

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

Name of Agency: **BENGUET STATE UNIVERSITY**  
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)                        |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK                     |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| Indicator 1. Competitive Bidding as Default Procurement Method                     |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| 1                                                                                  | (a) Percentage of public bidding contracts in terms of amount of total procurement                                                                                            | 63.82%                  | 0.00          |                                                       | PMRs                                                                                               |
| 2                                                                                  | (b) Percentage of public bidding contracts in terms of volume of total procurement                                                                                            | 3.20%                   | 0.00          |                                                       | PMRs                                                                                               |
|                                                                                    |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| Indicator 2. Limited Use of Alternative Methods of Procurement                     |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| 3                                                                                  | (a) Percentage of Shopping contracts in terms of amount of total procurement                                                                                                  | 0.99%                   | 3.00          |                                                       | PMRs                                                                                               |
| 4                                                                                  | (b) Percentage of Negotiated Procurement in terms of amount of total procurement                                                                                              | 29.32%                  | 0.00          |                                                       | PMRs                                                                                               |
| 5                                                                                  | (c) Percentage of Direct Contracting in terms of amount of total procurement                                                                                                  | 5.88%                   | 0.00          |                                                       | PMRs                                                                                               |
| 6                                                                                  | (d) Percentage of Repeat Order contracts in terms of amount of total procurement                                                                                              | 0.00%                   | 3.00          |                                                       | PMRs                                                                                               |
| 7                                                                                  | (e) Percentage of Limited Source contracts in terms of amount of total procurement                                                                                            | 0.00%                   | 3.00          |                                                       | PMRs                                                                                               |
| 8                                                                                  | (f ) Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service | Compliant               | 3.00          |                                                       | APP, APP-CSE, PMR                                                                                  |
|                                                                                    |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| Indicator 3. Competitiveness of the Bidding Process                                |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| 9                                                                                  | (a) Average number of entities who acquired bidding documents                                                                                                                 | 1.66                    | 0.00          |                                                       | Agency records and/or PhilGEPS records                                                             |
| 10                                                                                 | (b) Average number of bidders who submitted bids                                                                                                                              | 1.43                    | 0.00          |                                                       | Abstract of Bids or other agency records                                                           |
| 11                                                                                 | (c) Average number of bidders who passed eligibility stage                                                                                                                    | 1.13                    | 1.00          |                                                       | Abstract of Bids or other agency records                                                           |
| 12                                                                                 | (d) Sufficient period to prepare bids                                                                                                                                         | Fully Compliant         | 3.00          |                                                       | Agency records and/or PhilGEPS records                                                             |
|                                                                                    |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
|                                                                                    |                                                                                                                                                                               | Average I               | 1.33          |                                                       |                                                                                                    |
| PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY                  |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| Indicator 4. Presence of Procurement Organizations                                 |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| 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 |
|                                                                                    |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| Indicator 5. Procurement Planning and Implementation                               |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| 15                                                                                 | (a) APP is prepared for all types of procurement                                                                                                                              | Compliant               | 3.00          |                                                       | Copy of APP and its supplements (if any)                                                           |
| Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS) |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| 16                                                                                 | (a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency                                                                                                 | 6.56%                   | 0.00          |                                                       | Agency records and/or PhilGEPS records                                                             |
| 17                                                                                 | (b) Percentage of contract award information posted by the Phil-GEPS-registered Agency                                                                                        | 152.27%                 | 3.00          |                                                       | Agency records and/or PhilGEPS records                                                             |
| 18                                                                                 | (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency                                                              | 0.00%                   | 0.00          |                                                       | Agency records and/or PhilGEPS records                                                             |
|                                                                                    |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| Indicator 7. System for Disseminating and Monitoring Procurement Information       |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| 19                                                                                 | (a) Presence of website that provides up-to-date procurement information easily accessible at no cost                                                                         | Fully Compliant         | 3.00          |                                                       | Identify specific procurement-related portion in the agency website and specific website links     |
| 20                                                                                 | (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website                                       | Substantially Compliant | 2.00          |                                                       | Copy of PMR and received copy that it was submitted to GPPB                                        |
|                                                                                    |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
|                                                                                    |                                                                                                                                                                               | Average II              | 2.13          |                                                       |                                                                                                    |
| PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES                            |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| Indicator 8. Efficiency of Procurement Processes                                   |                                                                                                                                                                               |                         |               |                                                       |                                                                                                    |
| 21                                                                                 | (a) Percentage of total amount of contracts awarded against total amount of approved APPs                                                                                     | 56.86%                  | 1.00          |                                                       | APP (including Supplemental amendments, if any) and PMRs                                           |



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| No.                                                                                             | Assessment Conditions                                                                                                                                                | Agency Score             | APCPI Rating* | Comments/Findings to the Indicators and Subindicators | Supporting Information/Documentation (Not to be Included in the Evaluation)                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22                                                                                              | (b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding                                       | 65.67%                   | 0.00          |                                                       | APP(including Supplemental amendments, if any)and PMRs                                                                                                                                                                           |
| 23                                                                                              | (c) Percentage of failed biddings and total number of procurement activities conducted                                                                               | 34.33%                   | 0.00          |                                                       | APP (including Supplemental Amendments, if any) and PMRs                                                                                                                                                                         |
| <b>Indicator 9. Compliance with Procurement Timeframes</b>                                      |                                                                                                                                                                      |                          |               |                                                       |                                                                                                                                                                                                                                  |
| 24                                                                                              | (a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR                                  | 54.05%                   | 0.00          |                                                       | PMRs                                                                                                                                                                                                                             |
| 25                                                                                              | (b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR                | 100.00%                  | 3.00          |                                                       | PMRs                                                                                                                                                                                                                             |
| 26                                                                                              | (c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR                    | n/a                      | n/a           |                                                       | PMRs                                                                                                                                                                                                                             |
| <b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b> |                                                                                                                                                                      |                          |               |                                                       |                                                                                                                                                                                                                                  |
| 27                                                                                              | (a) There is a system within the procuring entity to evaluate the performance of procurement personnel                                                               | Fully Compliant          | 3.00          |                                                       | Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff                                                                                                                                                  |
| 28                                                                                              | (b) Percentage of participation of procurement staff in annual procurement training                                                                                  | Between 91.00-100%       | 3.00          |                                                       | Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted                                                                                                                  |
| 29                                                                                              | (c) Agency has activities to inform and update entities on public procurement                                                                                        | Compliant                | 3.00          |                                                       | Ask for copies of documentation of activities for bidders                                                                                                                                                                        |
| <b>Indicator 11. Management of Procurement and Contract Management Records</b>                  |                                                                                                                                                                      |                          |               |                                                       |                                                                                                                                                                                                                                  |
| 30                                                                                              | (a) The BAC Secretariat has a system for keeping and maintaining procurement records                                                                                 | Fully Compliant          | 3.00          |                                                       | Verify actual procurement records and time it took to retrieve records (should be no more than two hours)<br>Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance. |
| 31                                                                                              | (b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records                                                       | Fully Compliant          | 3.00          |                                                       | Verify actual contract management records and time it took to retrieve records should be no more than two hours                                                                                                                  |
| <b>Indicator 12. Contract Management Procedures</b>                                             |                                                                                                                                                                      |                          |               |                                                       |                                                                                                                                                                                                                                  |
| 32                                                                                              | (a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance | Fully Compliant          | 3.00          |                                                       | Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz                                                                                                                       |
| 33                                                                                              | (b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.                | Fully Compliant          | 3.00          |                                                       | Specific procurement contract with amendment to order, variation order or with negative slippage                                                                                                                                 |
| 34                                                                                              | (c) Timely payment of procurement contracts                                                                                                                          | On or before 30 days     | 3.00          |                                                       | Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts                                                                                                                |
| <b>Average III</b>                                                                              |                                                                                                                                                                      |                          | <b>2.15</b>   |                                                       |                                                                                                                                                                                                                                  |
| <b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>                       |                                                                                                                                                                      |                          |               |                                                       |                                                                                                                                                                                                                                  |
| <b>Indicator 13. Observer Participation in Public Bidding</b>                                   |                                                                                                                                                                      |                          |               |                                                       |                                                                                                                                                                                                                                  |
| 35                                                                                              | (a) Observers are invited to all stages of every public bidding activity                                                                                             | Not Compliant            | 0.00          |                                                       | Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)                                                                              |
| 36                                                                                              | (b) Attendance of Observers in public bidding activities                                                                                                             | 102.27%                  | 3.00          |                                                       | PMRs and Abstract of Bids                                                                                                                                                                                                        |
| <b>Indicator 14. Internal and External Audit of Procurement Activities</b>                      |                                                                                                                                                                      |                          |               |                                                       |                                                                                                                                                                                                                                  |
| 37                                                                                              | (a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)                                                  | Fully Compliant          | 3.00          |                                                       | Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations                                                                                                        |
| 38                                                                                              | (b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions                                                                  | Above 90-100% compliance | 3.00          |                                                       | Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations                                                                                                                                                   |
| <b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>                          |                                                                                                                                                                      |                          |               |                                                       |                                                                                                                                                                                                                                  |

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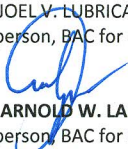
| No.                                                                        | Assessment Conditions                                                                                                               | Agency Score    | APCPI Rating* | Comments/Findings to the Indicators and SubIndicators | Supporting Information/Documentation (Not to be Included in the Evaluation)                                                                                         |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 39                                                                         | (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>       |                                                                                                                                     |                 |               |                                                       |                                                                                                                                                                     |
| 40                                                                         | (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>2.50</b>   |                                                       |                                                                                                                                                                     |
| <b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b> |                                                                                                                                     |                 | <b>2.03</b>   |                                                       |                                                                                                                                                                     |


\* APCPI Rating is based on the APCPI Rating System found in Annex C of the User's Guide. Please use this rating system for the self-assessment. After completing the assessment, identify those Indicators with ratings of between 0 to 2 and formulate a procurement capacity development plan called the APCPI Action Plan based on the attached format and submit to GPPB for monitoring.

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

**Summary of APCPI Scores by Pillar**

| APCPI Pillars                                                       | Ideal Rating  | Agency Rating |
|---------------------------------------------------------------------|---------------|---------------|
| Pillar I: Compliance with Legislative and Regulatory Framework      | 3.0000        | 1.33          |
| Pillar II: Agency Insitutional Framework and Management Capacity    | 3.0000        | 2.13          |
| Pillar III: Procurement Operations and Market Practices             | 3.0000        | 2.15          |
| Pillar IV. Integrity and Transparency of Agency Procurement Systems | 3.0000        | 2.50          |
| <b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>            | <b>3.0000</b> | <b>2.03</b>   |

By:   
**ANDRES ARNOLD W. LAMPACAN**  
Chairperson, BAC for Goods

  
**JOHN JAMES P. MALAMUG**  
Chairperson, BAC for Infrastructure

  
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