (let and average number of CSOs and PAs invited shall be noted)</td>
</tr>
<tr>
<td>36</td>
<td>(b) Attendance of Observers in public bidding activities</td>
<td>100%</td>
<td>3.00</td>
<td>PMBs and abstract of bid</td>
<td>PMBs and abstract of bid</td>
</tr>
</tbody>
</table>

**Indicator 14. Internal and External Audit of Procurement Activities**

<p>| | | | | | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>37</td>
<td>(a) Creation and operation of internal audit unit as prescribed by GBBM (Circular Letter No. 2008-S, April 14, 2008)</td>
<td>Partially Compliant</td>
<td>1.00</td>
<td>Verify copies of Order or chart showing actual organizational chart showing AKI, audit experts, actors/roles and IKI recommendations</td>
<td>Verify copies of Order or chart showing actual organizational chart showing AKI, audit experts, actors/roles and IKI recommendations</td>
</tr>
<tr>
<td>38</td>
<td>(b) Agency Action on Prior Year’s Audit Recommendations (APAR) on procurement related transactions</td>
<td>Below 60% compliance</td>
<td>0.00</td>
<td>Verify COA Annual Audit Report on Action on Prior Year’s Audit Recommendations</td>
<td>Verify COA Annual Audit Report on Action on Prior Year’s Audit Recommendations</td>
</tr>
</tbody>
</table>
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**Agency Procurement Compliance and Performance Indicator (APCP) Self-Assessment Form**  

**Name of Agency:** Benguet State University  
**Date of Self-Assessment:**  
**Name of Evaluator:**  
**Position:**

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</thead>
<tbody>
<tr>
<td>15</td>
<td>35. The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements</td>
<td>Fully Compliant</td>
<td>3.00</td>
<td>Verify copies of BAC resolutions on Motion for Reconsiderations, Precautions and Complaints, Office Orders adopting measures to address procurement related complaints.</td>
</tr>
</tbody>
</table>

**Indicator 16. Anti-Corruption Programs Related to Procurement**  

<table>
<thead>
<tr>
<th>36</th>
<th>40. Agency has a specific anti-corruption program(s) related to procurement</th>
<th>Fully Compliant</th>
<th>3.00</th>
<th>Verify documentation of anti-corruption program.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Average IV</td>
<td>1.67</td>
</tr>
</tbody>
</table>

**Grand Total (Average I + Average II + Average III + Average IV / 4)**  

| 1.20 |

*APCP* Rating is based on the *APCP* Rating System found in Annex C of the User's Guide. Please use this rating system for the self-assessment. After completing the assessment, identify those indicators with ratings of between 5 to 2 and formulate a procurement capacity development plan called the *APCP* Action Plan based on the attached format and submit to GPPA for monitoring.

*For sub-indicators that are not applicable to your specific agency, please write the word Not Applicable in the second column and do not put a rating.*

**Summary of APCPI Scores by Pillar**

<table>
<thead>
<tr>
<th>Pillar II: Compliance with Legislative and Regulatory Framework</th>
<th>Ideal Rating</th>
<th>Agency Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pillar II: Precedents and Management Capacity</td>
<td>3.000</td>
<td>1.50</td>
</tr>
<tr>
<td>Pillar III: Procurement Operations and Market Practices</td>
<td>3.000</td>
<td>2.15</td>
</tr>
<tr>
<td>Pillar IV: Integrity and Transparency of Agency Procurement Systems</td>
<td>3.000</td>
<td>1.67</td>
</tr>
</tbody>
</table>

**Total (Pillar I + Pillar II + Pillar III + Pillar IV) = 3.000 = 1.80**

**Signature:**  
**BAC Chairman:**  
**University President:**