

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

Name of Agency: **SOUTHERN LEYTE STATE UNIVERSITY**  
Date of Self Assessment: **26 March 2024**

Name of Evaluator: **Ma. Delia O. Manca**  
Position: **RAC Secretariat**

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>					
1.1	Percentage of competitive bidding and limited source bidding	65.51%	3.00		PMRS
1.2	Percentage of competitive bidding and limited source bidding	0.58%	3.00		PMRS
<b>Indicator 2: Limited Use of Alternative Methods of Procurement</b>					
2.1	Percentage of shopping contracts in terms of amount of total	1.27%	3.00		PMRS
2.2	Percentage of direct contracts in terms of amount of total	12.82%	3.00		PMRS
2.3	Percentage of direct contracts in terms of amount of total	2.29%	3.00		PMRS
2.4	Percentage of repeat order contracts in terms of amount of total	0.00%	3.00		PMRS
2.5	Compliance with Republic Order procedures	n/a	n/a		Procurement documents relative to
2.6	Compliance with limited source bidding procedures	n/a	n/a		Procurement documents relative to
<b>Indicator 3: Competitiveness of the Bidding Process</b>					
3.1	Average number of entities who acquired bidding documents	1.77	3.00		Agency records and/or PhilGEPS records
3.2	Average number of bidders who submitted bids	1.67	3.00		Abstract of Bids or other agency records
3.3	Average number of bidders who present eligibility stage	1.50	3.00		Abstract of Bids or other agency records
3.4	Sufficiency of pre-qualification requirements	Fully	3.00		Agency records and/or PhilGEPS records
3.5	Use of proper and effective procurement documentation and	Fully	3.00		Cost-Benefit Analysis, Work Plans
<b>Average I</b>					
<b>PILLAR II: AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4: Presence of Procurement Organizations</b>					
4.1	Existence of Bidding Award Committee	Fully	3.00		Verify copy of Chartering BAC
4.2	Presence of a Bidding and Procurement Unit	Fully	3.00		Verify copy of Chartering BAC
<b>Indicator 5: Procurement Planning and Implementation</b>					
5.1	Se approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplemental plan
5.2	Preparation of Annual Procurement Plan for Common Use	Fully	3.00		APP APP USE PAMP
5.3	Existing Green Specifications for GFPB identified items	Compliant	3.00		TBS and/or PFGs clearly
<b>Indicator 6: Use of Government Electronic Procurement System</b>					
6.1	Percentage of procurement opportunities posted by the PhilGEPS	78.43%	3.00		Agency records and/or PhilGEPS records
6.2	Percentage of procurement opportunities posted by the	100.00%	3.00		Agency records and/or PhilGEPS records
6.3	Percentage of procurement opportunities processed through alternative	72.12%	3.00		Agency records and/or PhilGEPS records
<b>Indicator 7: System for Disseminating and Monitoring Procurement Information</b>					
7.1	Presence of website that provides up to date procurement	Fully	3.00		Identify specific procurement website
7.2	Preparation of Procurement Monitoring Reports using the	Substantially	3.00		Copy of PMR and received copy from BAC
<b>Average II</b>					
<b>PILLAR III: PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8: Efficiency of Procurement Processes</b>					
8.1	Percentage of total amount of contracts signed within the	85.44%	3.00		APP including supplemental amendments
8.2	Percentage of total number of contracts signed and installed	0.00%	3.00		APP including supplemental amendments
8.3	Planning procurement activities as required by the contract	Fully	3.00		Agency Procedures/Systems for the
<b>Indicator 9: Compliance with Procurement Timelines</b>					
9.1	Percentage of contracts awarded within prescribed period of	100.00%	3.00		PMRS
9.2	Percentage of contracts awarded within prescribed period of	100.00%	3.00		PMRS
9.3	Percentage of contracts awarded within prescribed period of	n/a	n/a		PMRS
<b>Indicator 10: Capacity Building for Government Personnel and Private Sector Participants</b>					
10.1	There is a system or process for providing training to enhance the	Fully	3.00		Sample of forms used for training
10.2	Percentage of government personnel who participated in training	0.00%	3.00		Verify copy of training records
10.3	The procurement process is transparent and open to private sector	Compliant	3.00		Verify copy of documentation
<b>Indicator 11: Management of Procurement and Contract Management Records</b>					
11.1	The BAC Secretariat has a system for keeping and maintaining	Fully	3.00		Verify actual procurement records
11.2	Implementing a formal and systematic system for	Fully	3.00		Verify actual contract management records
<b>Indicator 12: Contract Management Procedures</b>					
12.1	Agency has defined, approved, and standards in such areas as	Substantially	3.00		Verify copy of written procedures
12.2	Timely Payment of Procurement Contracts	On or before	3.00		Verify Finance or Accounting records of receipts
<b>Average III</b>					
<b>PILLAR IV: INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13: Observer Participation in Public Bidding</b>					
13.1	Observers are invited to attend stages of procurement as	Fully	3.00		Verify copy of invitation letters to CSOs
<b>Indicator 14: Internal and External Audit of Procurement Activities</b>					
14.1	Creation and approval of Internal Audit Unit (IAU) plan	Fully	3.00		Verify copy of IAU plan or resolution
14.2	Audit Reports on procurement-related transactions	Above 90	3.00		Verify COA Annual Audit Report or Act
<b>Indicator 15: Capacity to Handle Procurement-Related Complaints</b>					
15.1	The Procurement Unit has efficient procurement complaints	Fully	3.00		Verify copies of BAC resolutions or Mutual
<b>Indicator 16: Anti-Corruption Programs Related to Procurement</b>					
16.1	Agency has a specific anti-corruption program related to	Fully	3.00		Verify disclosure statement of anti-corruption
<b>Average IV</b>					
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV) / 4</b>					
<b>2.35</b>					

Summary of APCPI Scores by Pillar

APCPI Pillars	Ident Rating	Agency Rating
I. Legislative and Regulatory Framework	3.00	2.56
II. Agency Institutional Framework and Management Capacity	3.00	2.60
III. Procurement Operations and Market Practices	3.00	2.42
IV. Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+Pillar IV)/4	3.00	2.35

3.00

2.60

2.00

2.35

Rank to