

ANNEX A
GOVERNMENT PROCUREMENT POLICY BOARD
Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form
CY 2015

Name of Agency : Philippine Fiber Industry Development Authority (PhilFIDA)
Date of Self Assessment: August 2016

Name of Evaluator: _____
Position: _____

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Sub-Indicators	Supporting Information/Documentation (Not to be Included in the Evaluation Form Submitted to GPPB)
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	92.00%	3.00		PMR
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	23.00%	1.00		PMR
		2			
Indicator 2. Limited Use of Alternative Methods of Procurement					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	6.00%	1.00		PMR
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	0.50%	3.00		PMR
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	0.03%	3.00		PMR
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	n/a	n/a		PMR
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	n/a	n/a		PMR
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
		2			
Indicator 3. Competitiveness of the Bidding Process					
9	(a) Average number of entities who acquired bidding documents	36	3.00		Agency records
10	(b) Average number of bidders who submitted bids	39	3.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	37	3.00		Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Compliant	3.00	Fully Compliant	Agency records
			3.00		
		Average I			
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
13	(a) Creation of Bids and Awards Committee(s)	Compliant	3.00	Fully Compliant	
14	(b) Creation of a BAC Secretariat or Procurement Unit	Compliant	3.00	Fully Compliant	
		Sub-Total	3.00		
Indicator 5. Procurement Planning and Implementation					
15	(a) APP is prepared for all types of procurement	Compliant	3.00	Fully Compliant	APP
Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)					
16	(a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency	100	3.00		Agency records and/or PhilGEPS records
17	(b) Percentage of contract award information posted by the Phil-GEPs-registered Agency	85	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	100%	3.00		
		Sub-Total	3.00		
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	Compliant	3.00	www.philfida.da.gov.ph	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	Compliant	2.00		

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			2.50		
		Average II			
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	85.00%	3.00		APP (including Supplemental amendments, if any) and PMRs
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	100%	3.00		APP(including Supplemental amendments, if any)and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	10%	1.00	3 failed out of 6 public biddings	APP (including Supplemental Amendments, if any) and PMRs
			2.33		
Indicator 9. Compliance with Procurement Timeframes					
24	(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	100%	3.00		
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	100%	3.00		
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			
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
27	(a) There is a system within the procuring entity to evaluate the performance of procurement personnel	compliant	3.00	NPAS/IPCR	
28	(b) Percentage of participation of procurement staff in annual procurement training	compliant	3.00		
29	(c) Agency has activities to inform and update entities on public procurement	compliant	3.00		
			3.00		
Indicator 11. Management of Procurement and Contract Management Records					
30	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	compliant	3.00	The BAC has its own secured office and storage	
31	(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records	compliant	3.00		
			3.00		
Indicator 12. Contract Management Procedures					
32	(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation forms
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	compliant	3.00		Specific procurement contract with amendment to order, variation order or with negative slippage
34	(c) Timely payment of procurement contracts	compliant	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
			Average III	2.86	
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					

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Indicator 13. Observer Participation in Public Bidding					
35	(a) Observers are invited to all stages of every public bidding activity	compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
36	(b) Attendance of Observers in public bidding activities	compliant	3.00	one observer from COA	PMRs and Abstract of Bids
			3.00		
Indicator 14. Internal and External Audit of Procurement Activities					
37	(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	N/A	N/A	Internal Audit Unit was abolished upon implementation of DA-Wide Rationalization Plan under EO 366.	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	compliant	3.00		
			3.00		
Indicator 15. Capacity to Handle Procurement Related Complaints					
39	(a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement					
40	(a) Agency has a specific anti-corruption program/s related to procurement	compliant	3.00	always in accordance with the IRR	Verify documentation of anti-corruption program
			Average IV	2.62	
			GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)		

* 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

* 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	3.00	2.33
Pillar II: Agency Institutional Framework and Management Capacity	3.00	2.87
Pillar III: Procurement Operations and Market Practices	3.00	2.86
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.00	2.62
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.67