

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)  
CONFIRMATION QUESTIONNAIRE

Name of Agency: DOST Region XIII  
Name of Respondent: Imelda S. Mezo

Date: 4/16/2018  
Position: Chief Administrative Officer

*Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks with numerical values only.*

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 of these conditions is/are 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 of these conditions is/are 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 of these conditions is/are 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 of these conditions is/are 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

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7. In evaluating the performance of your procurement personnel, which of these conditions is/are 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. Have 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: \_\_\_\_\_ out of \_\_\_\_\_

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

- Yes                       No

If yes, how often ? \_\_\_\_\_ times/year

10. 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 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 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 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 of these conditions is/are 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 of these conditions is/are 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

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14. How long it will take for your agency to release the final payment to your supplier/service provider, contractor/consultant? (12c) 30 days

15. Do you invite Observers in all stages of procurement? (13a)

Yes  No

(please mark all applicable stages)

- Ads/Post of IAEB
- Pre-bid Conference
- Eligibility Check
- Submission/Opening of Bids
- Bid Evaluation
- Post Qualification
- Notice of Award
- Contract Signing/Approve Purchase Order
- Notice to Proceed

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  
If yes, percentage of COA recommendations responded to or implemented within six months 100 %
- No procurement related recommendations received

18. 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 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 of these conditions is/are 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.