

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

Name of Agency: MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Date of Self Assessment: March 26, 2019

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 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		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
Indicator 14. Internal and External Audit of Procurement Activities					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	0.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Between 61-70.99% compliance	1.00		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		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting mesures to address procurement-related complaints
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		Verify documentation of anti-corruption program
			Average IV	2.00	
GRAND TOTAL (Avarege I + Average II + Average III + Average IV / 4)			2.16		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.18
II Agency Insitutional Framework and Management Capacity	3.00	2.70
III Procurement Operations and Market Practices	3.00	2.77
IV Integrity and Transparency of Agency Procurement Systems	3.00	2.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.16



ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE


Period Covered: CY 2018

	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	1,358,450.00	1	1	1,309,720.00	0	1	1	1	1	1	0	0	1
1.2. Works	60,508,755.93	7	7	59,255,063.26	1	14	8	7	8	7	0	0	7
1.3. Consulting Services	400,000.00	1	1	390,000.00	0	1	1	1	1	1	0	0	1
Sub-Total	62,267,205.93	9	9	60,954,783.26	1	16	10	9	10	9	0	0	9
2. Alternative Modes													
2.1.1 Shopping (S2.1 a above 50K)													
2.1.2 Shopping (S2.1 b above 50K)	45,137,069.39	196	196	43,981,028.07					196	185			
2.1.3 Other Shopping													
2.2.1 Direct Contracting (above 50K)	855,950.00	6	6	848,325.00									
2.2.2 Direct Contracting (50K or less)	9,375.00	1	1	9,375.00									
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)	4,564,721.35	26	26	4,397,778.60									
2.5.2 Negotiation (Recognized Government Printers)													
2.5.3 Negotiation (TFB 53.1)	3,880,773.28	4	4	3,832,078.32					8	4			
2.5.4 Negotiation (SVP 53.9 above 50K)													
2.5.5 Other Negotiated Procurement (Others above 50K)	16,128,606.76	1	1	16,128,606.76						1			
2.5.6 Other Negotiated Procurement (50K or less)													
Sub-Total	70,576,495.78	234	234	69,197,191.75					204	190			
3. Foreign Funded Procurement**													
3.1. Publicly-Bid													
3.2. Alternative Modes													
Sub-Total	0.00	0	0	0.00									
4. Others, specify:													
TOTAL	132,843,701.71	243	243	130,151,975.01									

* 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


DEXTER C. LINGBANAN
BAC Secretariat


ROGELIO K. BALCITA, JR.
Chair, BAC


REXTON F. CHAKAS
College President

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Name of Agency: MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Name of Respondent: _____

Date: March 30, 2019
Position: _____

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

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

- ☒ Agency prepares APP using the prescribed format
- ☒ Approved APP is posted at the Procuring Entity's Website
please provide link: <http://www.mpssc.edu.ph/index.php/transparency>
- ☒ Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: 17-May-18

2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (5b)

- ☒ Agency prepares APP-CSE using prescribed format
- ☒ Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually
please provide submission date: November 28, 2018
- ☒ Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

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

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

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

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

5. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)

- ☒ Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- ☒ Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;
- ☒ Minutes of pre-bid conference are readily available within five (5) days.

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

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- ☒ The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity
- ☒ No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment
- ☒ Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

7. In creating your BAC and BAC Secretariat which of these conditions is/are present?

For BAC: (4a)

- ☒ Office Order creating the Bids and Awards Committee
please provide Office Order No.: MPSPC Special Order PRFC No. 077, s. 2018
- ☒ 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. ROGELIO K. BALCITA, JR. | <u>03/5-7/2019</u> |
| B. LETICIA D. NAPAT-A | <u>03/5-7/2019</u> |
| C. NORMA W. AKILITH | <u>03/5-7/2019</u> |
| D. CLETO P. DALMACIO | <u>03/5-7/2019</u> |
| E. END-USER | <u>03/5-7/2019</u> |
| F. _____ | _____ |
| 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.: MPSPC Special Order No. PRFC 078, s. 2018
- ☒ The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: MR. DEXTER C. LINGBANAN
- ☒ Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: 03/5-7/2019

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 checked="" type="checkbox"/> Food and Catering Services |
| <input type="checkbox"/> Vehicles | <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues |
| <input checked="" 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: www.mpspc.edu.ph
- ☒ Procurement information is up-to-date
- ☒ Information is easily accessible at no cost

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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 - August 17, 2018 2nd Sem - March 30, 2019
- ☒ / PMRs are posted in the agency website
please provide link: <http://www.mpspc.edu.ph/index.php/transparency>
- ☒ / 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: 03/5-7/2019

- ☐ 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

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,

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QUESTIONNAIRE

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 D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE

Period: CY 2018

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 Procurement Planning to determine the Goods and Services to be undertaken through Public Bidding	BAC/BAC Secretariat	upon approval of APP	Annual Procurement Plan
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	To consider Public Bidding as the default Mode of Procurement	BAC/BAC Secretariat	upon approval of APP	Annual Procurement Plan
2.a	Percentage of shopping contracts in terms of amount of total procurement	To consider Public Bidding as the default Mode of Procurement	BAC/BAC Secretariat	upon approval of APP	Annual Procurement Plan
2.b	Percentage of negotiated contracts in terms of amount of total procurement	To consider Public Bidding as the default Mode of Procurement	BAC/BAC Secretariat	upon approval of APP	Annual Procurement Plan
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	Maintain posting of Invitations to Bid and RFQs in the PhilGEPS, Website and conspicuous places	BAC/BAC Secretariat	January - December 2019	
3.b	Average number of bidders who submitted bids	Encourage prospective bidders to attend procurement activities to be updated in the requirement/s of the College.	BAC/BAC Secretariat	January - December 2019	
3.c	Average number of bidders who passed eligibility stage	Encourage prospective bidders to attend procurement activities to be updated in the requirement/s of the College.	BAC/BAC Secretariat	January - December 2019	
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	Maintain posting of contract awards procured posted in the PhilGEPS-registered Agency	BAC/BAC Secretariat	January - December	Internet connection
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.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	Procurement staff to participate in the procurement training and seminars conducted by oversight agencies.	BAC/BAC Secretariat	January - December	Invitation from oversight agencies/Fund Source
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	Creation of Internal Audit Unit to perform procurement audits.	HOPE	January - December	Special Order/Plantilla Position
14.b	Audit Reports on procurement related transactions	To fully comply with all the Audit Reports on procurement.	HOPE/BAC	upon receipt of Audit Report/s	Justifications/Supporting Documents
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				