

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

Name of Agency: TIDCORP  
Date of Self Assessment: June 15, 2015

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 Form)
<b>PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Procurement Method</b>					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	15.34%	0.00	P4.418M were originally under Public Bidding (PB) but were relegated to Negotiated resulting from 2 Failed PB	PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	3.26%	0.00	Most of the amount of procurement projects fall below P50K hence, the BAC opted to use Alternative Method. It will also be costly to the Bidder/s.	PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	1.51%	3.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	58.47%	0.00	P4.418M were originally under Public Bidding (PB) but were relegated to Negotiated resulting from 2 Failed PB	PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	24.69%	0.00	As prescribed under Section 50 of R.A. 9184	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
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9	(a) Average number of entities who acquired bidding documents	1.13	0.00	Due to lack of bidders' interest, low ROI on the part of the bidder and non-compliance of Class A (Eligibility Requirements) particularly on tax clearances	Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	1.13	0.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	1.00	1.00		Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Substantially Compliant	2.00		Agency records and/or PhilGEPS records
		<b>Average I</b>	<b>1.25</b>		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
13	(a) Creation of Bids and Awards Committee(s)	Partially Compliant	1.00		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
<b>Indicator 5. Procurement Planning and Implementation</b>					
15	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
<b>Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)</b>					
16	(a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
17	(b) Percentage of contract award information posted by the Phil-GEPS-registered Agency	100.00%	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	100.00%	3.00		Agency records and/or PhilGEPS records
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					

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19	(a) Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Partially Compliant	1.00		Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.50		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	21.19%	0.00	7.960M of which was allotted for security & manpower services w/c is a multi-year contract thus no need to procure and award on a yearly basis. For budget consideration only. P3M for service vehicles was also allotted to provide contingency pending the disposal of old units. Information and Technology Department's projects were deferred pending issues to be resolved.	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	37.50%	0.00	Most of the amount of procurement projects fall below P50K hence, the BAC opted to use Alternative Method. It will also be costly to the Bidder/s.	APP (including Supplemental amendments, if any) and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	62.50%	0.00	Non-compliance with Terms of Reference and/or Tax Clearance requirement	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	100.00%	3.00		PMRs
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	N/A	n/a		PMRs
26	(c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR	0.00%	0.00	Due to declared non-working holidays. Awarded the next year.	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	Not Compliant	0.00		Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff
28	(b) Percentage of participation of procurement staff in annual procurement training	Less than 60.00% Trained	0.00	Define "Procurement staff" and "Procurement personnel"	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	Not Compliant	0.00		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.
31	(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records	Not Compliant	0.00		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>					

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32	(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Not Compliant	0.00		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.	Substantially Compliant	2.00		Specific procurement contract with amendment to order, variation order or with negative slippage
34	(c) Timely payment of procurement contracts	Between 31-37 days	2.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		<b>Average III</b>	<b>0.77</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		0.00		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>					
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>2.00</b>		
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>			<b>1.63</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	1.25
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	2.50
Pillar III: Procurement Operations and Market Practices	3.0000	0.77
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	2.00
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>	<b>3.0000</b>	<b>1.63</b>