

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

Name of Agency: DepEd, Regional Office VIII
 Date of Self Assessment: June 27, 2022

Name of Evaluator: Rachel R. Cuevas
 Position: Chairperson, BAC Secretariat

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. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	81.49%	2.00	PMRs are available	PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	7.20%	0.00	PMRs are available	PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	2.42%	3.00	PMRs are available	PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	15.90%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.19%	3.00		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	Compliant	3.00		Procurement documents relative to conduct of Limited Source Bidding
Indicator 3. Competitiveness of the Bidding Process					
3.a	Average number of entities who acquired bidding documents	8.33	3.00	PhilGEPS are organized in a folder orderly	Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	5.23	3.00	Abstract of Bids are organized in a folder orderly	Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	2.97	2.00	Abstract of Bids are organized in a folder orderly	Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00	PhilGEPS are organized in a folder orderly	Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00	PhilGEPS are organized in a folder orderly	Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I	2.33		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00	*Special Order No. 035, s. 2021	Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00	*Special Order No. 035, s. 2021	Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation					
5.a	An approved APP that includes all types of procurement	Compliant	3.00	APP is readily available	Copy of APP and its supplements (if any)
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	Fully Compliant	3.00	APP is readily available approved	APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00	RFQs are available and its indicated the use of green technical specification for the procurement	ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
Indicator 6. Use of Government Electronic Procurement System					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	98.80%	3.00	Records of posted PhilGEPS are accurately and systematically available in BAC Secretariat Head	Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00	Records of posted PhilGEPS are accurately and systematically available in BAC Secretariat Head	Agency records and/or PhilGEPS records

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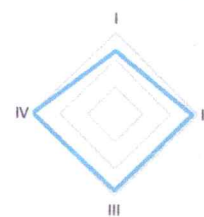
Name of Evaluator: Rachel R. Cuevas
 Position: Chairperson, BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPs-registered Agency	37.14%	1.00	Records of posted PhilGEPs are accurately and systematically available in BAC Secretariat Head	Agency records and/or PhilGEPs records
Indicator 7. System for Disseminating and Monitoring Procurement Information					
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00	Website is available and accessible and was linked in the DepEd Central Office: bac.region8@deped.gov.ph	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	PMR was submitted to GPPB per quarter 2021 records was presented in a folder	Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.80		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	84.11%	3.00	APP records was accurate to PMRs	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	90.00%	1.00	APP records was accurate to PMRs	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	APP records was accurate to PMRs	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
Indicator 9. Compliance with Procurement Timeframes					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00	PMR records was checked accurately and calculated accordingly	PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	n/a	n/a		PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
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	100.00%	3.00	Training certificate was presented	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	*Conduct of the 2021 Local Stakeholders Convergence with contractors	Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00	Records related to procurement was available and retrieved immediately when ask or requested because its organized by folder in their BAC Office	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	Provision of frontline services offered in the Transparency Board with time needed in every transaction	Verify actual contract management records and time it took to retrieve records should be no more than two hours

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	2.33
II Agency Institutional Framework and Management Capacity	3.00	2.80
III Procurement Operations and Market Practices	3.00	2.82
IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.74

Agency Rating



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