

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

Name of Agency: MANGALDAN WATER DISTRICT  
Date of Self Assessment: November 21, 2016

Name of Evaluator: VIOLETA O. GARCIA & MARLYN C. DE GUZMAN  
Position: BAC Chairperson & BAC Secretary

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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>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  | 26.76%          | 0             |   |  |
| 2   | (b) Percentage of Public Bidding contracts in terms of volume of total procurement  | 17.00%          | 0             |   |  |
|   |   |                 |               |   |  |
| <b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>                     |   |                 |               |   |  |
| 3   | (a) Percentage of Shopping contracts in terms of amount of total procurement  | 4.04%           | 0             |   |  |
| 4   | (b) Percentage of Negotiated Procurement in terms of amount of total procurement  | 5.48%           | 2             |   |  |
| 5   | (c) Percentage of Direct Contracting in terms of amount of total procurement  |                 |               |   |  |
| 6   | (d) Percentage of Repeat Order contracts in terms of amount of total procurement  |                 |               |   |  |
| 7   | (e) Percentage of Limited Source contracts in terms of amount of total procurement  |                 |               |   |  |
| 8   | (f) Percentage of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service |                 |               |   |  |
|   |   |                 |               |   |  |
| <b>Indicator 3. Competitiveness of the Bidding Process</b>                                |   |                 |               |   |  |
| 9   | (a) Average number of entities who acquired bidding documents   | 1.5             | 0             |   |  |
| 10  | (b) Average number of bidders who submitted bids  | 1.5             | 0             |   |  |
| 11  | (c) Average number of bidders who passed eligibility stage  | 1               | 1             |   |  |
| 12  | (d) Sufficient period to prepare bids   | fully compliant | 3             |   |  |
|   |   |                 |               |   |  |
|   |   | Average I       | 0.75          |   |  |
| <b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>                  |   |                 |               |   |  |
| <b>Indicator 4. Presence of Procurement Organizations</b>                                 |   |                 |               |   |  |
| 13  | (a) Creation of Bids and Awards Committee(s)  | fully compliant | 3             |   | Verify copy of Order creating BAC; Organizational Chart; and Certification of Training             |
| 14  | (b) Creation of a BAC Secretariat or Procurement Unit   | fully compliant | 3             |   | Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training |
|   |   |                 |               |   |  |
| <b>Indicator 5. Procurement Planning and Implementation</b>                               |   |                 |               |   |  |
| 15  | (a) APP is prepared for all types of procurement  | compliant       | 3             |   | Copy of APP and its supplements (if any)   |
| <b>Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)</b> |   |                 |               |   |  |
| 16  | (a) Percentage of bid opportunities posted by the PhilGEPS-registered Agency  | 100%            | 3             |   |  |
| 17  | (b) Percentage of contract award information posted by the PhilGEPS-registered Agency   | 100%            | 3             |   |  |
| 18  | (c) Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency   | 100%            | 3             |   |  |
|   |   |                 |               |   |  |
| <b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>       |   |                 |               |   |  |
| 19  | (a) Presence of website that provides up-to-date procurement information easily accessible at no cost   | fully compliant | 3             |   | Report on Government Projects/Programs/Activities with Beneficiaries and Status of Implementation  |
| 20  | (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website                                     | fully compliant | 3             |   |  |
|   |   |                 |               |   |  |
|   |   | Average II      | 3             |   |  |
| <b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>                            |   |                 |               |   |  |
| <b>Indicator 8. Efficiency of Procurement Processes</b>                                   |   |                 |               |   |  |
| 21  | (a) Percentage of total amount of contracts awarded against total amount of approved APPs   | 77.72%          | 2             |   |  |
| 22  | (b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding  | 100%            | 3             |   |  |
| 23  | (c) Percentage of failed biddings and total number of procurement activities conducted  | 0%              | 3             |   |  |
|   |   |                 |               |   |  |
| <b>Indicator 9. Compliance with Procurement Timeframes</b>                                |   |                 |               |   |  |
| 24  | (a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR   | 100%            | 3             |   |  |
| 25  | (b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR                       | 100%            | 3             |   |  |



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

Name of Agency: MANGALDAN WATER DISTRICT

Date of Self Assessment: November 21, 2016

Name of Evaluator: VIOLETA O. GARCIA & MARLYN C. DE GUZMAN

Position: BAC Chairperson & BAC Secretary

| page 2   |  |                     |               |   |   |
|--|--|---------------------|---------------|---|---|
| No.  | Assessment Conditions  | Agency Score        | APCPI Rating* | Comments/Findings to the Indicators and Subindicators | Supporting Information/Documentation {Not to be included in the Evaluation} |
| 26   | (c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR                    | N/A                 |               |   |   |
| Indicator 10. Capacity Building for Government Personnel and Private Sector Participants |  |                     |               |   |   |
| 27   | (a) There is a system within the procuring entity to evaluate the performance of procurement personnel   | fully compliant     | 3             |   |   |
| 28   | (b) Percentage of participation of procurement staff in annual procurement training  | 40%                 | 2             |   |   |
| 29   | (c) Agency has activities to inform and update entities on public procurement  | fully compliant     | 3             |   |   |
| Indicator 11. Management of Procurement and Contract Management Records                  |  |                     |               |   |   |
| 30   | (a) The BAC Secretariat has a system for keeping and maintaining procurement records   | fully compliant     | 3             |   |   |
| 31   | (b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records   | fully compliant     | 3             |   |   |
| Indicator 12. Contract Management Procedures   |  |                     |               |   |   |
| 32   | (a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance | fully compliant     | 3             |   |   |
| 33   | (b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment and slippage in publicly bid contracts                  | fully compliant     | 3             |   |   |
| 34   | (c) Timely payment of procurement contracts  | fully compliant     | 3             |   |   |
|  |  | Average III         | 2.85          |   |   |
| PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM                       |  |                     |               |   |   |
| Indicator 13. Observer Participation in Public Bidding                                   |  |                     |               |   |   |
| 35   | (a) Observers are invited to all stages of every public bidding activity   | fully compliant     | 3             |   |   |
| 36   | (b) Attendance of Observers in public bidding activities   | fully compliant     | 3             |   |   |
| Indicator 14. Internal and External Audit of Procurement Activities                      |  |                     |               |   |   |
| 37   | (a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)  | N/A                 |               |   |   |
| 38   | (b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions  | N/A                 |               |   |   |
| Indicator 15. Capacity to Handle Procurement Related Complaints                          |  |                     |               |   |   |
| 39   | (a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements                                  | Partially Compliant | 1             |   |   |
| Indicator 16. Anti-Corruption Programs Related to Procurement                            |  |                     |               |   |   |
| 40   | (a) Agency has a specific anti-corruption program/s related to procurement   | fully compliant     | 3             |   |   |
|  |  | Average IV          | 2.5           |   |   |
| GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)                      |  |                     | 2.28          |   |   |

Summary of APCPI Scores by Pillar

| APCPI Pillars   | Ideal Rating | Agency Rating |
|---|--------------|---------------|
| Pillar I: Compliance with Legislative and Regulatory Framework      | 3            | 0.75          |
| Pillar II: Agency Institutional Framework and Management Capacity   | 3            | 3             |
| Pillar III: Procurement Operations and Market Practices             | 3            | 2.85          |
| Pillar IV: Integrity and Transparency of Agency Procurement Systems | 3            | 2.5           |
| Total (Pillar I + Pillar II + Pillar III + Pillar IV)/4             | 3            | 2.28          |



ANNEX B  
GOVERNMENT PROCUREMENT POLICY BOARD  
CONSOLIDATED PROCUREMENT MONITORING REPORT  
(page 1 of 2)

Name of Agency: MANGALDAN WATER DISTRICT

Period Covered: CY 2015

|   | Total Amount of<br>Approved APP | Total Number of<br>Procurement<br>Activities | No. of Contracts<br>Awarded | Total Amount of<br>Contracts<br>Awarded | No. of Failed<br>Biddings | Total No. of<br>Entities who<br>Acquired Bid Docs | Total No. of<br>Bidders who<br>Submitted Bids | Total No. of<br>Bidders who<br>passed Eligibility<br>Stage | No. of Bid<br>Opportunities<br>Posted at PhilGEPS | No. of<br>Contracts Award<br>Posted at<br>PhilGEPS |
|---|---------------------------------|--|-----------------------------|---|---------------------------|---|---|--|---|--|
| Column 1                                | Column 2                        | Column 3                                     | Column 4                    | Column 5                                | Column 6                  | Column 7  | Column 8                                      | Column 9   | Column 10   | Column 11  |
| 1. Public Bidding*                      |                                 |  |                             |   |                           |   |   |  |   |  |
| 1.1 Goods                               | 750,000.00                      | 1  | 1                           | 715,000.00                              |                           | 1   | 1   | 1  | 1   | 1  |
| 1.2 Works                               | 1,416,781.81                    | 1  | 1                           | 1,415,641.83                            |                           | 2   | 2   | 1  | 1   | 1  |
| 1.3 Consulting Services                 |                                 |  |                             |   |                           |   |   |  |   |  |
| Sub-Total                               | 2,166,781.81                    | 2  | 2                           | 2,130,641.83                            | 0                         | 3   | 3   | 2  | 2   | 2  |
| 2. Alternative Modes                    |                                 |  |                             |   |                           |   |   |  |   |  |
| 2.1.1 Shopping (52.1 b above 50K)       | 322,767.09                      | 1  | 1                           | 322,004.00                              |                           |   |   |  | 1   | 1  |
| 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)  | 475,500.00                      | 3  | 3                           | 436,045.05                              |                           |   |   |  | 3   | 3  |
| 2.5.4 Negotiation (Others)              |                                 |  |                             |   |                           |   |   |  |   |  |
| Sub-Total                               | 798,267.09                      | 4  | 4                           | 758,049.05                              |                           |   |   |  | 4   | 4  |
| 3. Foreign Funded Procurement**         |                                 |  |                             |   |                           |   |   |  |   |  |
| 3.1 Publicly-Bid                        |                                 |  |                             |   |                           |   |   |  |   |  |
| 3.2 Alternative Modes                   |                                 |  |                             |   |                           |   |   |  |   |  |
| Sub-Total                               | -                               | 0  | 0                           | -                                       |                           |   |   |  |   |  |
| 4. Others, Specify: BY Agency           | 456,455.82                      | 6  | 6                           | 456,455.82                              |                           |   |   |  |   |  |
| Quotation                               | 3,544,931.56                    |  |                             | 4,617,823.42                            |                           |   |   |  |   |  |
| TOTAL                                   | 6,986,436.28                    | 12   | 12                          | 7,962,970.12                            |                           |   |   |  |   |  |

\*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/quotation were submitted  
\*\*\*Note: Procurement of "WORKS" under Public Bidding worth P 1,415,641.83 is part of the 2014 Annual Procurement Plan which materialized January 2015



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

Name of Agency: MANGALDAN WATER DISTRICT

Period Covered: CY 2015

|   | 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 |
|---|--|---|---|---|---|--|---|
| 1. Public Bidding*                      | Column 12  | Column 13   | Column 14   | Column 15                                 | Column 16                                     | Column 17  | Column 18   |
| 1.1 Goods                               |  |   | 7   | 1   | 1   |  | 1   |
| 1.2 Works                               |  |   | 7   | 1   | 1   |  | 1   |
| 1.3 Consulting Services                 |  |   |   |   |   |  |   |
| Sub-Total                               | 0  | 0   | 14  | 2   | 2   | 0  | 2   |
| 2. Alternative Modes                    |  |   |   |   |   |  |   |
| 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                               |  |   |   |   |   |  |   |
| 3. Foreign Funded Procurement**         |  |   |   |   |   |  |   |
| 3.1 Publicly-Bid                        |  |   |   |   |   |  |   |
| 3.2 Alternative Modes                   |  |   |   |   |   |  |   |
| Sub-Total                               |  |   |   |   |   |  |   |
| 4. Others, specify: By Agency           |  |   |   |   |   |  |   |
| TOTAL                                   |  |   |   |   |   |  |   |

\*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/quotation were submitted

Prepared by:

MARLYN C. DE GUZMAN  
BAC Secretary

Certified Correct:

VIOLETA O. GARCIA  
BAC Chairperson

Approved by:

ENGR. MARCELO M. PETONIO  
Head of Procuring Entity



ANNEX C  
APCPI Revised Scoring and Rating System

| page 1  |   |                        |                |                  |                                     |
|---|---|------------------------|----------------|------------------|-------------------------------------|
| No.   | Assessment Conditions   | Poor/Not Compliant (0) | Acceptable (1) | Satisfactory (2) | Very Satisfactory/<br>Compliant (3) |
| <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  | 0                      |                |                  |                                     |
| 2   | (b) Percentage of Public Bidding contracts in terms of volume of total procurement  | 0                      |                |                  |                                     |
| <b>Indicator 2. Alternative Methods of Procurement</b>  |   |                        |                |                  |                                     |
| 3   | (a) Percentage of Shopping contracts in terms of amount of total procurement  | 0                      |                |                  |                                     |
| 4   | (b) Percentage of Negotiated Procurement in terms of amount of total procurement  |                        |                |                  |                                     |
| 5   | (c) Percentage of Direct Contracting in terms of amount of total procurement  |                        |                | 2                |                                     |
| 6   | (d) Percentage of Repeat Order contracts in terms of amount of total procurement  |                        |                |                  |                                     |
| 7   | (e) Percentage of Limited Source contracts in terms of amount of total procurement  |                        |                |                  |                                     |
| 8   | (f) Percentage of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service |                        |                |                  |                                     |
| <b>Indicator 3. Competitiveness of the Bidding Process</b>                                      |   |                        |                |                  |                                     |
| 9   | (a) Average number of entities who acquired bidding documents   | 0                      |                |                  |                                     |
| 10  | (b) Average number of bidders who submitted bids  | 0                      |                |                  |                                     |
| 11  | (c) Average number of bidders who passed eligibility stage  |                        | 1              |                  |                                     |
| 12  | (d) Sufficient period to prepare bids   |                        |                |                  | 3                                   |
| <b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>                        |   |                        |                |                  |                                     |
| <b>Indicator 4. Presence of Procurement Organizations</b>                                       |   |                        |                |                  |                                     |
| 13  | (a) Creation of Bids and Awards Committee(s)  |                        |                |                  |                                     |
| 14  | (b) Creation of a BAC Secretariat or Procurement Unit   |                        |                |                  | 3                                   |
| <b>Indicator 5. Procurement Planning and Implementation</b>                                     |   |                        |                |                  |                                     |
| 15  | (a) APP is prepared for all types of procurement  |                        |                |                  | 3                                   |
| <b>Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)</b>       |   |                        |                |                  |                                     |
| 16  | (a) Percentage of bid opportunities posted by the PhilGEPS-registered Agency  |                        |                |                  | 3                                   |
| 17  | (b) Percentage of contract award information posted by the PhilGEPS-registered Agency   |                        |                |                  | 3                                   |
| 18  | (c) Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency   |                        |                |                  | 3                                   |
| <b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>             |   |                        |                |                  |                                     |
| 19  | (a) Presence of website that provides up-to-date procurement information easily-accessible at no cost   |                        |                |                  | 3                                   |
| 20  | (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website                                     |                        |                |                  | 3                                   |
| <b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>                                  |   |                        |                |                  |                                     |
| <b>Indicator 8. Efficiency of Procurement Processes</b>   |   |                        |                |                  |                                     |
| 21  | (a) Percentage of total amount of contracts awarded against total amount of approved APPs   |                        |                | 2                |                                     |
| 22  | (b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding  |                        |                |                  | 3                                   |
| 23  | (c) Percentage of failed biddings and total number of procurement activities conducted  |                        |                |                  | 3                                   |
| <b>Indicator 9. Compliance with Procurement Timeframes</b>                                      |   |                        |                |                  |                                     |
| 24  | (a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR   |                        |                |                  | 3                                   |
| 25  | (b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR                       |                        |                |                  | 3                                   |
| 26  | (c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR                           |                        |                |                  |                                     |
| <b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b> |   |                        |                |                  |                                     |
| 27  | (a) There is a system within the procuring entity to evaluate the performance of procurement personnel  |                        |                |                  | 3                                   |
| 28  | (b) Percentage of participation of procurement staff in annual procurement training   |                        |                | 2                |                                     |
| 29  | (c) Agency has activities to inform and update entities on public procurement   |                        |                |                  | 3                                   |
| <b>Indicator 11. Management of Procurement and Contract Management Records</b>                  |   |                        |                |                  |                                     |
| 30  | (a) The BAC Secretariat has a system for keeping and maintaining procurement records  |                        |                |                  | 3                                   |
| 31  | (b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records  |                        |                |                  | 3                                   |
| <b>Indicator 12. Contract Management Procedures</b>   |   |                        |                |                  |                                     |
| 32  | (a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance        |                        |                |                  | 3                                   |
| 33  | (b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment and slippage in publicly bid contracts                         |                        |                |                  | 3                                   |
| 34  | (c) Timely payment of procurement contracts   |                        |                |                  | 3                                   |
|   |   |                        |                |                  |                                     |
|   |   |                        |                |                  |                                     |



ANNEX C  
APCPI Revised Scoring and Rating System

page 2

| No.   | Assessment Conditions   | Poor/Not-Compliant (0) | Acceptable (1) | Satisfactory (2) | Very Satisfactory/<br>Compliant (3) |
|---|---|------------------------|----------------|------------------|-------------------------------------|
| PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM  |   |                        |                |                  |                                     |
| Indicator 13. Observer Participation in Public Bidding              |   |                        |                |                  |                                     |
| 35  | (a) Observers are invited to all stages of every public bidding activity  |                        |                |                  | 3                                   |
| 36  | (b) Attendance of Observers in public bidding activities  |                        |                |                  | 3                                   |
| Indicator 14. Internal and External Audit of Procurement Activities |   |                        |                |                  |                                     |
| 37  | (a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)                 |                        |                |                  |                                     |
| 38  | (b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions                                 |                        |                |                  |                                     |
| Indicator 15. Capacity to Handle Procurement Related Complaints     |   |                        |                |                  |                                     |
| 39  | (a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements |                        | 1              |                  |                                     |
| Indicator 16. Anti-Corruption Programs Related to Procurement       |   |                        |                |                  |                                     |
| 40  | (a) Agency has a specific anti-corruption program/s related to procurement  |                        |                |                  | 3                                   |
|   |   |                        |                |                  |                                     |
|   |   |                        |                |                  |                                     |



# PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Period: CY 2015[illegible]

APPROVED BY:

ENGR. MARCELO M. PETONIO  
Head of Procuring Entity



## AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)

### CONFIRMATION QUESTIONNAIRE

Name of Agency: MANGALDAN WATER DISTRICT

Date of Interview: NOVEMBER 21, 2016

Name of Respondent: VIOLETA O. GARCIA & MARLYN C. DE GUZMAN

Position: BAC Chairperson/Secretary

Instruction: *Please put a check (✓) in the given boxes if each condition is met.*

1. Do you prepare an Annual Procurement Plan for all types of procurement? (5a) ☒ Yes ( ) No

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? (2f)  
☒ Yes ( ) No

3. In giving your prospective bidders sufficient period to prepare their bids, which set of conditions were met? (3d)

☒ 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 three (3) days.

4. In creating your BAC and BAC Secretariat which set of conditions were present?

For BAC: (4a)

☒ Office Order creating the Bids and Awards Committee;

☒ There are at least five (5) members of the BAC;

☒ Members of BAC meet qualifications; and/or

☒ 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
- ☒ The Head of the BAC Secretariat meets the minimum qualifications
- ☐ Majority of the members of BAC Secretariat are trained on R.A. 9184

5. In determining whether you provide up-to-date procurement information easily accessible at no cost, which set of conditions were met? (7a)

- ☒ Agency has a working website
- ☒ Procurement information is up-to-date
- ☒ Information is easily accessible at no cost

6. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which set of conditions were met? (7b)

- ☒ Agency prepares the PMRs
- ☐ PMRs are promptly submitted to the GPPB
- ☒ PMRs are posted in the agency website
- ☐ PMRs are prepared using the prescribed format

7. In evaluating the performance of your procurement personnel, which set of conditions were present? (10a)

- ☒ There is a written procedure within the procuring entity in evaluating the performance of procurement personnel
- ☐ Procuring entity communicates standards of evaluation to procurement personnel
- ☒ Procuring entity acts on the results and takes corresponding action

8. Are all of your procurement staff participated in annual procurement training? (10b) ( ) Yes ☒ No

If no, please indicate the how many of your procurement staff participated in annual procurement training two (2)

9. Do you conduct dialogue to inform and update bidders on the procurement regulations? (10c)

- ☒ Yes ( ) No If yes, how often ? as necessary



10. In determining whether the BAC Secretariat has a system for keeping and maintaining procurement records, which set of conditions were present? (11a)

- ☒ 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 soft copies in dedicated computers
- ☒ The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

11. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which set of conditions were 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 soft copies in dedicated computers
- ☒ The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

12. In determining if the agency has well defined and written procedures for quality control, acceptance and inspection of goods, works and services, which set of conditions were present? (12a)

- ☒ Agency has written procedures for quality control, acceptance and inspection of goods, services and works
- ☒ Supervision of civil works is carried out by qualified construction supervisors
- ☒ Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)

13. In determining whether your agency complies with the thresholds prescribed for amendments to order, variation orders, advance payment, and slippage in publicly bid contracts, which set of conditions were met? (12b)

- ☒ Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price
- ☒ Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount
- ☒ Goods, works and services are timely delivered



14. How long it will take for your agency to release the final payment to your supplier/service provider, contractor/consultant? upon completion of contract (12c)

15. Do you invite Observers in all stages of procurement? (13a) ☒ Yes ( ) No

16. In creating and operating your Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008), which set of conditions were present? (14a)

☐ Office Order creating the Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008)

☐ Conduct of regular audit of procurement processes and transactions by internal audit unit

☐ Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report

17. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b) ☒ Yes ( ) No

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

☒ 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

☐ Decisions on Protests are submitted to GPPB

☐ 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

19. In determining whether agency has a specific anti-corruption program/s related to procurement, which set of conditions were present? (16a)

☐ Agency has a specific good governance program including anti-corruption and integrity development;

☐ Agency has a specific office responsible for the implementation of good governance programs;

☒ Agency has specific policies and procedures in place for detection and prevention of corruption associated with procurement.

Accomplished By:  
VIOLETA O. GARCIA/MARLYN C. DE GUZMAN  
BAC Chairperson/BAC Secretary

Noted By:  
ENGR. MARCELO M. PETONIO  
Head of Procuring Entity