

# **AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR SYSTEM**

Performance Monitoring Division  
GPPB-TSO

# What is APCPI?

- The **APCPI** is the procurement monitoring, assessment and evaluation tool developed to determine, in a qualitative and quantitative manner, procurement strengths and weaknesses of agencies, and formulate a reasonable action plan to address identified areas for improvement while adopting measures to sustain strengths alongside a competitive, transparent, economical, efficient and accountable public procurement regime.

# APCPI

- Adopted in June 1, 2012 in line with the function of the GPPB-TSO:
  - To evaluate the effectiveness of the government procurement system and procurement reform program of the government; and
  - To monitor compliance by government agencies with procurement laws, rules and regulations

# APCPI

## Objectives:

- To provide a standard procurement performance monitoring and evaluation tool for use by all procuring entities;
- To identify strengths and weaknesses in the agency's procurement system and to develop an Action Plan;
- To utilize the information submitted by the agencies as part of the procurement database that will be linked to other government related databases; and
- To assist in strengthening the GPPB-TSO capability in monitoring national compliance to procurement regulations and in implementing the agency level Action Plans.

# APCPI



# Development of the APCPI

# Development of the APCPI



The GPPB Technical Support Office, with support from the World Bank, started developing the APCPI in early part of 2010 based on:

- The BLI and CPI Systems of OECD DAC Methodology for the Assessment of National Procurement Systems (MAPS)
- API (2005) and OMES (2006) used by GPPB to measure and evaluate procurement practices

# APCPI Development



2003



Republic Act 9184

2005



Start of APCPI  
development

2008



CPAR

2009-2010



Consultations

2012



APCPI

# The Need for an Assessment Tool



# Philippines Country Procurement Assessment Report 2012



## CPAR

is a document prepared by the Government of the Philippines in collaboration its development partners and other stakeholders to review and record the progress of reforms, diagnose the health of the current public procurement system and conduct a dialogue to determine and agree upon actions needed to push the reforms further. (CPAR, 2012)

# APCPI

**2008 CPAR recommendations include development and strengthening of:**

- Procurement monitoring system at the agency and national levels;
- Systems for analysis of procurement related information for policy and decision making purposes; and
- Capacity of the GPPB Technical Support Office to monitor compliance with RA 9184.

# APCPI Methodology

# Challenges

time-consuming  
brain-cracking  
stringent  
perplex  
tedious  
exhausting technical  
tough extra work  
tiresome strict  
difficult challenging  
demanding taxing  
complicated painstaking

# APCPI

# Results



# APCPI

## APCPI Documents

- [USER'S GUIDE](#)
- [ANNEX "A" - SELF-ASSESSMENT FORM](#)
- [ANNEX "B" - CONSOLIDATED PROCUREMENT MONITORING REPORT](#)
- [ANNEX "C" - SCORING AND RATING SYSTEM](#)
- [ANNEX "D" - PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE](#)



The diagram illustrates the APCPI framework as a house. The roof is a large blue triangle containing the title. The base consists of four white rectangular pillars, each with a green border, representing the four pillars of the framework. The entire structure is set against a light blue background with a yellow and blue wavy line at the bottom.

# **APCPI -** AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS

**PILLAR I.**  
Compliance With  
Legislative And Regulatory  
Framework

**PILLAR II.**  
Agency Institutional  
Framework And  
Management Capacity

**PILLAR III.**  
Procurement Operations  
And Market Practices

**PILLAR IV.**  
Integrity and Transparency  
of Agency Procurement  
Systems

# APCPI Pillars and Indicators

PILLAR I	PILLAR II	PILLAR III	PILLAR IV
Compliance with the Legislative and Regulatory Framework	Agency Institutional Framework and Management Capacity	Procurement Operations and Market Practices	Integrity and Transparency of the Agency Procurement System
<ul style="list-style-type: none"> <li>➤ Indicator 1- <b>Competitive Bidding as Default Method of Procurement</b></li> <li>➤ Indicator 2- <b>Alternative Methods of Procurement</b></li> <li>➤ Indicator 3- <b>Competitiveness of the Bidding Process</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Indicator 4- <b>Presence of Procurement Organizations</b></li> <li>➤ Indicator 5- <b>Procurement Planning and Implementation</b></li> <li>➤ Indicator 6- <b>Use of Philippine Government Electronic Procurement System (PhilGEPs)</b></li> <li>➤ Indicator 7- <b>System for Disseminating and Monitoring Procurement Information</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Indicator 8- <b>Efficiency of Procurement Processes</b></li> <li>➤ Indicator 9- <b>Compliance with Procurement Timeframes</b></li> <li>➤ Indicator 10- <b>Capacity Building for Government Personnel and Private Sector Participants</b></li> <li>➤ Indicator 11- <b>Management of Procurement and Contract Management Records</b></li> <li>➤ Indicator 12- <b>Contract Management Procedures</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Indicator 13- <b>Observer Participation in Public Bidding</b></li> <li>➤ Indicator 14- <b>Internal and External Audit of Procurement Activities</b></li> <li>➤ Indicator 15- <b>Capacity to Handle Procurement Related Complaints</b></li> <li>➤ Indicator 16- <b>Anti-Corruption Programs Related to Procurement</b></li> </ul>

# Pillar I of the APCPI

## Indicator 1. Competitive Bidding as Default Procurement Method

<b>Sub-Indicator 1a. Percentage of public bidding contracts in terms of amount of total procurement</b>	<b>CPMR: total amount of contracts awarded for public bidding/the total amount of all contracts awarded</b>
Sub-Indicator 1b. Percentage of public bidding contracts in terms of volume of total procurement	CPMR: total number of contracts awarded through public bidding/total number of all contracts awarded

# Pillar I of the APCP

## Indicator 2. Limited Use of Alternative Methods of Procurement

<b>Sub-Indicator 2a. Percentage of shopping contracts in terms of amount of total procurement</b>	<b>CPMR: total amount of contracts awarded through Shopping /the total amount of all contracts awarded</b>
Sub-Indicator 2b. Percentage of negotiated contracts in terms of amount of total procurement	CPMR: total amount of contracts awarded through Negotiation / the total amount of all contracts awarded
Sub-Indicator 2c. Percentage of direct contracting in terms of amount of total procurement	CPMR: total amount of contracts awarded through direct contracting/the total amount of all contracts awarded

# Pillar I of the APCP

## Indicator 2. Limited Use of Alternative Methods of Procurement

<b>Sub-Indicator 2d. Percentage of repeat order contracts in terms of amount of total procurement</b>	<b>CPMR: total amount of contracts awarded through repeat order by the total amount of all contracts awarded</b>
Sub-Indicator 2e. Percentage of limited source bidding contracts in terms of amount of total procurement	CPMR: total amount of contracts awarded through limited source by the total amount of all contracts awarded
Sub-Indicator 2f. Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of CSE from the PS	Document Review: Copies of APP-CSE and Procurement Monitoring Reports of the agency.

# Pillar I of the APCP

## Indicator 3. Competitiveness of the Bidding Process

<b>Sub-indicator 3a. Average number of entities who acquired bidding documents</b>	<b>CPMR: total number of entities who acquired bid documents /the number of procurement activities</b>
Sub-indicator 3b. Average number of bidders who submitted bids	CPMR: total number of entities submitting bid documents for all contracts awarded through public bidding /number of procurement activities
Sub-Indicator 3c. Average number of bidders who passed eligibility stage	CPMR: total number of bidders who passed the eligibility stage and dividing them by the number of procurement activities

# Pillar I of the APCP

## Indicator 3. Competitiveness of the Bidding Process

### **Sub-Indicator 3d. Sufficiency of period to prepare bids**

#### **Document Review:**

- i. Bidding documents are available at the time of advertisement/posting at the PhilGEPS website and Agency website**
- ii. Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;**
- iii. Minutes of pre-bid conference are readily available within three (3) days.**

# Pillar II of the APCP

## Indicator 4. Presence of Procurement Organizations

<b>Sub-Indicator 4a. Creation of Bids and Awards Committee(s)</b>	<b>Document Review:</b> <ul style="list-style-type: none"><li>i. Existence of agency order creating the Bids and Awards Committee;</li><li>ii. There are at least five (5) members of the BAC;</li><li>iii. Members of BAC meet qualifications; and</li><li>iv. Majority of the members of BAC are trained on R.A. 9184.</li></ul>
Sub-Indicator 4b. Presence of a BAC Secretariat or Procurement Unit	<b>Document Review:</b> <ul style="list-style-type: none"><li>i. Existence of agency order creating the Bids and Awards Committee Secretariat or Procurement Unit;</li><li>ii. The Head of the BAC Secretariat meets the minimum qualifications;</li><li>iii. Majority of the members of BAC Secretariat are trained on R.A. 9184.</li></ul>

# Pillar II of the APCP

## Indicator 5. Procurement Planning and Implementation

**Sub-Indicator 5a. APP is prepared for all types of procurement**

**Document Review:**

**Original and supplemental APPs prepared by the BAC and approved by the Head of the Procuring Entity for the year as provided for under Section 7 of RA 9184 and its IRR**

# Pillar II of the APCP

## Indicator 6 – Use of Government Electronic Procurement System

<b>Sub-Indicator 6a. Percentage of bid opportunities posted by the PhilGEPS-registered Agency</b>	<b>CPMR: total number of bid opportunities posted by method of procurement /total number of procurement activities conducted (using only total number of public bidding contracts, Limited Source Bidding , Shopping under Section 52.1 [b] ,Two-Failed Biddings, and Small Value Procurement)</b>
Sub-Indicator 6b. Percentage of contract award information posted by the PhilGEPS-registered Agency.	CPMR: total number of contract award posted for public bidding in the PhilGEPS website/the total number of public bidding contracts awarded.

# Pillar II of the APCP

## Indicator 6. Use of Philippine Government Electronic Procurement System

<b>Sub-Indicator 6c. Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency.</b>	<b>CPMR: total number of contracts awarded through alternative mode posted in PhilGEPS/ divided by the total number of alternative contracts awarded</b>
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# Pillar II of the APCP

## Indicator 7. System for Disseminating and Monitoring Procurement Information

<b>Sub-Indicator 7a. Presence of website that provides up-to-date procurement information easily accessible at no cost.</b>	<b>Scoring Criteria:</b> <ul style="list-style-type: none"><li>i. Agency has a working website;</li><li>ii. Procurement information is up-to-date;</li><li>iii. Information is easily accessible at no cost.</li></ul>
Sub-Indicator 7b. Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	<b>Document Review:</b> <ul style="list-style-type: none"><li>i. Agency prepares the PMRs;</li><li>ii. PMRs are promptly submitted to the GPPB;</li><li>iii. PMRs are posted in the agency website;</li><li>iv. PMRs are prepared using the prescribed format;</li></ul>

# Pillar III of the APCP

## Indicator 8. Efficiency of Procurement Processes

<b>Sub-Indicator 8a. Percentage of total amount of contracts awarded against total amount of approved APPs.</b>	<b>CPMR: total amount of contracts awarded /total amount of procurements under the approved APP(s)</b>
Sub-Indicator 8b. Percentage of total number of contracts awarded and total number of procurement activities done through public bidding	CPMR: total number of contracts awarded through public bidding/total number of procurement activities conducted through public bidding
Sub-Indicator 8c. Percentage of failed biddings with total number of procurement activities conducted	CPMR: total number of failed biddings for publicly bid procurement/total number of procurement activities conducted through public bidding

# Pillar III of the APCP

## Indicator 9: Compliance with Procurement Timeframes

<b>Sub-Indicator 9a. Percentage of contracts awarded within the prescribed period to procure goods as indicated in Annex "C" of the IRR</b>	<b>CPMR: total number of procurement contracts for goods that complied with the prescribed period / total number of procurement contracts for goods awarded through public bidding</b>
Sub-Indicator 9b. Percentage of contracts awarded within the prescribed period to procure infrastructure projects as indicated in Annex "C" of the IRR	CPMR: total number of procurement contracts for infrastructure projects that complied with the prescribed period/total number of procurement contracts for infrastructure projects awarded through public bidding

# Pillar III of the APCP

## Indicator 9: Compliance with Procurement Timeframes

**Sub-Indicator 9c. Percentage of contracts awarded within the prescribed period to procure consulting services as indicated in Annex "C" of the IRR**

**CPMR: total number of procurement contracts for consulting services that complied with the prescribed period (Column 18) by the total number of contracts for consulting services awarded through public bidding**

# Pillar III of the APCP

## Indicator 10. Capacity Building for Government Personnel and Private Sector Participants

<b>Sub-Indicator 10a. There is a system within the procuring entity to evaluate the performance of procurement personnel</b>	<b>Document Review:</b> <ul style="list-style-type: none"><li>i. There is a written procedure within the procuring entity in evaluating the performance of procurement personnel;</li><li>ii. Procuring entity communicates standards of evaluation to procurement personnel;</li><li>iii. Procuring entity acts on the results and takes corresponding action.</li></ul>
Sub-Indicator 10b. Percentage of participation of procurement staff in annual procurement training	Document review: Copies of Office Orders, training modules, list of participants, schedules of actual training conducted

# Pillar III of the APCP

## Indicator 10. Capacity Building for Government Personnel and Private Sector Participants

**Sub-Indicator 10c. Agency has activities to inform  
and update bidders on public procurement**

**Document Review:  
Copies of the memos, invitation letters,  
programs, list of participants, schedules of  
activities for bidders**

# Pillar III of the APCP

## Indicator 11. Management of Procurement and Contract Management Records

**Sub-Indicator 11a. The BAC Secretariat has a system for keeping and maintaining procurement records**

### **Document Review:**

- i. There is a list of procurement related documents that are maintained for a period of at least five years;
- ii. The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and soft copies in dedicated computers;
- iii. The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel.

# Pillar III of the APCP

## Indicator 11. Management of Procurement and Contract Management Records

**Sub-Indicator 11b. Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records.**

**Document Review:**

- i. There is a list of contract management related documents that are maintained for a period of at least five years;
- ii. The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and soft copies in dedicated computers;
- iii. The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel.

# Pillar III of the APCP

## Indicator 12. Contract Management Procedures

<b>Sub-Indicator 12a. Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance.</b>	<b>Document Review:</b> <ul style="list-style-type: none"><li><b>i. Agency has written procedures for quality control, acceptance and inspection of goods, services and works;</b></li><li><b>ii. Supervision of civil works is carried out by qualified construction supervisors;</b></li><li><b>iii. Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only).</b></li></ul>
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# Pillar III of the APCP

## Indicator 12. Contract Management Procedures

<b>Sub-Indicator 12b – Agency complies with the thresholds prescribed for amendments to order, variation orders, advance payment, and slippage in publicly bid contracts.</b>	<b>Document Review:</b> <ul style="list-style-type: none"><li>i. Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price;</li><li>ii. Advance payment(s) made does/do not exceed fifteen percent(15%) of the contract amount;</li><li>iii. Goods, works and services are timely delivered.</li></ul>
Sub-Indicator 12c - Timely Payment of Procurement Contracts	Inquiry with the Finance or Accounting Head of Agency for the normal period for the release of payments for procurement contracts and comparing the time frames with those normally found in the contract documents of the sampled contracts

# Pillar IV of the APCP

## Indicator 13. Observers' Participation in Public Bidding

<b>Sub-Indicator 13a. Observers are invited to all stages of every public bidding activity.</b>	<b>Document Review:</b> Copies of invitation letters to Observers and duly received by them, and attaching samples to the evaluation report.
Sub-Indicator 13b. Percentage of attendance of Observers in public bidding activities	Document Review: Minutes of BAC meetings where these Observers attended.

# Pillar IV of the APCP

## Indicator 14. Internal and External Audit of Procurement Activities

**Sub-Indicator 14a. Creation and operation of Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008)**

**Document Review:**

- i. Creation of Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008);
- ii. Conduct of regular audit of procurement processes and transactions by internal audit unit; and/or
- iii. Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report.

# Pillar IV of the APCP

## Indicator 14. Internal and External Audit of Procurement Activities

**Sub-Indicator 14b. Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions.**

**Inquiry with agency Auditor and look at its Annual Audit Report of the previous year to identify procurement related recommendations that have been complied with.**

# Pillar IV of the APCP

## Indicator 15. Capacity to Handle Procurement Related Complaints

**Sub-Indicator 15a. The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements**

**Document Review:**

- i. The BAC and the HOPE resolved Requests for Reconsideration and Protests within seven (7) calendar days as per Section 55 of the IRR and decisions;
- ii. Decisions on Protests are submitted to GPPB;
- iii. Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body.

# Pillar IV of the APCP

## Indicator 16. Anti-Corruption Programs Related to Procurement

<b>Sub-Indicator 16a. Agency has a specific anti-corruption program/s related to procurement</b>	<b>Document Review:</b> <ul style="list-style-type: none"><li>i. Agency has a specific good governance program including anti-corruption and integrity development;</li><li>ii. Agency has a specific office responsible for the implementation of good governance programs;</li><li>iii. Agency has specific policies and procedures in place for detection and prevention of corruption associated with procurement.</li></ul>
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# APCPI Methodology

There are six (6) major steps in the conduct of an APCPI Assessment:

- 1) Data Collection
- 2) Data Consolidation
- 3) Scoring and Rating
- 4) Confirmation of Results
- 5) Analysis of Results
- 6) Preparation of Action Plan

# Step 1: DATA COLLECTION

## Prescribed Data Gathering Instruments:

1. Annual Procurement Plan (APP)
2. Procurement Monitoring Report (PMR)
3. Consolidated Procurement Monitoring Report (CPMR)
4. PhilGEPS Data
5. Procurement-related Documents
6. Contract Management Records
7. Interviews and/or Verification with concerned offices/entities

# Step 2: DATA CONSOLIDATION

	A	B	C	D	E	F	G	H	I	J	K
1	<b>ANNEX B</b>										
2	<b>GOVERNMENT PROCUREMENT POLICY BOARD</b>										
3	<b>CONSOLIDATED PROCUREMENT MONITORING REPORT</b>										
4	<i>(Page 1 of 2)</i>										
5											
6	<b>Name of Agency:</b> _____							<b>Period Covered:</b> <u>CY</u> _____			
7											
8											
9											
10											
11		<b>Total Amount of Approved APP</b>	<b>Total Number of Procurement Activities</b>	<b>No. of Contracts Awarded</b>	<b>Total Amount of Contracts Awarded</b>	<b>No. of Failed Biddings</b>	<b>Total No. of Entities who Acquired Bid Docs</b>	<b>Total No. of Bidders who Submitted Bids</b>	<b>Total No. of Bidders who passed Eligibility Stage</b>	<b>No. of Bid Opportunities Posted at PhilGEPS</b>	<b>No. of Contract Award Posted at PhilGEPS</b>
12	<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>	<i>Column 5</i>	<i>Column 6</i>	<i>Column 7</i>	<i>Column 8</i>	<i>Column 9</i>	<i>Column 10</i>	<i>Column 11</i>
13	<b>1. Public Bidding*</b>										
14	1.1. Goods										
15	1.2. Works										
16	1.3. Consulting Services										
17	<b>Sub-Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
18	<b>2. Alternative Modes</b>										
19	2.1.1 Shopping (52.1 b above 50K)										
20	2.1.2 Shopping (Others)										
21	2.2. Direct Contracting										
22	2.3. Repeat Order										
23	2.4. Limited Source Bidding										
24	2.5.1 Negotiation (Common-Use Supplies)										
25	2.5.2 Negotiation (TFB 53.1)										
26	2.5.3 Negotiation (SVP 53.9 above 50K)										
27	2.5.4 Negotiation (Others)										
28	<b>Sub-Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>					<b>0</b>	<b>0</b>
29	<b>3. Foreign Funded Procurement**</b>										
30	3.1. Publicly-Bid										
31	3.2. Alternative Modes										
32	<b>Sub-Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>						
33	<b>4. Others, specify:</b>										
34	<b>TOTAL</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>						

# Step 2: DATA CONSOLIDATION

ANNEX B  
GOVERNMENT PROCUREMENT POLICY BOARD  
CONSOLIDATED PROCUREMENT MONITORING REPORT  
(Page 2 of 2)

Name of Agency: \_\_\_\_\_

Period Covered: CY \_\_\_\_\_

	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to Resolve Requests for Reconsiderations / Protests	No. of Contracts Awarded within prescribed timeframes
	Column 12	Column 13	Column 14	Column 15	Column 16	Column 17	Column 18
<b>1. Public Bidding*</b>							
1.1. Goods							
1.2. Works							
1.3. Consulting Services							
Sub-Total	0	0	N/A	0	0	#DIV/0!	0
<b>2. Alternative Modes</b>							
2.1.1 Shopping (52.1 b above 50K)							
2.1.2 Shopping (Others)							
2.2. Direct Contracting							
2.3. Repeat Order							
2.4. Limited Source Bidding							
2.5.1 Negotiation (Common-Use Supplies)							
2.5.2 Negotiation (TFB 53.1)							
2.5.3 Negotiation (SVP 53.9 above 50K)							
2.5.4 Negotiation (Others)							
Sub-Total							
<b>3. Foreign Funded Procurement**</b>							
3.1. Publicly-Bid							
3.2. Alternative Modes							
Sub-Total							
<b>4. Others, specify:</b>							
<b>TOTAL</b>							

# Consolidated Procurement Monitoring Report (CPMR)

## GOVERNMENT PROCUREMENT POLICY BOARD CONSOLIDATED PROCUREMENT MONITORING REPORT (Page 1 of 2)

Name of Agency: \_\_\_\_\_

Period Covered: CY \_\_\_\_\_ Name of Agency: \_\_\_\_\_

## GOVERNMENT PROCUREMENT POLICY BOARD CONSOLIDATED PROCUREMENT MONITORING REPORT (Page 2 of 2)

Period Covered: CY \_\_\_\_\_

	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	Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to Resolve Requests for Reconsideration & / Protests	No. of Contracts Awarded within prescribed
<b>1. Public Bidding*</b>											<b>1. Public Bidding*</b>							
1.1. Goods											1.1. Goods							
1.2. Works											1.2. Works							
1.3. Consulting Services											1.3. Consulting Services							
<b>Sub-Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$DIV/0!</b>	<b>0</b>
<b>2. Alternative Modes</b>											<b>2. Alternative Modes</b>							
2.1.1 Shopping (52.1 b above 50K)											2.1.1 Shopping (52.1 b above 50K)							
2.1.2 Shopping (Others)											2.1.2 Shopping (Others)							
2.2. Direct Contracting											2.2. Direct Contracting							
2.3. Repeat Order											2.3. Repeat Order							
2.4. Limited Source Bidding											2.4. Limited Source Bidding							
2.5.1 Negotiation (Common-Use Supplier)											2.5.1 Negotiation (Common-Use Supplier)							
2.5.2 Negotiation (TFB 53.1)											2.5.2 Negotiation (TFB 53.1)							
2.5.3 Negotiation (SVP 53.9 above 50K)											2.5.3 Negotiation (SVP 53.9 above 50K)							
2.5.4 Negotiation (Others)											2.5.4 Negotiation (Others)							
<b>Sub-Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>					<b>0</b>	<b>0</b>	<b>Sub-Total</b>							
<b>3. Foreign Funded Procurement**</b>											<b>3. Foreign Funded Procurement**</b>							
3.1. Publicly-Bid											3.1. Publicly-Bid							
3.2. Alternative Modes											3.2. Alternative Modes							
<b>Sub-Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>							<b>Sub-Total</b>							
<b>4. Others, specify:</b>											<b>4. Others, specify:</b>							
<b>TOTAL</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>							<b>TOTAL</b>							

\* 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

\* 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

- is the Annex B of the APCPI which provides the profile of agency procurement for one calendar/fiscal year. This shall be submitted as part of your APCPI Assessment Result.

- Source document: APP, PMR, abstract of bids, contracts, purchase orders, etc.

# Components

Sub-indicator 1a
Sub-indicator 1b
Sub-indicator 2a
Sub-indicator 2b
Sub-indicator 2c
Sub-indicator 2d
Sub-indicator 2e
Sub-indicator 3a
Sub-indicator 3b
Sub-indicator 3c
Sub-indicator 6a
Sub-indicator 6b
Sub-indicator 6c
Sub-indicator 8a
Sub-indicator 8b
Sub-indicator 8c
Sub-indicator 9a
Sub-indicator 9b
Sub-indicator 9c
Sub-indicator 13b

Based on the  
CPMR  
(Annex B)

Sub-indicator 2f
Sub-indicator 3d
Sub-indicator 4a
Sub-indicator 4b
Sub-indicator 5a
Sub-indicator 7a
Sub-indicator 7b
Sub-indicator 10a
Sub-indicator 10b
Sub-indicator 10c
Sub-indicator 11a
Sub-indicator 11b
Sub-indicator 12a
Sub-indicator 12b
Sub-indicator 12c
Sub-indicator 13a
Sub-indicator 14a
Sub-indicator 14b
Sub-indicator 15a
Sub-indicator 15a

Based on the  
User's Guide  
to be filled up  
in the APCPI  
(Annex A)

SOURCE: "GPPB Resolution No. 10-2012", June 2012

# Step 3: SCORING AND RATING

- Uses a four-point rating scale based on recommended benchmarks (**22 Sub-indicators**)

Numerical Score	Qualitative Rating	Criteria
3	Very Satisfactory	Ideal Benchmark
2	Satisfactory	Above Benchmark
1	Acceptable	Within Benchmark
0	Poor	Below Benchmark

- Uses a two-point rating scale based on degree of compliance with a set of conditions (**4 Sub-indicators**)

Numerical Score	Qualitative Rating	Scoring Range
3	Very Satisfactory	Compliant
0	Poor	Not Compliant

- Uses a four-point rating scale based on degree of compliance with a set of conditions (**14 Sub-indicators**)

Numerical Score	Qualitative Rating	Criteria
3	Very Satisfactory	Fully Compliant
2	Satisfactory	Substantially Compliant
1	Acceptable	Partially Compliant
0	Poor	Not Compliant

# The APCPI Pillars

As of 13 April 2012

PILLAR I	PILLAR II	PILLAR III	PILLAR IV
Compliance with the Legislative and Regulatory Framework	Agency Institutional Framework and Management Capacity	Procurement Operations and Market Practices	Integrity and Transparency of the Agency Procurement System
<ul style="list-style-type: none"> <li>➤ Determines compliance with the requirement on:                             <ul style="list-style-type: none"> <li>• Competitive bidding as the default method of procurement and the limited use of Alternative Methods of procurement</li> <li>• Competitiveness of the bidding process</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Determines:                             <ul style="list-style-type: none"> <li>• The existence and composition of Procurement organizations,</li> <li>• Compliance with the requirements on Planning</li> <li>• Integrated procurement information system</li> </ul> </li> <li>➤ Measures the utilization of PhilGEPS</li> </ul>	<ul style="list-style-type: none"> <li>➤ Defines the efficiency of the agency procurement process through determining the:                             <ul style="list-style-type: none"> <li>• Amount and number of awarded contracts vis-à-vis approved procurement plan</li> <li>• Compliance with the procurement timelines</li> <li>• Timeliness of payment of contracts</li> </ul> </li> <li>➤ Determines the existence of capacity building programs (for procurement personnel and bidders of the agency)</li> <li>➤ Ascertains and determines the capacity of agency to Manage of Procurement and Contract Management Records/Procedures</li> </ul>	<ul style="list-style-type: none"> <li>➤ Determines Civil Society Participation in Public Bidding Activities (<i>Invitation / Attendance</i>)</li> <li>➤ Ascertains Internal and External Audit of Procurement Activities of the agency</li> <li>➤ Measures agency's capacity to resolve requests for reconsideration and protests the receptiveness and willingness of the agency to address and act upon complains or referrals.</li> <li>➤ Assesses the existence of anti-corruption programs in the agency's procurement system</li> </ul>

# APCPI ASSESSMENT FORM

## 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)
<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	#DIV/0!	#DIV/0!		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	#DIV/0!	#DIV/0!		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	#DIV/0!	#DIV/0!		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	#DIV/0!	#DIV/0!		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	#DIV/0!	#DIV/0!		PMRs
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	#DIV/0!	#DIV/0!		PMRs
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	#DIV/0!	#DIV/0!		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	Not Compliant	0.00		APP, APP-CSE, PMR
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9	(a) Average number of entities who acquired bidding documents	#DIV/0!	#DIV/0!		Agency records and/or PhilGEPS records

# APCPI CONFIRMATION

## Background:

Confirmation exercise is the process of checking the APCPI results of the procuring entity in terms of completeness, correctness, consistency and responsiveness to the requirements of the APCPI Assessment.

The process is expected to enhance the perception of credibility of the APCPI results

# Step 4: CONFIRMATION MEETING

Presentation of  
scores per  
indicator

- The parties shall evaluate per indicator using Annex A and Annex B together and other documents

Confirmation of  
scores

- Reconcile the differences and both parties agree to a score

Finalization of Scores

# Step 5: ANALYSIS OF RESULTS

## HIGH SCORES vs LOW SCORES

1. Which of the indicators show areas of “strength” and “weakness”?
2. Which among the low scores can be improved?
3. Which of the high scores, if not all, need and/or possible to be sustained?

SOURCE: “GPPB Resolution No. 10-2012”, June 2012

# Step 6: PREPARATION OF ACTION PLAN

## Annex D

### PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: \_\_\_\_\_

Period: \_\_\_\_\_

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed

# Procurement Reforms through the APCPI

PROBLEMS	REFORMS
<ul style="list-style-type: none"><li>• Lack of, or insufficient training of procurement personnel</li></ul>	<ul style="list-style-type: none"><li>• Raised consciousness of the need to be updated with procurement rules and regulations</li></ul>
<ul style="list-style-type: none"><li>• Procurement delays and inefficiency</li></ul>	<ul style="list-style-type: none"><li>• Realization of the importance of procurement planning</li></ul>
<ul style="list-style-type: none"><li>• Disorganized procurement records</li></ul>	<ul style="list-style-type: none"><li>• Improved contract management procedures and records</li></ul>
<ul style="list-style-type: none"><li>• Inconsistent observance of procurement procedures and casualness in performance of duties and functions</li></ul>	<ul style="list-style-type: none"><li>• Raised the sense of accountability in procurement transactions</li></ul>

# **APCPI EXPERIENCE**



# Bureau of Internal Revenue

## *Coverage*

National Office and BAC – TRA  
All 19 Revenue Regions

## *Scope*

2011 procurement  
Consolidated BIR score





# Department of Health

## Coverage

- National Office
- All Centers for Health Development and Attached Hospitals

## Scope

- 2012 procurement
- Consolidated DOH score planned





# Department of Agriculture

## Coverage

- DA National Bids and Awards Committee Association Members
- 18 RFUs, Attached Agencies and Bureaus

## Scope

- 2012 and 2013 procurement activities



# Bureau of Fisheries and Aquatic Resources (BFAR)

- 18 Regional Offices
- 7 Technical Training Centers





# Regional Offices

## Coverage

- 16 Regions



# Department of National Defense

## *Coverage*

- BAC, BAC Secretariat and TWG of DND, Philippine Army, Philippine Air Force, Philippine Navy, Veterans Memorial Medical Center, Arsenal and DND Modernization Fund

# Development Bank of the Philippines

## ***Coverage***

- BAC, BAC Secretariat, TWG and End-users of DBP Central Office and Regional Offices

## Government Procurement Policy Board Technical Support Office

### *Coverage*

- 20 Departments (main offices) of the Executive Branch

### *Scope*

- 2011, 2012 and 2013 procurement activities



## Government Procurement Policy Board Technical Support Office

### Coverage

1. Department of Agriculture (DA)
2. Department of Agrarian Reform (DAR)
3. Department of Budget and Management (DBM)
4. Department of Education (DepEd)
5. Department of the Environment and Natural Resources (DENR)
6. Department of Foreign Affairs (DFA)
7. Department of the Interior and Local Government (DILG)
8. Department of Health (DOH)
9. Department of Justice (DOJ)
10. Department of Finance (DOF)



## Government Procurement Policy Board Technical Support Office

### Coverage

11. Department of Labor and Employment (DOLE)



12. Department of National Defense (DND)

13. Department of Trade and Industry (DTI)



14. Department of Energy (DOE)

15. Department of Transportation and Communication (DOTC)



16. Department of Public Works and Highways (DPWH)

17. Department of Social Welfare and Development (DSWD)

18. Department of Science and Technology (DOST)



19. Department of Tourism (DOT)

20. National Economic and Development Authority (NEDA)

Performance Monitoring Division

# CSOs

- 20 Organizations



# GOCCs and SUCs

## *Coverage*

11 Government Owned and  
Controlled Corporation (GOCCs)  
3 State Universities and Colleges  
(SUCs)

## *Scope*

2012 and 2013 Procurement Activities



## LGUs: PROVINCES



*Coverage*

**75 %** of the Provinces



*Scope*

2012 and 2013 Procurement Activities



# LGUs: CITIES

## *Coverage*

**52%** of Highly Urbanized and  
1<sup>st</sup> class Independent Component  
Cities

## *Scope*

2013 procurement activities



# SUCs

Coverage: **83 %** of the SUCs

Scope: 2013 procurement activities



Performance Monitoring Division

# Executive Offices, Constitutional Commissions, National Government Agencies, Economic Zones, GOCCs

Coverage:

CLUSTER I

CLUSTER II

CLUSTER III

CLUSTER IV

CLUSTER V

Scope: 2014 procurement activities

# APCPI and PBB

“Incentivizing” Procurement Performance and Compliance

# Why include the APCPI as a PBB requirement?

- The APCPI seeks to check the performance of the agency as to procurement efficiency and proficiency. The inclusion of the APCPI in the PBB system will encourage the agencies to improve their performance using as baseline their previous year's APCPI results as well as their compliance with the procurement law, rules and regulations.

# Why include the APCPI as a PBB requirement?

- Submission of the APCPI as a good governance condition is expected to yield the following results:
  - i. Address procurement delays and assist procuring entities in the preparation of an action plan to address the weaknesses of their procurement system and sustain their strengths;
  - ii. Improve procurement planning;
  - iii. Increase competitiveness;
  - iv. Improve contract management records and procedures of the agencies;

# Why include the APCPI as a PBB requirement?

- Submission of the APCPI as a good governance condition is expected to yield the following results:
  - v. Raise the sense of accountability in procurement transactions;
  - vi. The APCPI will serve as a feedback mechanism to the heads of the procuring entity and raise the involvement and consciousness of all employees in the procurement process;
  - vii. Enhance transparency in the procurement process; and
  - viii. Strengthen the capacity of procurement personnel.

# Status of APCPI Trainings for PBB-Covered Agencies

CATEGORY	TOTAL NUMBER OF AGENCIES COVERED	NUMBER OF AGENCIES TRAINED	Not Trained
National Government	158	29	129
Other Executive Offices	36	25	11
GOCCs (covered by DBM)	15	9	6
SUCs	111	82	29
ARMM	1	1	0
GOCCs (covered by GCG)	120	60	60
	441	206	235

# THANK YOU!