

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: February 14, 2018

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

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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)
PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Procurement Method					
1	(a) Percentage of Public Bidding contracts in terms of amount of total procurement	46%	2		
2	(b) Percentage of Public Bidding contracts in terms of volume of total procurement	12.5%	1		
Indicator 2. Limited Use of Alternative Methods of Procurement					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	27%	2		
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	18%	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	6%	1		
Indicator 3. Competitiveness of the Bidding Process					
9	(a) Average number of entities who acquired bidding documents	2	2		
10	(b) Average number of bidders who submitted bids	2	2		
11	(c) Average number of bidders who passed eligibility stage	1	2		
12	(d) Sufficient period to prepare bids	fully compliant	3		
		Average I	1.88		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
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
Indicator 5. Procurement Planning and Implementation					
15	(a) APP is prepared for all types of procurement	compliant	3		Copy of APP and its supplements (if any)
Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)					
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		
Indicator 7. System for Disseminating and Monitoring Procurement Information					
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		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs				
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	50%	3		
Indicator 9. Compliance with Procurement Timeframes					
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		

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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)
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	2.92		
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	Compliant	2		
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	2.75		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.67		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework	3	1.88
Pillar II: Agency Institutional Framework and Management Capacity	3	3
Pillar III: Procurement Operations and Market Practices	3	2.92
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3	2.75
Total (Pillar I + Pillar II + Pillar III + Pillar IV)/4	3	2.64

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

Name of Agency: **MANGALDAN WATER DISTRICT**

Period Covered: **CY 2017**

	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 Contracts Award Posted at 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										
1.2 Works	5,549,580.00	1	1	5,483,920.00	1	2	2	1	1	1
1.3 Consulting Services										
Sub-Total	5,549,580.00	1	1	5,483,920.00	1	2	2	1	1	1
2. Alternative Modes										
2.1.1 Shopping (52.1 b above 50K)										
2.1.2 Shopping (Others)	3,770,906.08			3,238,400.99						
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)	2,241,680.00	7	7	2,077,772.00					7	7
2.5.4 Negotiation (Others)										
Sub-Total	6,012,586.08	7	7	5,316,172.99					7	7
3. Foreign Funded Procurement**										
3.1 Publicly-Bid										
3.2 Alternative Modes										
Sub-Total	-	0	0	-						
4. Others, specify: Agency to Agency	7,494.88			7,494.88						
Immediate Purchase	2,150,000.00			1,050,015.58						
TOTAL	13,719,660.96	8	8	11,857,603.45						

*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

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

Name of Agency: **MANGALDAN WATER DISTRICT**

Period Covered: **CY 2017**

	Total No. of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	Ave. No. of days for Approval of Resolution/Issuance of Notice of Award	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to Resolve Requests for Reconsiderations/ Protests	No. of Contracts Awarded within prescribed timeframes
	Column 12	Column 13	Column 14	Column 15	Column 16	Column 17	Column 18
1. Public Bidding*							
1.1 Goods							
1.2 Works			7	1	1	7	1
1.3 Consulting Services							
Sub-Total	0	0	7	1	1	7	1
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

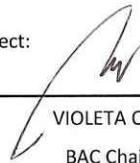
**All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts, conversion to peso will be at BSP rates at the time the bids/quotation were submitted

Prepared by:



MARLYN C. DE GUZMAN
BAC Vice-Chairperson

Certified Correct:



VIOLETA O. GARCIA
BAC Chairperson

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: FEBRUARY 13, 2018
Name of Respondent: VIOLETA O. GARCIA & MARLYN C. DE GUZMAN Position: BAC Chairperson/Vice-Chair

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