

## How to fill-up the AutoChecker

### What you need:

Documents for the year being assessed

Knowledge of agency/office practices concerning

[Filling-up Annex A – APCPI Self-assessment Form \(APCPI worksheet\)](#)

[Filling-up Annex B.1 – Consolidated Procurement Monitoring Report \(CPMR\) \(CPMR worksheet\)](#)

[Filling-up Annex B.2 – APCPI Questionnaire \(Questionnaire worksheet\)](#)

[Filling-up Annex C - APCPI Revised Scoring and Rating System \(criteria worksheet\)](#)

[Filling-up Annex D – Procurement Capacity Development Action Plan](#)

**ANNEX B**  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**CONSOLIDATED PROCUREMENT MONITORING REPORT**

Name of Agency: Bureau of Jail Management and Penology R-X

Period Covered: CY 2019

	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
<b>1. Public Bidding*</b>													
1.1. Goods	19,794,014.85	4	4	12,626,308.00	0	10	9	5	4	4	0	0	4
1.2. Works	104,887,590.31	10	10	101,163,872.64	0	40	34	25	10	10	0	0	10
1.3. Consulting Services	0.00	0	0	0.00	0	0	0	0	0	0	0	0	0
<b>Sub-Total</b>	<b>124,681,605.16</b>	<b>14</b>	<b>14</b>	<b>113,790,180.64</b>	<b>0</b>	<b>50</b>	<b>43</b>	<b>30</b>	<b>14</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>2. Alternative Modes</b>													
2.1.1 Shopping (52.1 a above 50K)	0.00	0	0	0.00						0			
2.1.2 Shopping (52.1 b above 50K)	0.00	0	0	0.00					0	0			
2.1.3 Other Shopping	0.00	0	0	0.00						0			
2.2.1 Direct Contracting (above 50K)	0.00	0	0	0.00						0			
2.2.2 Direct Contracting (50K or less)	0.00	0	0	0.00						0			
2.3.1 Repeat Order (above 50K)	0.00	0	0	0.00						0			
2.3.2 Repeat Order (50K or less)	0.00	0	0	0.00						0			
2.4. Limited Source Bidding	0.00	0	0	0.00					0	0			
2.5.1 Negotiation (Common-Use Supplies)	0.00	0	0	0.00									
2.5.2 Negotiation (Recognized Government Printers)	0.00	0	0	0.00									
2.5.3 Negotiation (TFB 53.1)	0.00	0	0	0.00					0	0			
2.5.4 Negotiation (SVP 53.9 above 50K)	6,294,233.07	19	19	6,262,436.98					19	19			
2.5.5 Other Negotiated Procurement (Others above 50K)	0.00	0	0	0.00									
2.5.6 Other Negotiated Procurement (50K or less)	44,358.00	1	1	41,179.00						1			
<b>Sub-Total</b>	<b>6,338,591.07</b>	<b>20</b>	<b>20</b>	<b>6,303,615.98</b>					<b>19</b>	<b>19</b>			
<b>3. Foreign Funded Procurement**</b>													
3.1. Publicly-Bid	0.00	0	0	0.00		0	0	0					
3.2. Alternative Modes	0.00	0	0	0.00		0	0	0					
<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>4. Others, specify:</b>													
<b>TOTAL</b>	<b>131,020,196.23</b>	<b>34</b>	<b>34</b>	<b>120,093,796.62</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

  
**J/SINSP ELIZAR P RONCESVALLES**  
 Chief, Logistics Division/BAC Member

  
**J/SUPT FERMIN RODRENDON P ENRIQUEZ**  
 ARD for Admin & Operations/BAC Chairperson

  
**J/CSUPT ESTER GALVEZ PEPITO, DSC**  
 Regional Director of the Jail Bureau

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

Name of Agency: Bureau of Jail Management and Penology 10  
Name of Respondent: J/SUPT FERMIN RODRENDO P ENRIQUEZ

Date: May 28, 2020  
Position: ARD for Admin & Operations/BAC Chairperson

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

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

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website  
please provide link: http://bjmp.gov.ph/transparency/V-APP/Region/RO10/APP-Non-CSE-FY-2019.pdf
- Submission of the approved APP to the GPPB within the prescribed deadline  
please provide submission date: 30-Jan-19

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

- Agency prepares APP-CSE using prescribed format
- Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually  
please provide submission date: 30-Jan-19
- Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

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

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

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

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

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

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QUESTIONNAIRE

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

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

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

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

For BAC: (4a)

- Office Order creating the Bids and Awards Committee  
please provide Office Order No.: 2019-235
- There are at least five (5) members of the BAC  
please provide members and their respective training dates:

Name/s	Date of RA 9184-related training
A. <u>J/SUPT FERMIN P ENRIQUEZ</u>	<u>December 11-14, 2019</u>
B. <u>J/CINSP SAMUEL E PALIONAY JR</u>	<u>December 11-14, 2019</u>
C. <u>J/CINSP AL B AYUMAN</u>	<u>November 20-23, 2019</u>
D. <u>J/SINSP MURPHY B TODYOG</u>	<u>November 20-23, 2019</u>
E. <u>J/SINSP CARLO F OBRIQUE</u>	<u>November 20-23, 2019</u>
F. <u>J/INSP HAIDEE G MACANDILI</u>	<u>December 11-14, 2019</u>
G. <u>SJO3 ALEXANDER F VILLAMOR</u>	<u>November 20-23, 2019</u>
- Members of BAC meet qualifications
- Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

- Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat  
please provide Office Order No.: 2019-235
- The Head of the BAC Secretariat meets the minimum qualifications  
please provide name of BAC Sec Head: J/CINSP AL B AYUMAN
- Majority of the members of BAC Secretariat are trained on R.A. 9184  
please provide training date: November 20-23, 2019

8. Have you conducted any procurement activities on any of the following? (5c)

If YES, please mark at least one (1) then, answer the question below.

- Computer Monitors, Desktop Computers and Laptops
- Paints and Varnishes
- Food and Catering Services

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

- |   |  |
|---|--|
| <input type="checkbox"/> Air Conditioners     | <input type="checkbox"/> Training Facilities / Hotels / Venues           |
| <input type="checkbox"/> Vehicles             | <input type="checkbox"/> Toilets and Urinals                             |
| <input type="checkbox"/> Fridges and Freezers | <input checked="" type="checkbox"/> Textiles / Uniforms and Work Clothes |
| <input type="checkbox"/> Copiers              |  |

Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

- Yes                       No

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

- Agency has a working website  
please provide link: \_\_\_\_\_
- Procurement information is up-to-date
- Information is easily accessible at no cost

10. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)

- Agency prepares the PMRs
- PMRs are promptly submitted to the GPPB  
please provide submission dates:    1st Sem - June 20, 2019    2nd Sem - May 18, 2020
- PMRs are posted in the agency website  
please provide link: \_\_\_\_\_
- PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c)

- There is an established procedure for needs analysis and/or market research
- There is a system to monitor timely delivery of goods, works, and consulting services
- Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

- Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
- Procuring entity communicates standards of evaluation to procurement personnel
- Procuring entity and procurement personnel acts on the results and takes corresponding action

13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

Date of most recent training: December 11-14, 2020

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QUESTIONNAIRE

- Head of Procuring Entity (HOPE)
- Bids and Awards Committee (BAC)
- BAC Secretariat/ Procurement/ Supply Unit
- BAC Technical Working Group
- End-user Unit/s
- Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

- Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year
- The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels

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 years
- The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

16. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, 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)

- 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  
Name of Civil Works Supervisor: Engr. Maricar C Gonzales
- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)  
Name of CPES Evaluator: Engr. Maricar C Gonzales

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) 7 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-qualification
- 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
  - Observer reports, if any, are promptly acted upon by the procuring entity

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)

QUESTIONNAIRE

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

- Creation of Internal Audit Unit (IAU) in the agency  
Agency Order/DBM Approval of IAU position/s: COA Auditor
- Conduct of audit of procurement processes and transactions by the IAU within the last three years
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

21. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

- Yes (percentage of COA recommendations responded to or implemented within six months)  
100 %
- No procurement related recommendations received

22. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements, which of conditions is/are present? (15a)

- The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- 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

23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (16a)

- Agency has a specific office responsible for the implementation of good governance programs
- Agency implements a specific good governance program including anti-corruption and integrity development
- Agency implements specific policies and procedures in place for detection and prevention of corruption



No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
<b>PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>					
1	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Below 70.00%	Between 70.00-80.99%	Between 81.00-90.99%	Between 91.00-100%
2	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Below 20.00%	Between 20.00- 39.99%	Between 40.00-50.00%	Above 50.00%
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
3	Percentage of shopping contracts in terms of amount of total procurement	Above 7.00%	Between 5.00-7.00 %	Between 3.00-4.99 %	Below 3.00%
4	Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 9.00 -15.00%	Between 4.00-8.99%	Below 4.00%
5	Percentage of direct contracting in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
6	Percentage of repeat order contracts in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
7	Compliance with Repeat Order procedures	Not Compliant			Compliant
8	Compliance with Limited Source Bidding procedures	Not Compliant			Compliant
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9	Average number of entities who acquired bidding documents	Below 3.00	3.00-3.99	4.00-5.99	6.00 and above
10	Average number of bidders who submitted bids	Below 2.00	2.00-2.99	3.00-4.99	5.00 and above
11	Average number of bidders who passed eligibility stage	Below 1.00	1.00 – 1.99	2.00-2.99	3.00 and above
12	Sufficiency of period to prepare bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
13	Use of proper and effective procurement documentation and technical specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
14	Creation of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
15	Presence of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 5. Procurement Planning and Implementation</b>					
16	An approved APP that includes all types of procurement	Not Compliant			Compliant
17	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	Partially Compliant	Substantially Compliant	Fully Compliant
18	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant			Compliant
<b>Indicator 6. Use of Government Electronic Procurement System</b>					
19	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Below 70.99%	Between 71.00-80.99%	Between 81.00-90.99%	Above 91.00%
20	Percentage of contract award information posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00- 50.99%	Between 51.00-80.00%	Above 80.00%
21	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00 - 50.99%	Between 51.00-80.00%	Above 80.00%
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
22	Presence of website that provides up-to-date procurement information easily accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
23	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
24	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Below 40.00% or above 100.00%	Between 40.00- 60.99%	Between 61.00%-80.00%	Above 80.00%
25	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Below 90.00%	Between 90.00- 92.99%	Between 93.00-95.00%	Above 95.00%
26	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
27	Percentage of contracts awarded within prescribed period of action to procure goods	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
28	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
29	Percentage of contracts awarded within prescribed period of action to procure consulting services	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
30	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	Percentage of participation of procurement staff in procurement training and/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
32	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Not Compliant			Compliant
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
33	The BAC Secretariat has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
34	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 12. Contract Management Procedures</b>					
35	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
36	Timely Payment of Procurement Contracts	After 45 days	Between 38-45 days	Between 31-37 days	On or before 30 days
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
37	Observers are invited to attend stages of procurement as prescribed in the IRR	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
38	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
39	Audit Reports on procurement related transactions	Below 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance	Above 90-100% compliance
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
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
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>					
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: Bureau of Jail Management and Penology R-X  
Date of Self Assessment: May 28, 2020

Name of Evaluator: J/SUPT FERMIN RODO  
Position: ARD for Admin and Operations/E

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. LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	94.75%	3.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	41.18%	2.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
2.a	Percentage of shopping contracts in terms of amount of total procurement	0.00%	3.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	5.25%	2.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.00%	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	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
3.a	Average number of entities who acquired bidding documents	3.57	1.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	3.07	2.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	2.14	2.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
3.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
			<b>Average I</b>	<b>2.45</b>	
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		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		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
<b>Indicator 5. Procurement Planning and Implementation</b>					
5.a	An approved APP that includes all types of procurement	Compliant	3.00		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, APP-CSE, PMR
5.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

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

Name of Agency: Bureau of Jail Management and Penology R-X  
Date of Self Assessment: May 28, 2020

Name of Evaluator: J/SUPT FERMIN RODO  
Position: ARD for Admin and Operations/E

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>Indicator 6. Use of Government Electronic Procurement System</b>					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	94.74%	3.00		Agency records and/or PhilGEPS records

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Name of Evaluator: J/SUPT FERMIN RODO  
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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>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Not Compliant	0.00		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	Substantially Compliant	2.00		Copy of PMR and received copy that it was submitted to GPPB
		<b>Average II</b>	<b>2.60</b>		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	91.66%	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	100.00%	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
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
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	100.00%	3.00		PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
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	0.00%	0.00		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
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
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

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Date of Self Assessment: May 28, 2020

Name of Evaluator: J/SUPT FERMIN RODO  
Position: ARD for Admin and Operations/E

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>Indicator 12. Contract Management Procedures</b>					
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Substantially Compliant	2.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts

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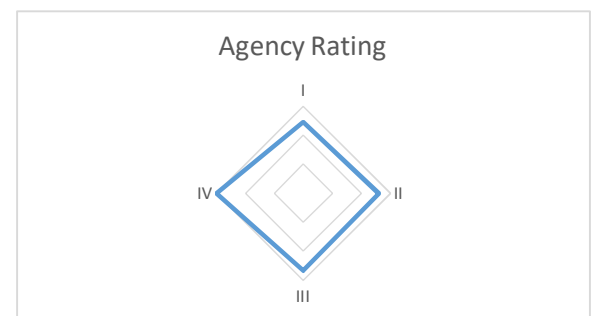
Name of Agency: Bureau of Jail Management and Penology R-X  
 Date of Self Assessment: May 28, 2020

Name of Evaluator: J/SUPT FERMIN RODO  
 Position: ARD for Admin and Operations/E

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	2.67		
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
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, audit 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
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		Average IV	3.00		
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>			<b>2.68</b>		

**Summary of APCPI Scores by Pillar**

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	2.45
II Agency Institutional Framework and Management Capacity	3.00	2.60
III Procurement Operations and Market Practices	3.00	2.67
IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>	<b>3.00</b>	<b>2.68</b>





**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: Bureau of Jail management and Penology R-X

Period: CY 2019

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	Percentage of competitive bidding will be bigger in terms of amount of total procurement compare to limited source bidding	BAC , BAC Secretariat and Technical Working Group	Whole year round applying the shortest possible time as prescribe in the Revised IRR of RA 9184	Phil-Geps posting, Invitation to Bid Posted in Conspicuous Places, funding for preparation of Bidding Documents, plans & Estimates.
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Percentage of competitive bidding will be larger in terms of volume of total procurement compare to limited source bidding	BAC , BAC Secretariat and Technical Working Group	Whole year round applying the shortest possible time as prescribe in the Revised IRR of RA 9184	Phil-Geps posting, Invitation to Bid Posted in Conspicuous Places, funding for preparation of Bidding Documents, plans & Estimates.
2.a	Percentage of shopping contracts in terms of amount of total procurement	Percentage of shopping contracts will be minimal in terms of amount of total procurement	BAC , BAC Secretariat and Procurement Officer	Whole year round applying the shortest possible time as prescribe in the Revised IRR of RA 9184	Available CUS-E at the PS, Funding releases did not fall under shopping
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Percentage of negotiated contracts will be minimized in terms of amount of total procurement	BAC , BAC Secretariat and Technical Working Group	Whole year round applying the shortest possible time as prescribe in the Revised IRR of RA 9184	Availability of items in the area, illigible suppliers and contractors participations
2.c	Percentage of direct contracting in terms of amount of total procurement	Percentage of direct contracting will be minimized in terms of amount of total procurement depended on the types of works and equipments needed	BAC , BAC Secretariat and Technical Working Group	Whole year round applying the shortest possible time as prescribe in the Revised IRR of RA 9184	Availability of items in the area, illigible suppliers and contractors participations
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Percentage of repeat order contracts in terms of amount of total procurement is lesser for it was only sorted after the conduct of public bidding and the amount will only not more than 25% of the previous contract awarded	BAC , BAC Secretariat and Technical Working Group, HOPE approval	Within six (6) months after the issuance of the Notice to Proceed of the previous contract.	Availability of funds for the purpose which not exceed 25% of the previous contract
2.e	Compliance with Repeat Order procedures	Will conduct and comply if the need arises.	BAC , BAC Secretariat and Technical Working Group, HOPE approval	Within six (6) months after the issuance of the Notice to Proceed of the previous contract.	Availability of funds for the purpose which not exceed 25% of the previous contract
2.f	Compliance with Limited Source Bidding procedures	Will conduct and comply if the need arises.	BAC , BAC Secretariat and Technical Working Group, HOPE approval	Whole year round applying the procedures prescribe in the Revised IRR of RA 9184	Availability of items in the area, illigible suppliers and contractors participations
3.a	Average number of entities who acquired bidding documents	As many as possible numbers can acquired the bidding documents with the reasonable price scheduled prescribe in the Hand Book on Philippine Government Procurement, average number will be range from 90-100%	BAC Secretariat	Availability of Bid Documents in every procurement started from the day of publications until the opening of bid.	Phil-Geps posting, Invitation to Bid Posted in Conspicuous Places, funding for preparation of Bidding Documents, plans & Estimates.
3.b	Average number of bidders who submitted bids	All bidders, suppliers who acquired the bidding documents will submit at least 90-100%	BAC , BAC Secretariat and Technical Working Group	Enough time has been given as per earliest possible time prescribe in the revised IRR of RA9184	Phil-Geps posting, Invitation to Bid Posted in Conspicuous Places
3.c	Average number of bidders who passed eligibility stage	All bidders, suppliers who aspired to acquires the bidding documents will be subjected to eligibility check.	BAC Secretariat	Every procurement in a year round	Legal and Technical Documents of the supplier or contractor
3.d	Sufficiency of period to prepare bids	Sufficient period given to suppliers and contractors	BAC , BAC Secretariat and Technical Working Group	Every procurement in a year round	Legal, Technical and Financial Documents of the supplier or contractor
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Comply the the proper and effective procurement documentations and technical specifications/requirements in every procurement at hand	Chief of the Regional Plans and Programs Division, Logistics Division and Budget Officer	Every procurement in a year round	Tcnical specifications as per required in every procurement from the TWG

4.a	Creation of Bids and Awards Committee(s)	Bids and Awards Committee's created for the purpose of procurement undertakings	HOPE	First month of every succeeding year if there's any changes of officers	Office Orders creating the Bids and Awards Committee's
4.b	Presence of a BAC Secretariat or Procurement Unit	BAC Secretariat is presence in our procurement unit	HOPE	First month of every succeeding year if there's any changes of officers	Office Orders for the designation of BAC Secretariat
5.a	An approved APP that includes all types of procurement	Approved APP includes all types of procurement will be formulated	Chief of the Regional Plans and Programs Division, Logistics Division and Budget Officer	Every 4th Quarter of the Succeeding Year	Approved APP
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	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 is mandatory and be complied	BAC and Procurement Officer	Preparation every 4th Quarter of Succeeding Calendar and Procurement of CUS-E every Quarter	Prepared Agency procuremnt Request to PS quarterly
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Existing Green Specifications for GPPB-identified non-CSE items are adopted and complied	BAC and Technical Working Group	Every procurement in a year round	Technical specifications as per required in every procurement from the TWG
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	One Hundred Percent (100%) Compliance on posting of bid opportunities in Phil-GEPS	BAC Secretariat	Every procurement in a year round	Invitation to Bids
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	One Hundred Percent (100%) Compliance on posting of bid opportunities in Phil-GEPS	BAC Secretariat	Every procurement in a year round	Posted contract award in Phil-GEPS
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	One Hundred Percent (100%) Compliance on posting of contract awards through alternative methods in Phil-GEPS	BAC Secretariat	Every procurement in a year round thru alternative methods	Posted contract award in Phil-GEPS
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Agency website is available at the National Headquarters	National Quarters in-charge on website ud-dates of procurement information	Every procurement in a year round	Posted procuremnt informations at the agency website
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Preparation of Procurement Monitoring Reports using the GPPB prescribe Format and submit to GPPB and post in Agency website	BAC Secretariat	Every end of the year	Submitted Procurement Monitoring Report to GPPB
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	One hundred percent of the total amount of contracts within the assesment year against total amount in approved APP will be signed	HOPE, BAC Chairman and BAC Members	Every procurement in a year round	Signed Contracts
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	One hundred percent of the total number of contracts against total number of procurement projects done through competitive bidding will be signed	HOPE, BAC Chairman and BAC Members	Every procurement in a year round	Signed Contracts
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	All procurement activities are well planned to achieved the desired outcomes and objective within the target/alloted time frame	BAC and Tecnical Working Group (TWG)	Schedule of Bac Activities in every procurement	Approved schedule of BAC Activities
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	One hundred percent of the contracts will be awarded within the prescribe period of time to procure goods	HOPE, BAC Chairman and BAC Members	Schedule of Bac Activities in every procurement	Signed and Approved Contracts
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	One hundred percent of the contracts will be awarded within the prescribe period of time to procure infrastructure projects	HOPE, BAC Chairman, BAC Members, Secretariat and TWG	Schedule of Bac Activities in every procurement	Signed and Approved Contracts Awarded
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	The regional office did not procure consulting services	not applicable	not applicable	not applicable
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	System will be created within the procuring entity to evaluate the performance of the procurement personnel in regular basis	Regional Chief of Staff	Quarterly	Findings and performance evaluation reports of the procurement personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Proposed the participation of all procurement staff in procurement training and professionalization program	HOPE, BAC Chairman, BAC Members, Secretariat and TWG	Yearly if possible	Budget allocations for the training program.

10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	The procuring entity must set a time for an open dialogue with private sector to ensure access to the procurement opportunities of the office	BAC and Technical Working Group (TWG)	Every semester	Time and venue of the dialogue
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	The BAC Secretariat has a system to keep and maintain the procurement records	BAC Secretariat	Per procurement	Steel Cabinets intended for procurement records only
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Implementing units has its implementing system to keep and maintain the complete and easily retrievable contract management records	Logistics Division	Per procurement	Steel Cabinets intended for procurement records only
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Agency have set standards and procedures in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractor's performance	Technical Working Group	Every procurement projects	Guidelines or procedure, set or standards, quality control report, inspection and acceptance report and evaluation reports on contractor's performance
12.b	Timely Payment of Procurement Contracts	Payment will be released in not more than 30 Calendar Days upon submission of progress billing for the infrastructure while for the procurement of goods will be paid upon acceptance of the deliveries	Finance Service Unit, Technical Working Group and HOPE	Per billing and deliveries	Funding for the billings and issuance of check for the goods and services
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	In every stages of procurement, observers are invited through letter of invitation	BAC Secretariat	Every Procurement Activities	Signed letter of invitation by the BAC chairman
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Resident auditors from the COA is available in our office	Resident Auditor Team	Every Procurement Activities	COA reports
14.b	Audit Reports on procurement related transactions	Audit reports is available on procurement related transactions	Regional Accountant/Accounting Division	Every Procurement Activities	Accountants Report
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	The Procuring entity efficiently complains to the procurement system and has the capacity to comply with procedural requirements	HOPE, BAC Chairman, BAC Members, Secretariat and TWG	Every Procurement Activities	Completed procurement activities and hand-over to the end-users
16.a	Agency has a specific anti-corruption program/s related to procurement	Agency has set the specific anti-corruption programs related to procurement	HOPE, BAC Chairman, BAC Members, Secretariat and TWG	Every Procurement Activities	transparent undertakings which result to a fair and competitive procurement, no contact policy