



CITEM
AGENCY PROCUREMENT COMPLIANCE AND
PERFORMANCE INDICATOR
(APCPI)
FOR CY 2015

- I. APCPI Self-Assessment Form**
- II. APCPI Confirmation Questionnaire**
- III. Consolidated Procurement Monitoring Report**
- IV. Procurement Capacity Development Action Plan**

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

Name of Agency: **CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**

Date of Self Assessment: **2015**

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	31.82%	0.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	3.07%	0.00		PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	0.77%	3.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	59.83%	0.00		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	7.59%	0.00		PMRs
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	0.00%	3.00		PMRs
8	(f) Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Compliant	3.00		APP, APP-CSE, PMR
Indicator 3. Competitiveness of the Bidding Process					
9	(a) Average number of entities who acquired bidding documents	1.47	0.00		Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	1.39	0.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	0.96	0.00		Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Substantially Compliant	2.00		Agency records and/or PhilGEPS records
		Average I	1.17		
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	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
14	(b) Creation of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		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	3.00		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 Phil-GEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
17	(b) Percentage of contract award information posted by the Phil-GEPS-registered Agency	94.74%	3.00		Agency records and/or PhilGEPS records
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency	80.58%	3.00		Agency records and/or PhilGEPS records
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	3.00		Identify specific procurement-related portion in the agency website and specific website links
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		Average II	3.00		

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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 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	91.88%	3.00		APP (including Supplemental amendments, if any) and PMRs
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	74.51%	0.00		APP(including Supplemental amendments, if any)and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	19.61%	0.00		APP (including Supplemental Amendments, if any) and PMRs
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	94.74%	1.00		PMRs
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	n/a	n/a		PMRs
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	n/a		PMRs
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	Not Compliant	0.00		Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff
28	(b) Percentage of participation of procurement staff in annual procurement training	Between 91.00-100%	3.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
29	(c) Agency has activities to inform and update entities on public procurement	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
30	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Substantially Compliant	2.00		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.
31	(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records	Partially Compliant	1.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
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	Substantially Compliant	2.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	Fully Compliant	3.00		Specific procurement contract with amendment to order, variation order or with negative slippage
34	(c) Timely payment of procurement contracts	After 45 days	0.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	1.50		
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	Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
36	(b) Attendance of Observers in public bidding activities	57.89%	0.00		PMRs and Abstract of Bids

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

Name of Agency: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Date of Self Assessment: 2015

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be included in the Evaluation)
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)	Partially Compliant	1.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
38	(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	Between 71-89.99% compliance	2.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
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	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement					
40	(a) Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		Average IV	2.00		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			1.92		

* APCPI Rating is based on the APCPI Rating System found in Annex C of the User's Guide. Please use this rating system for the self-assessment. After completing the assessment, identify those Indicators with ratings of between 0 to 2 and formulate a procurement capacity development plan called the APCPI Action Plan based on the attached format and submit to GPPB for monitoring.

* For sub-indicators that are not applicable to your specific agency, please write the word Not Applicable in the second column and do not put a rating

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework	3.0000	1.17
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	3.00
Pillar III: Procurement Operations and Market Practices	3.0000	1.50
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	2.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.0000	1.92

Prepared By:


MERRYLYN V. BAMBAO
 BAC Secretariat

Noted By:


ATTY. ANNA GRACE I. MARPURI
 Head, BAC Secretariat

Recommended By:


MARIA RITA O. MATUTE
 Chairman, CITEM-BAC

Approved By:


ROSARIO VIRGINIA C. GAETOS
 Executive Director

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI)

CONFIRMATION QUESTIONNAIRE

Name of Agency: CITEM Date of Interview: _____
Name of Respondent: _____ Position: _____

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 _____

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

- ☒ Yes () No If yes, how often ? Every Pre-Bidding Conference

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? 30-60 days (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.


Prepared By:


MERRYLYN V. BAMBAO
BAC Secretariat

Noted By:


ATTY. ANNA GRACE I. MARPURI
Head, BAC Secretariat

Recommended By:


MARIA RITA O. MATUTE
Chairman, CITEM-BAC

Approved By:


ROSARIO VIRGINIA C. GAETOS
Executive Director

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

Name of Agency: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Period Covered: CY 2015

	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		63,781,946.95	51	38	59,861,576.51	10	75	71	49	51	36
1.2. Works											
1.3. Consulting Services											
Sub-Total		63,781,946.95	51	38	59,861,576.51	10	75	71	49	51	36
2. Alternative Modes											
2.1.1 Shopping (52.1 b above 50K)		0.00	0	0	0.00						0
2.1.2 Shopping (Others)		1,883,289.33	443	370	1,441,554.33					0	
2.2. Direct Contracting		15,422,136.76	163	154	14,280,886.01						
2.3. Repeat Order		0.00	0	0	0.00					0	0
2.4. Limited Source Bidding		0.00	0	0	0.00						
2.5.1 Negotiation (Common-Use Supplies)		0.00	0	0	0.00						
2.5.2 Negotiation (TFB 53.1)		0.00	0	0	0.00					0	0
2.5.3 Negotiation (SVP 53.9 above 50K)		52,141,494.95	304	278	43,891,642.57					304	224
2.5.4 Negotiation (Others)		71,536,769.06	407	396	68,662,786.94						
Sub-Total		140,983,690.10	1317	1198	128,276,869.85					304	224
3. Foreign Funded Procurement**											
3.1. Publicly-Bid		0.00	0	0	0.00		0	0	0		
3.2. Alternative Modes		0.00	0	0	0.00		0	0	0		
Sub-Total		0.00	0	0	0.00						
4. Others, specify:											
TOTAL		204,765,637.05	1368	1236	188,138,446.36						

* 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/quotations were submitted

0.805755396

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

Name of Agency: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

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	0	0	5	22	10	7	36
1.2. Works	0	0					
1.3. Consulting Services	0	0					
Sub-Total	0	0	N/A	22	10	7.00	36
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:							
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/quotations were submitted

Prepared By: 
MERRY LYNN V. BAMBAG
BAC Secretariat

Noted By: 
ATTY. ANNA GRACE I. MARPURI
Head, BAC Secretariat

Recommended By: 
MARIA RITA O. MATUTE
Chairman, CITEM-BAC

Approved By: 
ROSARIO VIRGINIA C. GABITOS
Executive Director

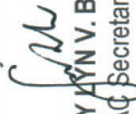
Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN

Name of Agency: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS **Period:** CY 2015

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
4.14 (b)	Fully-Functional Procurement/BAC Division	Creation of procurement/BAC division, that will focus on handling procurement activities of the agency	HOPE, HRD, Corporate Planning Division	As the need arises	Funds, Manpower and Time
9	Compliance to Agency's Reporting Requirements on the set deadlines	Prompt monitoring and submission of agency's reports in the set deadlines.	BAC, BAC Secretariat, Procurement Section	Annually	Manpower and Time
11	Maintenance of Procurement Record	Establishment of reliable procurement record system. Acquire a procurement software for ease access of procurement activities of each requirements	BAC, BAC Secretariat, Procurement Section	Annually	Funds, Manpower and Time
10 (a)	Professionalization and Staff Development Plan of procurement personnels	Prepare and conduct Annual Performance Evaluation for BAC Members, BAC Secretariats and Procurement officials. BAC Members and Procurement officials to attend trainings, seminars, workshop, etc.	HOPE, BAC	Annually	Funds, Manpower and Time
8	Update of Knowledge/Information in all Procurements laws and its Implementing Rules and Regulations	Conduct regular/bi-annual in-house training workshop/seminar on procurement laws and its IRR	BAC Members, TWGs, BAC Secretariat, End-Users and Procurement officials	Bi-Annual	Funds, Manpower and Time
1 (a & b)	Strengthen Regulatory Framework on Procurement	Increase the use of default procurement method (Public Bidding) in terms of value and volume	HOPE, BAC, Procurement Section, Implementing Units	as necessary	Manpower and Time

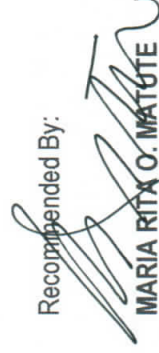
Prepared By:


MERRY KYN V. BAMBAO
 BAC Secretariat

Noted By:


ATTY. ANNA GRACE I. MARPURI
 Head, BAC Secretariat

Recommended By:


MARIA RITA O. MATUTE
 Chairman, CITEM-BAC

Approved By:


ROSARIO VIRGINIA C. GAETOS
 Executive Director