Republic of the Philippines Office of the President **Philippine Postal Corporation**



BIDS AND AWARDS COMMITTEE (BAC)

26 March 2024

ATTY. ROWENA CANDICE M. RUIZ Executive Director GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE (GPPB-TSO) Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City

Dear Madam:

Greetings!

We are submitting to the Government Procurement Policy Board (GPPB) the approved Agency Procurement Compliance and Performance Indicator (APCPI) for CY 2023 of the Philippine Postal Corporation (PHLPost), Central Office, in compliance with GPPB Resolution No. 10-2012, as amended by GPPB Resolution No. 39-2017 dated 21 December 2017.

Please acknowledge receipt of the said document.

Very truly yours,

ATTY. BENJIE S. YOTOKO, CPA BAC Chairman &

cc: Office of the Board of Directors Office of the Postmaster General and CEO Office of the APMG for Administration and Finance Office of the Manager, LPMD Office of the Manager, MIS Department Office of the Manager, Corporate Planning Department





Republic of the Philippines Office of the President **Philippine Postal Corporation**



BOARD SECRETARIAT

SECRETARY'S CERTIFICATE

This certifies that during the 2nd Special Meeting of the Board held on 19 March 2024, at BOD Conference Room, DAPO, CMEC Compound, Domestic Road, Pasay City, and via zoom videoconference (meeting ID: 644 838 1447), wherein a quorum was present and acted throughout, the following Resolution was adopted:

Board Resolution No. 2024 - 34

"APPROVING THE AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) FOR CY 2023 OF THE PHILIPPINE POSTAL CORPORATION (PHLPOST) CENTRAL OFFICE PURSUANT TO GPPB RESOLUTION NO. 10-2012, AS AMENDED BY GPPB RESOLUTION NO. 39-2017 DATED DECEMBER 21, 2017"

WHEREAS, pursuant to Government Procurement Policy Board (GPPB) Resolution No. 10-2012, as amended by GPPB Resolution No. 39-2017 dated 21 December 2017, all Procuring Entities shall use the Agency Procurement Compliance and Performance Indicator (APCPI) System as the standard monitoring and evaluation tool for procurement;

WHEREAS, the Bids and Awards Committee prepared the APCPI System of PHLPost for CY 2023 in the format prescribed and provided by the GPPB and recommended to the Board of Directors through its Resolution No. 2024-18 dated 08 March 2029 the approval of the same;

NOW, THEREFORE, foregoing premises considered, the Board **RESOLVED**, as it hereby **RESOLVED**, to approve the Agency Procurement Compliance and Performance Indicator (APCPI) for CY 2023 of the Philippine Postal Corporation (PHLPost) Central Office pursuant to GPPB Resolution No. 10-2012, as amended by GPPB Resolution No. 39-2017 dated December 21, 2017.

RESOLVED FINALLY, that the Bids and Award Committee and the GPPB be furnished copies of this resolution.

WENDE

L V. DIMACULANGAN

CONNECT WITH US

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Corporate Secretary

Issued this 20th day of March 2024 in Pasay City, Philippines.

	SECRETARIAT OFFIC	
	2 2 MAR 2024	\mathbb{D}
IN	LA 2:29	
PHILIP	PINE POSTAL CORPORATI	ON

Magallanes Drive, Liwasang Bonifacio, Brgy. 659-A. Ermita, 1000 Manila,

2023 Period Covered: CY

Name of Agency: PHILIPPINE POSTAL CORPORATION

CONSOLIDATED PROCUREMENT MONITORING REPORT

GOVERNMENT PROCUREMENT POLICY BOARD

ANNEX B

	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
. Public Bidding*		A DESCRIPTION OF TAXABLE PARTY.		and the second se									
Goods	408,071,448.00	22	21	320,745,863.65	1	35	33	31	22	21	0	0	21
Works	19,275,996.69	1	I	16,880,542.87	0	3	2	1	1	1	0	0	1
Consulting Services	0.00	0	0	0.00	0	0	0	0	0	0	0	0	0
Sub-Total	427,347,444.69	23	22	337,626,406.52	1	38	35	32	23	22	0	0	22
2. Alternative Modes					A DESCRIPTION OF A DESC								
1 Shopping (52.1 a above SOK)	0.00	0	0	0.00						0			
2 Shopping (52.1 b above 50K)	1,230,049.20	2	2	1,038,574.00					2	2			
.3 Other Shopping	0.00	0	0	0.00						0			
2.1 Direct Contracting (above 50K)	26,536,426.33	5	5	26,057,369.25						5			
2.2.2 Direct Contracting (50K or less)	0.00	0	0	0.00	And the second second								
3.1 Repeat Order (above 50K)	0.00	0	0	0.00						0			A REAL PROPERTY OF A REAL PROPER
.3.2 Repeat Order (50K or less)	0.00	0	0	0.00						0			
.4. Limited Source Bidding	0.00	0	0	0.00					0	0			
.5.1 Negotiation (Common-Use Supplies)	0.00	0	0	0.00									
5.2 Negotiation (Recognized Government Printers)	0.00	0	0	0.00							A STATE OF STATE		
.5.3 Negotiation (TFB 53.1)	0.00	0	0	0.00					0	0	Same Production of		The second second
2.5.4 Negotiation (SVP 53.9 above 50K)	12,468,016.11	47	47	11,360,731.00					47	47			
.5.5 Other Negotiated Procurement (Others above 50K)	0.00	0	0	0.00						0			
5.6 Other Negotiated Procurement (50K or less)	976,806.35	48	48	912,881.15									
Sub-Total	41,211,297.99	102	102	39,369,555.40				A LANGE AND A LAND	49	54			į
 Foreign Funded Procurement** 	AND					The second second second							
Publicly-Bid	00.00	0	0	0.00		0	0	0					
3.2. Alternative Modes	0.00	0	0	0.00		0	0	0					
Sub-Total Sub-Total	0.00	0	0	0.00									
4. Others, specify:													
TOTAL	468.558.742.68	125	124	376,995,961.92									

* Should include foreign-funded publicly-bid projects per procurement type ** All procurement using Foreign Funds excluding Național Competitive Bidding (NCB) contracts, conversion to peso will be at BSP rates at the time the bids/quotations were submitted

Head, BAC Secretariat

NDKO ATTY 1

LUIS D. CARLOS Acting Postmaster General and CEO recal

Name of Ageno Name of Respo		Date: Position:	Mar. 08, 2024 Head, BAC Secretariat
	t a check (\checkmark) mark inside the box beside each condition/requirement hat is asked. Please note that all questions must be answered comple		en fill in the corresponding blanks
1. Do you have	an approved APP that includes all types of procurement, given the fo	ollowing conditions? (5a)	
V	Agency prepares APP using the prescribed format		
1	Approved APP is posted at the Procuring Entity's Website please provide link: www.phlpost.gov.ph		
7	Submission of the approved APP to the GPPB within the prescriber please provide submission date: 27-Dec-23	d deadline	
	are an Annual Procurement Plan for Common-Use Supplies and Equ common-Use Supplies and Equipment from the Procurement Service?		
1	Agency prepares APP-CSE using prescribed format		
	Submission of the APP-CSE within the period prescribed by the De its Guidelines for the Preparation of Annual Budget Execution Plans please provide submission date: 27-Dec-23	The second s	gement in
$\overline{\checkmark}$	Proof of actual procurement of Common-Use Supplies and Equipm	ent from DBM-PS	
3. In the conduc	ct of procurement activities using Repeat Order, which of these condi	tions is/are met? (2e)	
n/a	Original contract awarded through competitive bidding		
n/a	The goods under the original contract must be quantifiable, divisible four (4) units per item	e and consisting of at least	
n/a	The unit price is the same or lower than the original contract awards advantageous to the government after price verification	ed through competitive bidding) which is
n/a	The quantity of each item in the original contract should not exceed	25%	
n/a	Modality was used within 6 months from the contract effectivity date original contract, provided that there has been a partial delivery, ins within the same period		
4. In the conduc	ct of procurement activities using Limited Source Bidding (LSB), which	n of these conditions is/are me	et? (2f)
n/a	Upon recommendation by the BAC, the HOPE issues a Certification	n resorting to LSB as the prope	er modality
n/a	Preparation and Issuance of a List of Pre-Selected Suppliers/Consu government authority	ultants by the PE or an identifie	ed relevant
n/a	Transmittal of the Pre-Selected List by the HOPE to the GPPB		
n/a	Within 7cd from the receipt of the acknowledgement letter of the list procurement opportunity at the PhilGEPS website, agency website, place within the agency		
5. In giving your	r prospective bidders sufficient period to prepare their bids, which of t	hese conditions is/are met? (3	d)
1	Bidding documents are available at the time of advertisement/postir Agency website;	ng at the PhilGEPS website or	
\checkmark	Supplemental bid bulletins are issued at least seven (7) calendar da	ays before bid opening;	

Minutes of pre-bid conference are readily available within five (5) days.

 \checkmark

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

 \checkmark

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



 \checkmark

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)

Image: Second secon		please provide Office Order	No.: PHLPost Office Order Nos. 23-46 and 2023-72
please provide members and their respective training dates: Name/s Date of RA 9184-related training A Atty. Benjie S. Yotoko August 9-11, 2023 August 9-11, 2023 B. Mr. Peter S. Bartolome August 9-11, 2023 August 9-11, 2023 C. Engr. Eliezer V. Rosales August 9-11, 2023 August 9-11, 2023 D. Ms. Carol C. Terrado August 9-11, 2023 August 9-11, 2023 E. Mr. Valeriano C. Delito August 9-11, 2023 August 9-11, 2023 G. G. August 9-11, 2023 G. G. Hermebers of BAC are trained on R.A. 9184 McC Secretariat PHLPost Office Order No. 23-46 S. The Head of the BAC Secretariat meets the minimum qualifications please provide name of BAC Sec Head: Ms. Luzviminda M. Valdez S. Majority of the members of BAC Secretariat are trained on R.A. 9184 please provide training date: August 9-11, 2023	∇	There are at least five (5) mem	bers of the BAC
Name/s Date of RA 9184-related training A Atty. Benjie S. Yotoko August 9-11, 2023 B. Mr. Peter S. Bartolome August 9-11, 2023 C. Engr. Eliezer V. Rosales August 9-11, 2023 D. Ms. Carol C. Terrado August 9-11, 2023 E. Mr. Valeriano C. Delito August 9-11, 2023 F. August 9-11, 2023 G. Mayority 0.11, 2023 Y Members of BAC meet qualifications Image: Science of the members of BAC are trained on R.A. 9184 AC Secretariat: (4b) Image: Science of the members of BAC are trained on R.A. 9184 CS Secretariat: (4b) Image: Science of the BAC Secretariat meets the minimum qualifications please provide Office Order No.: PHLPost Office Order No.: PHLPost Office Order No. 23-46 Image: Science of BAC Secretariat are trained on R.A. 9184 Image: Science of BAC Secretariat are trained on R.A. 9184 Image: Provide name of BAC Secretariat are trained on R.A. 9184 Image: Science of BAC Secretariat are trained on R.A. 9184 Image: Science of BAC Secretariat are trained on R.A. 9184 Image: Science of BAC Secretariat are trained on R.A. 9184 Image: Science of BAC Secretariat are trained on R.A. 9184 Image: Science of BAC Secretari			
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F.	D.	Ms. Carol C. Terrado	August 9-11, 2023
G.	E.	Mr. Valeriano C. Delito	August 9-11, 2023
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Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

Yes

8

9. In determining whether you provide up-to-date procurement information easily accessible at no cost, which of these conditions is/are met? (7a)

1	Agency has a working website please provide link: www.phlpost.gov.ph
\checkmark	Procurement information is up-to-date
\checkmark	Information is easily accessible at no cost
	ng with the preparation, posting and submission of your agency's Procurement Monitoring Report, conditions is/are met? (7b)
\checkmark	Agency prepares the PMRs
1	PMRs are promptly submitted to the GPPB please provide submission dates: 1st Sem - Jul. 13, 2023 2nd Sem - Feb. 14, 2024
1	PMRs are posted in the agency website please provide link: www.phlpost.gov.ph
1	PMRs are prepared using the prescribed format
	of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, conditions is/are met? (8c)
V	There is an established procedure for needs analysis and/or market research
\checkmark	There is a system to monitor timely delivery of goods, works, and consulting services
1	Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts
12. In evaluatir	ig the performance of your procurement personnel, which of these conditions is/are present? (10a)
1	Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
\checkmark	Procuring entity communicates standards of evaluation to procurement personnel
\checkmark	Procuring entity and procurement personnel acts on the results and takes corresponding action
	ne following procurement personnel have participated in any procurement training and/or professionalization program three (3) years? (10b)
	Date of most recent training: August 9-11, 2023
	Head of Procuring Entity (HOPE)
V	Bids and Awards Committee (BAC)
V	BAC Secretariat/ Procurement/ Supply Unit
7	BAC Technical Working Group
1	End-user Unit/s
1	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)

V

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 vears 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 V 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) \checkmark 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 Engr. Eliezer V. Rosales Name of Civil Works Supervisor: Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Mr. Renato A. Sapiera 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 Thirty (30) documents are complete? (12b) 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-gualification

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



20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (14a)

1	Creation of Internal Audit Unit (IAU) in the agency Agency Order/DBM Approval of IAU position/s:	Circular Letter No. 2008, April 14, 2008
\checkmark	Conduct of audit of procurement processes and trans	actions by the IAU within the last three years
7	Internal audit recommendations on procurement-relate of the internal auditor's report	ed matters are implemented within 6 months of the submission
21. Are COA red report? (14b)	commendations responded to or implemented within six	months of the submission of the auditors'
1	Yes (percentage of COA recommendations responded 100 %	d to or implemented within six months)
	No procurement related recommendations received	
	ng whether the Procuring Entity has an efficient procure rocedural requirements, which of conditions is/are pres	
	The HOPE resolved Protests within seven (7) calenda	r days per Section 55 of the IRR
\checkmark	The BAC resolved Requests for Reconsideration within	n seven (7) calendar days per Section 55 of the IRR
\checkmark	Procuring entity acts upon and adopts specific measure referrals, subpoenas by the Omb, COA, GPPB or any	
23. In determinir conditions is/are	ng whether agency has a specific anti-corruption progra present? (16a)	m/s related to procurement, which of these
\checkmark	Agency has a specific office responsible for the impler	nentation of good governance programs
\checkmark	Agency implements a specific good governance progra	am including anti-corruption and integrity development

Agency implements specific policies and procedures in place for detection and prevention of corruption

 \checkmark

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Percentage of contract awards procured through alternative methods posted Below 20.00% Between 20.00 - 50.99% Between 51.00-80.00%			Between 20.00- 50.99%	Between 51.00-80.00%	Above 80.00%
			Between 20.00 - 50.99%	Between 51.00-80.00%	Above 80.00%

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IPACTICIS CINITY IN INTERCIPTION INTERCIPTICURICURAR		reparation of Procurement Monitoring Reports using the GPPB-prescribed ormat, submission to the GPPB, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant		
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afe sector and ensures access Not Compliant Image (Compliant) Image		ercentage of participation of procurement staff in procurement training nd/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		
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Ach areas as quality control, and evaluation of After 45 days Not Compliant Partially Compliant After 45 days Between 38-45 days Between 31-37 days	licato	or 12. Contract Management Procedures						
After 45 days Between 38-45 days Between 31-37 days Between 31-37 days	5 ac	gency has defined procedures or standards in such areas as quality control, ceptance and inspection, supervision of works and evaluation of intractors' performance	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant		
ILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM		mely Payment of Procurement Contracts	After 45 days	Between 38-45 days	Between 31-37 days	On or before 30 days		
	LAR	PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM						

No.	No. Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
37	Observers are invited to attend stages of procurement as prescribed in the IRR	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indi	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	39 Audit Reports on procurement related transactions	Below 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance	Above 90-100% compliance
Indi	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
Indi	Indicator 16. Anti-Corruption Programs Related to Procurement				
41	41 Agency has a specific anti-corruption program/s related to procurement	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

ANNEX A GOVERNMENT PROCUREMENT POLICY BOARD

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

Name of Agency: _____

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
	AR I. LEGISLATIVE AND REGULATORY FRAMEWORK				
Indi	cator 1. Competitive Bidding as Default Method of Procuremer	it			
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	89.56%	2.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	17.74%	0.00		PMRs
2.a	Cator 2. Limited Use of Alternative Methods of Procurement Percentage of shopping contracts in terms of amount of total procurement	0.28%	3.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	3.26%	3.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	6.91%	0.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
ndia	cator 3. Competitiveness of the Bidding Process				
3.a	Average number of entities who acquired bidding documents	1.65	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.52	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.39	1.00		Abstract of Bids or other agency records
B.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
l.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I	1.64		
	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMER cator 4. Presence of Procurement Organizations	VT CAPACITY			
1.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
l.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
	ator 5. Procurement Planning and Implementation				
i.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
i.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	Fully Compliant	3.00		APP, APP-CSE, PMR
.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
a di	ator 6. Uro of Covernment Electronic Decement Custom				
i.a	ator 6. Use of Government Electronic Procurement System Percentage of bid opportunities posted by the PhilGEPS- registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
i.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
i.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	100.00%	3.00		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: _____ 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
India	ator 7. System for Disseminating and Monitoring Procuremen	t Information			
7.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
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		Copy of PMR and received copy that it was submitted to GPPB
-		A	2.00		
PILL	AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES	Average II	3.00		
India	ator 8. Efficiency of Procurement Processes	1 4 1 1 1 1 1 1 1 1 1			
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	80.46%	3.00		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	95.65%	3.00		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		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 10% or less
Indic	ator 9. Compliance with Procurement Timeframes				
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00		PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects Percentage of contracts awarded within prescribed period of	100.00%	3.00		PMRs
9.c	action to procure consulting services	n/a	n/a		PMRs
Indic	ator 10. Capacity Building for Government Personnel and Priva	ate Sector Partici	ipants		
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		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	#VALUE!	#VALUE!		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
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		Ask for copies of documentation of activities for bidders
Indic	ator 11. Management of Procurement and Contract Managem	ent Records			
11.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) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
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		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indic	ator 12. Contract Management Procedures				
	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		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
12.b	Timely Payment of Procurement Contracts	After 45 days	0.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
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ANNEX A GOVERNMENT PROCUREMENT POLICY BOARD Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

	ne of Agency: e 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
		Average III	#VALUE!		
	AR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREN	MENT SYSTEM			Street Difference of the state of the
Ind	icator 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 (Lis and average number of CSOs and PAs invited shall be noted.)
Indi	cator 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		Verify copy of Order or show actual organizational chart showing IAU, auidt reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Above 90- 100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
India	cator 15. Capacity to Handle Procurement Related Complaints		Contraction of the second		
mult	ator 15. Capacity to natione Procurement Related Complaints				Verify copies of BAC resolutions on Motion
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Substantially Compliant	2.00		for Reconsiderations, Protests and Complaints; Office Orders adopting mesures to address procurement-related complaints

Indicator 16. Anti-Corruption Programs Related to Procurement			
Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00	Verify documentation of anti-corruption program
	Average IV	2.80	
GRAND TOTAL (Avarege I + Average II + Average III + Average IV /	(4)	#VALUE!	

Summary of APCPI Scores by Pillar

. 1

	APCPI Pillars	Ideal Rating	Agency Rating
I	Legislative and Regulatory Framework	3.00	1.64
11	Agency Insitutional Framework and Management Capacity	3.00	3.00
11	Procurement Operations and Market Practices	3.00	#VALUE!
V	Integrity and Transparency of Agency Procurement Systems	3.00	2.80
	Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	#VALUE!



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PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: PHILIPPINE POSTAL CORPORATION

4

Period: One year

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	Reiterate importance of competitiveness in procurement activites Conduct strategic planning, taking into consideration the needs of the corporation in order to properly time the conduct of procurement activities. Proposal to designate persons responsible for contract administration and contract management	Execom Mancom BAC BAC Secretariat End Users		
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement				
2.a	Percentage of shopping contracts in terms of amount of total 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	Reiterate the importance of Market Study in order for the End Users to be able to explore better options for the Corporation Conduct of Training/ workshop on Procurement in general, the conduct of Market Research and Preparation of PPMP,	End-users, HRMD		
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.а	Average number of entities who acquired bidding documents	Reiterate the importance of Market Study in order for the End Users to be able to explore better options for the Corporation Conduct of Training/ workshop on Procurement in general, the conduct of Market Research and Preparation of PPMP,	End-users, HRMD		
3.b	Average number of bidders who submitted bids	Reiterate the importance of Market Study in order for the End Users to be able to explore better options for the Corporation Conduct of Training/ workshop on Procurement in general, the conduct of Market Research and Preparation of PPMP,	End-users, HRMD		
3.с	Average number of bidders who passed eligibility stage	Reiterate the importance of Market Study in order for the End Users to be able to explore better options for the Corporation Conduct of Training/ workshop on Procurement in general, the conduct of Market Research and Preparation of PPMP,	End-users, HRMD		

3.ď	Sufficiency of period to prepare bids			
e.	Use of proper and effective procurement documentation and technical specifications/requirements	Reiterate the importance of Market Study in order for the End Users to be able to explore better options for the Corporation Conduct of Training/ workshop on Procurement in general, the conduct of Market Research and Preparation of PPMP		
4 . a	Creation of Bids and Awards Committee(s)	Recommend the rotation of officers to be assigned as BAC and TWG to allow members to focus on their usual functions; as well as to avoid too much familiary with bidders		
4.b	Presence of a BAC Secretariat or Procurement Unit			
5.a	An approved APP that includes all types of procurement	Reiterate the importance of Market Study in order for the End Users to be able to explore better options for the Corporation Conduct of Training/ Workshop on Procurement in general, the conduct of Market Research and Preparation of PPMP	End-users, HRMD	
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	Reiterate the importance of Market Study in order for the End Users to be able to explore better options for the Corporation Conduct of Training/ Workshop on Procurement in general, the conduct of Market Research and Preparation of PPMP	End-users, HRMD	
5.C	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Reiterate the importance of Market Study in order for the End Users to be able to explore better options for the Corporation Conduct of Training/ Workshop on Procurement in general, the conduct of Market Research and Preparation of PPMP	End-users, HRMD	
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.а	Presence of website that provides up-to-date procurement information easily accessible at no cost	Updating of the PHLPost website	MISD	
7.b	Preparation of Procurement Monitoring Reports using the GPPB- prescribed format, submission to the GPPB, and posting in agency website	Continuous update of reports and diligent monitoring of deadlines	BAC Secretariat	
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			

	End-users, HRMD	End-users, HRMD	End-users, HRMD		HRMD								
	Conduct strategic planning, taking into consideration the needs of the corporation in order to properly time the conduct of procurement activities. Proposal to designate persons responsible for contract administration and contract management	Conduct strategic planning, taking into consideration the needs of the corporation in order to properly time the conduct of procurement activities. Proposal to designate persons responsible for contract administration and contract management	Conduct strategic planning, taking into consideration the needs of the corporation in order to properly time the conduct of procurement activities. Proposal to designate persons responsible for contract administration and contract management		Conduct of regular training for all stakeholders especially those who are directly involved in procurement / end-users.								
Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Percentage of contracts awarded within prescribed period of action to procure goods	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Percentage of contracts awarded within prescribed period of action to procure consulting services	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Percentage of participation of procurement staff in procurement training and/or professionalization program	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	The BAC Secretariat has a system for keeping and maintaining procurement records	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Timely Payment of Procurement Contracts	Observers are invited to attend stages of procurement as prescribed in the IRR	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Audit Reports on procurement related transactions
8.c	9.8 2	9.b	9.0	10.a	10.b	10.c	11.a	11.b	12.a	12.b	13.a	14.a	14.b

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