

APPENDIX "1"

POSTING CERTIFICATION

This is to certify that the DSWD Field Office III has posted its Agency Procurement Compliance and Performance Indicators (APCPI) for FY 2022 on March 7, 2023 on its agency website and can be accessible through this link: <https://fo3.dswd.gov.ph/> or a conspicuous place within the premises of the Procuring Entity, due to absence of an agency website.

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 7th of March, 2023.



JENNIFER CAMPANG – MORALES
Bids and Awards Committee Secretariat

**AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE**

Name of Agency: Department of Social Welfare and Development Field Office III
Name of Respondent: ARDO Venus F. Rebuldeia

Date: March 6, 2023
Position: BAC Chairperson

Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website
please provide link: <https://fo3.dswd.gov.ph/updates/>
- Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: 21-Jan-22

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? (5b)

- Agency prepares APP-CSE using prescribed format
- Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually
please provide submission date: 13-Sep-22
- Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)

- Original contract awarded through competitive bidding
- The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification
- The quantity of each item in the original contract should not exceed 25%
- Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)

- Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality
- Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- Transmittal of the Pre-Selected List by the HOPE to the GPPB
- Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPS website, agency website, if available and at any conspicuous place within the agency

5. 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 PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

- 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 five (5) days.

6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the the following conditions? (3e)

- The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity
- No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment
- Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

7. 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
please provide Office Order No.: Regional Special Order No. 983, Series of 2021 as amended by RSO No. 4522, S2022 and RSO No. 5787, S2022

- There are at least five (5) members of the BAC
please provide members and their respective training dates:

Name/s	Date of RA 9184-related training
A. <u>ARDO Venus F. Rebuldela</u>	<u>March 28 - 31, 2022</u>
B. <u>Armont C. Pecina</u>	<u>March 28 - 31, 2022</u>
C. <u>Priscila C. Tiopengco</u>	<u>March 28 - 31, 2022</u>
D. <u>Renann M. Macapinlac</u>	<u>March 28 - 31, 2022</u>
E. <u>Atty. Jessa G. Bernardo</u>	<u>March 28 - 31, 2022</u>
F. <u>Maritess D. Liwanag</u>	<u>March 28 - 31, 2022</u>
G. <u>Shella Jaen Basilla</u>	<u>March 28 - 31, 2022</u>

- Members of BAC meet qualifications
- 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
please provide Office Order No.: Regional Special Order No. 275, Series of 2021

- The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: Jennifer Campang-Morales

- Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: March 28 - 31, 2022

8. Have you conducted any procurement activities on any of the following? (5c)

If YES, please mark at least one (1) then, answer the question below.

- Computer Monitors, Desktop
- Paints and Varnishes

**AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE**

Computers and Laptops

- | | |
|--|---|
| <input checked="" type="checkbox"/> Air Conditioners | <input checked="" type="checkbox"/> Food and Catering Services |
| <input checked="" type="checkbox"/> Vehicles | <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues |
| <input type="checkbox"/> Fridges and Freezers | <input checked="" type="checkbox"/> Toilets and Urinals |
| <input checked="" type="checkbox"/> Copiers | <input type="checkbox"/> Textiles / Uniforms and Work Clothes |

Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

- Yes No

9. 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
please provide link: <https://fo3.dswd.gov.ph>
- Procurement information is up-to-date
- Information is easily accessible at no cost

10. 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
please provide submission dates: 1st Sem - July 7, 2022 2nd Sem - January 12, 2023
- PMRs are posted in the agency website
please provide link: <https://fo3.dswd.gov.ph/updates>
- PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c)

- There is an established procedure for needs analysis and/or market research
- There is a system to monitor timely delivery of goods, works, and consulting services
- Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

- Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
- Procuring entity communicates standards of evaluation to procurement personnel
- Procuring entity and procurement personnel acts on the results and takes corresponding action

13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

**AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
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Date of most recent training: 31-Mar-22

- Head of Procuring Entity (HOPE)
- Bids and Awards Committee (BAC)
- BAC Secretariat/ Procurement/ Supply Unit
- BAC Technical Working Group
- End-user Unit/s
- Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

- Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year
- The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
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20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (14a)

- Creation of Internal Audit Unit (IAU) in the agency
Agency Order/DBM Approval of IAU position/s: Evangeline M. Salalila
- Conduct of audit of procurement processes and transactions by the IAU within the last three years
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

21. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

- Yes (percentage of COA recommendations responded to or implemented within six months)
 100 %
- No procurement related recommendations received

22. 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 HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- 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

23. 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 office responsible for the implementation of good governance programs
- Agency implements a specific good governance program including anti-corruption and integrity development
- Agency implements specific policies and procedures in place for detection and prevention of corruption


PREPARED BY:


ADRIAN D. MORALES
PDO II


REVIEWED BY:


JENNIFER CAMPANG-MORALES
BAC Secretariat

RECOMMENDED BY:


DIR. VENUS F. REBULDELA
BAC Chairperson

APPROVED BY:


DIR. JONATHAN V. DIRAIN
Head of the Procuring Entity

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

Name of Agency: Department of Social Welfare and Development FO III
 Date of Self Assessment: March 10, 2023

Name of Evaluator: Jennifer C. Morales
 Position: AO V / BAC Secretariat Head

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	45.17%	0.00	Out of Php126,651,560.28, the amount of contracts awarded through Competitive Bidding and Alternative Mode of Procurement, the amount of contracts awarded through Competitive Bidding is Php57,206,405.63.	PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	1.95%	0.00	Out of 827 contracts awarded for CY 2022, the number of contracts awarded through Competitive Bidding is 16.	PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	5.20%	1.00	Out of Php126,651,560.28, the amount of contracts awarded through Competitive Bidding and Alternative Mode of Procurement, the amount of contracts awarded through Shopping is Php5,322,750.50.	PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	48.84%	0.00	Out of Php126,651,560.28, the amount of contracts awarded through Competitive Bidding and Alternative Mode of Procurement, the amount of contracts awarded through Negotiated Procurement is Php130,393,046.25.	PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.07%	3.00	Out of Php126,651,560.28, the amount of contracts awarded through Competitive Bidding and Alternative Mode of Procurement, the amount of contracts awarded through Direct Contracting is Php93,321.05.	PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00	No Purchase Request received eligible for Repeat Order modality.	PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a	No Purchase Request received eligible for Repeat Order modality.	Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a	No Purchase Request received eligible for Limited Source Bidding modality.	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	4.29	2.00	Out of 16 Projects, 73 bidders acquired bidding documents.	Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	4.12	2.00	Out of 73 bidders who acquired bids, 70 bidders submitted bids.	Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	2.12	2.00	Out of 16 Projects, 36 bidders passed the eligibility stage.	Abstract of Bids or other agency records

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3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00	1.From the time of advertisement and posting, in consonance with the Instruction to Bidders, the bidders are given at least twenty (20) calendar days to prepare its bids in time for the scheduled date of Opening of Bids. 2.Supplemental bid bulletins are signed and issued at least seven (7) calendar days before bid opening. 3.Minutes of pre-bid conference are prepared and made available within five (5) calendar days from its conduct.	Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00	1.The end-user units submit final, approved and complete Purchase Requests / Project Proposals with Terms of Reference, Scope of Work and Technical Specifications and such other related documents vetted by the TWG Representative concerned in strict adherence to DSWD-AS-SOP-39 re SOP on Receipt of Purchase Request 2.No reference to brand names except for those allowed by the 2016 IRR of RA 9184; 3.Posting / advertisement of projects with ABC of at least Php50,000 at PhilGEPS, DSWD FO III website, BAC website, conspicuous place and social media account.	Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I	1.73		
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	The Bids and Awards Committee was created by virtue of Regional Special Order No. 1949, S.2021 as amended by RSO No, 4522, S.2022 an RSO No. 5797, S2022	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	The adhoc BAC Secretariat Head was designated by virtue of RSO No. 635, S2022. The support staff composed of a contractual employee and a regular employee.	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	The approved APP for CY 2022 was submitted to GPPB TSO and published in the Transparency Seal of DSWD FO III on January 21, 2022.	Copy of APP and its supplements (if any)

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5.b	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	Fully Compliant	3.00	The Indicative APP for CSE was submitted via PS-DBM Virtual Store on September 14, 2021 and the Indicative APP for Non-CSE was submitted to GPP TSO on September 30, 2021.	APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00	The Technical Specifications for disinfectant, food packages and paper support the Green Specifications as provided by the 2016 IRR for RA 9184	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	82.24%	2.00	Out of 16 Project for Public Bidding, 16 bid opportunities were posted in PhilGEPS website.	Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00	Out of 16 Project for Public Bidding, 16 contract award information posted in the PhilGEPS website.	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	Out of 856 Projects for Alternative Mode of Procurement, 305 contract award information posted in the PhilGEPS website.	Agency records and/or PhilGEPS records
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	The BAC advertises its projects via the FO3 website : https://fo3.dswd.gov.ph/ and BAC website: https://sites.google.com/dswd.gov.ph/bacfo3site/home?authuser=2	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	The PMR - 1st Semester in the correct GPPB prescribed format was submitted to GPPB TSO and posted on the Transparency Seal on July 7, 2022 and the PMR - 2nd Semester in the correct GPPB format was submitted to GPPB TSO and posted on the Transparency Seal on January 12, 2023.	Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.60		
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	86.84%	3.00	Out of P72,482,342.38 projected Total ABC of Procurement Projects under Public Bidding indicated in the APP CY 2022, P57,206, 405.63 contracts had been awarded.	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	94.12%	2.00	16 contracts out of 17 Projects were signed. One (1) procurement Project was cancelled.	APP(including Supplemental amendments, if any)and PMRs

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Name of Evaluator: Jennifer C. Morales
 Position: AO V / BAC Secretariat Head

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8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00	No complaints nor "below satisfactory rating" received from Implementing Units / End-User regarding breach of contract terms and conditions.	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 to procure goods	100.00%	3.00	Out of 16 Goods related Projects for Public Bidding, 14 contracts were awarded within the prescribed timeline.	PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00	Out of 2 Infrastructure related Projects for Public Bidding, 2 contracts were awarded within the prescribed timeline.	PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a	No consulting services related projects were procured for CY 2023	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	The performance of all procurement personnel are evaluated using a rating guide of their respective Individual Performance Contract (IPCs).	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	The BAC requested the GPPB TSO for training of RA 9184 which series of trainings were conducted on March 28 to 31, 2022.	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	A virtual orientation : Kumustahan with Stakeholders was conducted on February 18, 2022	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	Procurement related records are stored and accessible via eLibrary of the BAC Secretariat and Procurement Section	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	The Contract Monitoring Units administers the folder of contracts and Purchase Orders via eLibrary and Archives.	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	DSWD issued on December, 2022 the revision of the following Procurement related Standard Operating Procedures effective October 25, 2022: DSWD-AS-SOP-026; DSWD-AS-SOP-026; DSWD-AS-SOP-027; DSWD-AS-SOP-028; DSWD-AS-SOP-029; DSWD-AS-SOP-030; DSWD-AS-SOP-031; DSWD-AS-SOP-032; DSWD-AS-SOP-033; DSWD-AS-SOP-034; DSWD-AS-SOP-035; DSWD-AS-SOP-036; DSWD-AS-SOP-037; DSWD-AS-SOP-038; DSWD-AS-SOP-039 and DSWD-AS-SOP-040 concomitant with the procedural requirements prescribed in the 2016 IRR of RA 9184.	Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00	Payments of Procurement Contracts are processed within 30 CD from time of completion of all supporting documents.	Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	2.92		
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	The BAC Secretariat send out invites to COA, Pampanga Chamber of Commerce and a private / public agency with expertise on the goods / infrastructure project being procured.	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	Administrative Order No. 01, S2918 created "Internal Audit Unit" headed by Ms. Evangeline Salalila, Management Audit Analyst.	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	No AOM received for CY 2022. Procurement Section was found "COMPLIANT" in the CY 2022 IAU audit.	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	DSWD FO III administers a customer service / 888 hotline. The BAC Secretariat attends to requests for reconsideratio within the timeline set under Section 55 of 2026 IRR of RA No. 9184.	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	DSWD FO III has designated committee ARTU to ensure compliance to RA 11032 and another to committee, Regional Anti-Graft and Corruption Committee (RAGAC) for gradft and corruption related cases.	Verify documentation of anti-corruption program
		Average IV	3.00		
GRAND TOTAL (Avarege I + Average II + Average III + Average IV / 4)			2.56		

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Name of Evaluator: Jennifer C. Morales
 Position: AO V / BAC Secretariat Head

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
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Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.73
II Agency Institutional Framework and Management Capacity	3.00	2.60
III Procurement Operations and Market Practices	3.00	2.92
IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.56



PREPARED BY:

ADRIAN D. MORALES
 PDO II

REVIEWED BY:

JENNIFER CAMPANG - MORALES
 BAC Secretariat

RECOMMENDED BY:

DIR. VENUS F. REBULDELA
 BAC Chairperson

APPROVED BY:

DIR. JONATHAN V. DIRAIN
 Head of the Procuring Entity

**ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT**

Name of Agency: Department of Social Welfare and Development Field Office III

Period Covered: CY 2022

	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 Contract Award Posted at PhilGEPS	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	No. of Contracts Awarded within prescribed timeframes
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
1. Public Bidding*													
1.1. Goods	48,601,553.34	14	14	36,968,760.76	13	71	68	34	14	14	0	0	14
1.2. Works	23,880,789.04	3	2	20,237,644.87	1	2	2	2	2	2	0	0	2
1.3. Consulting Services	0.00	0	0	0.00	0	0	0	0	0	0	0	0	0
Sub-Total	72,482,342.38	17	16	57,206,405.63	14	73	70	36	16	16	0	0	16
2. Alternative Modes													
2.1.1 Shopping (52.1 a above 50K)	746,238.18	4	4	740,636.00						4			
2.1.2 Shopping (52.1 b above 50K)	5,918,936.66	21	21	4,582,124.50					21	21			
2.1.3 Other Shopping	520,780.64	27	27	1,257,075.50						27			
2.2.1 Direct Contracting (above 50K)	55,718.21	2	2	55,718.21						2			
2.2.2 Direct Contracting (50K or less)	37,602.84	3	3	37,602.84						3			
2.3.1 Repeat Order (above 50K)	0.00	0	0	0.00						0			
2.3.2 Repeat Order (50K or less)	0.00	0	0	0.00									
2.4. Limited Source Bidding	0.00	0	0	0.00					0	0			
2.5.1 Negotiation (Common-Use Supplies)	13,528.06	7	7	13,528.06									
2.5.2 Negotiation (Recognized Government Printers)	0.00	0	0	0.00									
2.5.3 Negotiation (TFB 53.1)	1,212,706.00	1	1	1,169,421.00					1	1			
2.5.4 Negotiation (SVP 53.9 above 50K)	36,144,236.27	175	151	33,574,320.30					138	138			
2.5.5 Other Negotiated Procurement (Others above 50K)	20,288,346.83	116	109	19,837,545.06						109			
2.5.6 Other Negotiated Procurement (50K or less)	7,484,465.63	500	475	7,265,130.18						475			
Sub-Total	72,422,559.32	856	800	68,533,101.65					160	305			
3. Foreign Funded Procurement**													
3.1. Publicly-Bid	0.00	0	0	0.00		0	0	0					
3.2. Alternative Modes	946,570.00	12	11	912,053.00		0	34	34					
Sub-Total	946,570.00	12	11	912,053.00									
4. Others, specify:													
TOTAL	145,851,471.70	885	827	126,651,560.28									

* 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


ADRIAN D. MORALES
PDO II


JENNIFER C. MORALES
BAC SECRETARY AT HEAD


ARDO VENUS F. REBULDELA
BAC CHAIRPERSON

APPROVED BY:


DIR. JONATHAN V. DIRAIN
Head of the Procuring Entity

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Below 70.00%	Between 70.00-80.99%	Between 81.00-90.99%	Between 91.00-100%
2	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Below 20.00%	Between 20.00- 39.99%	Between 40.00-50.00%	Above 50.00%
Indicator 2. Limited Use of Alternative Methods of Procurement					
3	Percentage of shopping contracts in terms of amount of total procurement	Above 7.00%	Between 5.00-7.00 %	Between 3.00-4.99 %	Below 3.00%
4	Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 9.00 -15.00%	Between 4.00-8.99%	Below 4.00%
5	Percentage of direct contracting in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
6	Percentage of repeat order contracts in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
7	Compliance with Repeat Order procedures	Not Compliant			Compliant
8	Compliance with Limited Source Bidding procedures	Not Compliant			Compliant
Indicator 3. Competitiveness of the Bidding Process					
9	Average number of entities who acquired bidding documents	Below 3.00	3.00-3.99	4.00-5.99	6.00 and above
10	Average number of bidders who submitted bids	Below 2.00	2.00-2.99	3.00-4.99	5.00 and above
11	Average number of bidders who passed eligibility stage	Below 1.00	1.00 – 1.99	2.00-2.99	3.00 and above
12	Sufficiency of period to prepare bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
13	Use of proper and effective procurement documentation and technical specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
14	Creation of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
15	Presence of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 5. Procurement Planning and Implementation					
16	An approved APP that includes all types of procurement	Not Compliant			Compliant
17	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	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
18	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant			Compliant
Indicator 6. Use of Government Electronic Procurement System					
19	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Below 70.99%	Between 71.00-80.99%	Between 81.00-90.99%	Above 91.00%
20	Percentage of contract award information posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00- 50.99%	Between 51.00-80.00%	Above 80.00%
21	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00 - 50.99%	Between 51.00-80.00%	Above 80.00%

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
Indicator 7. System for Disseminating and Monitoring Procurement Information					
22	Presence of website that provides up-to-date procurement information easily accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
23	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
24	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Below 40.00% or above 100.00%	Between 40.00- 60.99%	Between 61.00% -80.00%	Above 80.00%
25	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Below 90.00%	Between 90.00- 92.99%	Between 93.00-95.00%	Above 95.00%
26	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 9. Compliance with Procurement Timeframes					
27	Percentage of contracts awarded within prescribed period of action to procure goods	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
28	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
29	Percentage of contracts awarded within prescribed period of action to procure consulting services	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
30	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	Percentage of participation of procurement staff in procurement training and/or professionalization program	Less than 60.00% Trained	Between 60.00-75.99% Trained	Between 76-90% of staff trained	Between 91.00-100% Trained
32	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Not Compliant			Compliant
Indicator 11. Management of Procurement and Contract Management Records					
33	The BAC Secretariat has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
34	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 12. Contract Management Procedures					
35	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
36	Timely Payment of Procurement Contracts	After 45 days	Between 38-45 days	Between 31-37 days	On or before 30 days
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
37	Observers are invited to attend stages of procurement as prescribed in the IRR	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 14. Internal and External Audit of Procurement Activities					
38	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
39	Audit Reports on procurement related transactions	Below 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance	Above 90-100% compliance
Indicator 15. Capacity to Handle Procurement Related Complaints					
40	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 16. Anti-Corruption Programs Related to Procurement					
41	Agency has a specific anti-corruption program/s related to procurement	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Department of Social Welfare and Development Field Office III

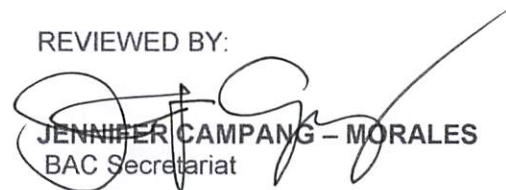
Period: CY 2022

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Review all Procurement Activities, Remind all end-user to submit complete technical specifications in the PR to prevent failure of bids	BAC Chairman, BAC Secretariat, TWG, Procurement Section, End-users	January to December 2022	Time/APP/PPMP/PMR
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Review all procurement activities, Remind all end-user to submit complete technical specifications in the PR to prevent failure of bids	BAC Chairman, BAC Secretariat, TWG, Procurement Section, End-users	January to December 2022	Time/APP/PPMP/PMR
2.a	Percentage of shopping contracts in terms of amount of total procurement	Review all procurement activities	BAC Chairman, BAC Secretariat, TWG, Procurement Section, End-users	January to December 2022	Time/APP/PPMP/PMR
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Review all procurement activities	BAC Chairman, BAC Secretariat, TWG, Procurement Section, End-users	January to December 2022	Time/APP/PPMP/PMR
3.a	Average number of entities who acquired bidding documents	Encourage/assist prospective bidders to register at PhilGEPS and participate in DSWD FO III Bidings	BAC Chairman, BAC Secretariat	within bidding timeline	Time/Registry of prospective bidders
3.b	Average number of bidders who submitted bids	Encourage/assist prospective bidders to register at PhilGEPS and participate in DSWD FO III Bidings	BAC Chairman, BAC Secretariat	within bidding timeline	Time/Registry of prospective bidders
3.c	Average number of bidders who passed eligibility stage	Encourage/assist prospective bidders to register at PhilGEPS and participate in DSWD FO III Bidings	BAC Chairman, BAC Secretariat	within bidding timeline	Time/Registry of prospective bidders
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Posting of Contract on the PhilGEPS website and Agency's Transparency Seal	BAC Chairman, BAC Secretariat	upon receipt of contract conformed by bidder	PhilGEPS notice screenshot of posting on Agency's website
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Ensure all projects done through competitive bidding have contracts	Procurement/BAC	within bidding timeline	Filing of Contract
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Invitation to observers are sent through their official email address	BAC Chairman, BAC Secretariat	within bidding timeline	Email Invite

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RECOMMENDED BY:


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 BAC Chairperson

APPROVED BY:


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 Head of the Procuring Entity