

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

Name of Agency: Philippine Science High School- Zamboanga
Date of Self Assessment: 31-Mar-22

Name of Evaluator: _____
Position: _____

PSHS-ZRC
Office of the Campus Director

APPROVED

SIGNATURE: _____
NAME: _____
DATE/TIME: 10 May 2022 9:12 AM
SHER DIANNE S. ESTOQUE
ADMINISTRATIVE OFFICER-III

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. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	38.24%	0.00	Current percentage is very low, BAC must increase the percentage by applying Public Bidding as a default mode of procurement	PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	7.14%	0.00	BAC shall identify and assess the application of such modality	PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	0.62%	3.00	Out of the total amount of contracts awarded, the total amount of shopping is P 170,142.00	PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	60.63%	0.00	61 procurement activities or 60% of the total amount of the total procurement is awarded through Negotiation	PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.51%	3.00	Out of the total amount of contracts awarded, only .51% or the amount awarded thru Direct Contracting is of P 13,8200.00.	PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00	Not applicable/No contracts awarded thru Repeat Order	PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a	No contracts awarded thru Repeat Order	Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a	No contracts awarded thru Repeat Order	Procurement documents relative to conduct of Limited Source Bidding
Indicator 3. Competitiveness of the Bidding Process					
3.a	Average number of entities who acquired bidding documents	0.33	0.00	Out of 90 procurement activities conducted by the BAC, 30 or .33 of which acquired public bidding documents	Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	0.33	0.00	Out of 90 procurement activities conducted by the BAC, 30 or .33 of which submitted bids thru the BAC Secretariat	Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	0.23	0.00	Out of 90 procurement activities conducted by the BAC, only .23 passed the eligibility stage	Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00	BAC is compliant as to the allowable period	Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00	BAC is compliant	Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
Average I			1.36		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00	Evidenced by Special Orders and Certificate of Participation of the members, chair and vice-chair of the respective committees	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	Evidenced by Special Order #52, series of 2021	Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation					
5.a	An approved APP that includes all types of procurement	Compliant	3.00	Presented APPs of the CY 2021	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	Fully Compliant	3.00	Submitted APPs, APP-CSE, and PMRs of the CY 2021 to GPPB	APP, APP-CSE, PMR

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5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant	0.00	Not applied	ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
Indicator 6. Use of Government Electronic Procurement System					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	12.75%	0.00	Compliant	Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00	Fully compliant	Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	0.00%	0.00	Fully compliant	Agency records and/or PhilGEPS records

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Indicator 7. System for Disseminating and Monitoring Procurement Information					
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00	Website of PSHS-ZRC that provides up-to-date procurement information: https://zrc.pshs.edu.ph/category/bid/	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	Fully Compliant	3.00	PMR submitted to GPPB on the following dates: First semester-July 14, 2021 Second semester-January 14, 2022	Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.10		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	20.74%	0.00	Out 131,945,500 total amount of the approved APP, the total amount contracts awarded is P 27,363,929.04 or 20.74%	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	5.56%	0.00	5 contracts awarded thru Public bidding or competitive bidding is awarded out of the total number of procurement projects	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	BAC complied with the necessary requirements including the adherence to every rule particularly the allowable timeline of every procurement activity, and the necessary/mandatory documents to attach to.	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
Indicator 9. Compliance with Procurement Timeframes					
9.a	Percentage of contracts awarded within prescribed period of action	100.00%	3.00	Fully complied	PMRs
9.b	Percentage of contracts awarded within prescribed period of action	100.00%	3.00	Fully complied	PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a	No consulting services contract is awarded for the CY 2021	PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
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	IPCR of the BAC Secretariat or personnel of the procurement unit based on the target accomplishment	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	100.00%	3.00	BAC, BAC Secretariat, and TWG attended procurement planning found in the Special Order issued by the HOPE	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	BAC Secretariat as the central channel of communication with the bidders responded to all inquiries of interested bidders	Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00	BAC Secretariat kept hard copies of the procurement records, labeled in the filing cabinet. Electronic copies of documents are being save in the file with proper label and year.	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	Procurement documents are kept at the office of the BAC Secretariat since Year 2016, and can be retrieved in no more than an hour	Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					

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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	Fully Compliant	3.00	PSHS System has written procedure and manual to adhere to in the quality control, acceptance, and inspection. External Provider Performance Evaluation forms are to be rated to specific contractors based on their performance. Supervision of works are being done with the qualified professional engineers. Agency implements CPES for the work projects to determine the contractors capacity or qualification.	Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation forms
12.b	Timely Payment of Procurement Contracts	After 45 days	0.00	Average period is 7 calendar days after the completion of the documents submitted to the Accountant	Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts

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		Average III	2.25		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00	Letters to observers are sent within the prescribed time to COA, private group sector, and to a non-government organization.	Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
Indicator 14. Internal and External Audit of Procurement Activities					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00	Evidenced by SO #123	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	COA Annual Audit Report on Action Plan on related procurement transactions is submitted/complied.	Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints					
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00	BAC resolved Motions for Reconsideration and other complaints within seven (7) calendar days	Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting mesures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00	Anti-corruption programs are posted in the PSHS-ZRC website.	Verify documentation of anti-corruption program
		Average IV	3.00		
GRAND TOTAL (Avarege I + Average II + Average III + Average IV / 4)			2.18		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.36
II Agency Institutional Framework and Management Capacity	3.00	2.10
III Procurement Operations and Market Practices	3.00	2.25
IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.18

Agency Rating

