

How to fill-up the AutoChecker

- What you need:
 - Documents for the year being assessed
 - Knowledge of agency/office practices concerning
- Filling-up Annex A – APCPI Self-assessment Form (APCPI worksheet)
- Filling-up Annex B.1 – Consolidated Procurement Monitoring Report (CPMR) (CPMR worksheet)
- Filling-up Annex B.2 – APCPI Questionnaire (Questionnaire worksheet)
- Filling-up Annex C - APCPI Revised Scoring and Rating System (criteria worksheet)
- Filling-up Annex D – Procurement Capacity Development Action Plan

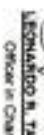
ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

	Total Amount of Approved Adu	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contract Awards	No. of Final Bidders	Total No. of Bidders who Acquired Bid Documents	Total No. of Bidders who Submitted Bids	Total No. of Bidders who Received Eligibility	No. of Bid Opportunities Permitted at Pre-SIGPs	No. of SIGPs Awarded	Total No. Of Government that Issued Negative Response	Total No. of Contracts with Amendments to Order or Revision	No. of Contracts Awarded with Priorities
1. WORKS/LEASING*													
1.1. Goods													
1.2. Works													
1.3. Consulting Services													
Sub-Total:	6,000	0	0	0.00	0	0	0	0	0	0	0	0	0
2. Acquisition Models													
2.1.1. Supply/Demand (S/D) Model													
2.1.2. Supply/Demand (S/D) Model (S)													
2.1.3. Other Category													
2.1.3.1. Direct Contracting (Value 100)													
2.1.3.2. Direct Contracting (Value 100 or less)													
2.1.3.3. Request for Offer (Value 100)													
2.1.3.4. Joint Venture Building													
2.1.3.5. Negotiations (Contract-Like System)													
2.1.2.1. Negotiations (Background Government Project)													
2.1.2.2. Negotiations (Tender Sourcing)													
2.1.2.3. Negotiations (Open Sourcing Sourcing)													
2.1.2.4. Other Negotiations (Procurement Value less than 100)													
Sub-Total:	1,400,000.00	200	100	90,000.00	0	0	0	0	0	0	0	0	0
3. Service Focused Procurement**													
3.1. Public Sector													
3.2. Alternative Models													
Sub-Total:	0.00	0	0	0.00	0	0	0	0	0	0	0	0	0
4. Others, Separate													
Sub-Total:	8,000,000.00	300	200	8,000,000.00	0	0	0	0	0	0	0	0	0

* Should include foreign-funded projects and products are procurement type
** All procurement using Foreign Funds involving National Government Building (NGB) contracts conversion to peso will be at 10% rates of the then rate when quotations were submitted


SIMEON P. ALIMONTUAN
Supply Property Officer


NELLA S. ALABADO
Administrator Officer V


LEONALDO R. TABANAO
Officer in Charge

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Name of Agency: TESDA PO Tarlac
Name of Respondent: CEFERINO P. PAMINTUAN

Date: March 21, 2023
Position: Admin Assistant III

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: <http://tarlac.tesda3.com>
- Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: 1/31/2023

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: 1/31/2023
- 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? (2a)

- 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 effectiveness 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? (2)

- 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 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 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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

- 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.: Office Order No. 002 s 2022

- 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. Irene B. Taborlupa, Ed.D	10/24-28/2022
B. Rudolph John A. Zerrudo	10/24-28/2022
C. Rezzel B. Aquino	10/24-28/2022
D. Nelia S. Alibuyog	10/24-28/2022
E. Ceferino C. Pamintuan	04/18-22/2022
F.	
G.	

- 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.: Office Order No. 05 s 2018

- The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: Nelia S. Alibuyog

- Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: 10/24-28/2022

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.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Computer Monitors, Desktop Computers and Laptops | <input checked="" type="checkbox"/> Paints and Varnishes |
| <input checked="" type="checkbox"/> Air Conditioners | <input checked="" type="checkbox"/> Food and Catering Services |
| <input 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 checked="" type="checkbox"/> Textiles / Uniforms and Work Clothes |

Do you use green technical specifications for the procurement activities 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: http://tarlac.tesda3.com
- 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 - 7/12/22 2nd Sem - 1/11/23

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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)

Date of most recent training: 10/24-28/2022

- 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)
QUESTIONNAIRE

15. 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 procurement 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 electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

16. 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 electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

17. In determining if the agency has defined procedures or standards 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

Have you procured Infrastructure projects through any mode of procurement for the past year?

- Yes
- No

If YES, please answer the following:

- Supervision of civil works is carried out by qualified construction supervisors

Name of Civil Works Supervisor: ENGR. ALVIN T. CASTRO

- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)

Name of CPES Evaluator:

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant once documents are complete? (12b) 30 days

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)

- A. Eligibility Checking (For Consulting Services Only)
- B. Shortlisting (For Consulting Services Only)
- C. Pre-bid conference
- D. Preliminary examination of bids
- E. Bid evaluation
- F. Post-qualification

- Observers are invited to attend stages of procurement as prescribed in the IRR
- Observers are allowed access to and be provided documents, free of charge, as stated in the IRR
- Observer reports, if any, are promptly acted upon by the procuring entity

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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: _____
- 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

No.	Assessment Condition	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		④	1	2	3
PILLAR 1. REGULATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1. Terms of amounts of total procurement	Below 70.00%	Between 70.00-80.99%	Between 81.00-90.99%	Between 91.00-100%	Above 90.00%
2. Percentage of non-tender bidding and invited source bidding contracts in terms of volume of total procurement	Below 20.00%	Between 20.00-39.99%	Between 40.00-50.00%	Between 51.00-60.00%	Above 50.00%
Indicator 2. Limited Use of Alternative Methods of Procurement					
3. Percentage of non-tendering 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 submitted 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 assumed eligibility status	Below 1.00	1.00 - 1.99	2.00-2.99	3.00 and above	
12. Sufficiency of process to generate bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant	
13. Use of proper and effective procurement documentation and technical specifications/documents	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant	
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
14. Division of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant	
15. Existence of a Bidding Secretariate or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant	
Indicator 5. Procurement Planning and Implementation					
16. An appropriate APB list includes all types of procurement	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant	
17. Preparation of Annual Procurement Plan for Commercial-Type Suppliers and Government from the Procurement Service	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant	
18. Existing Green Specifications for GPRB-Identified non-CG items are adopted	Not Compliant				Compliant
Indicator 6. Use of Government Electronic Procurement System					
19. Percentage of bid opportunities posted by the PRGEPS-registered Agency	Below 70.00%	Between 71.00-80.99%	Between 81.00-90.99%	Between 91.00-100%	Above 90.00%
20. Percentage of contract award information posted by the PRGEPS-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 PRGEPS-registered Agency	Below 20.00%	Between 20.00-50.99%	Between 51.00-80.00%	Above 80.00%	
Indicator 7. System for Disseminating and Monitoring Procurement Information					
22. Provinces or entities that provides up-to-date procurement information easily accessible all no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant	

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
23	Preparation of Procurement Monitoring Reports using the GPPB as described below, submission to the GPPB and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR IV: 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 designated AIPS	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 processes done through competitive bidding	Below 90.00%	Between 90-92.99%	Between 93.00%-95.00%	Above 95.00%
26	Percent procurement activities achieved desired contract outcomes and objectives within the target/allotted time frame	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 9: Compliance with Procurement Timelines					
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 professionalisation programme	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 GAC 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 implementation performance	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
36	Timely Payment of Procurement Contracts	After 45 days	Between 36-95 days	Between 31-37 days	On or before 30 days
PILLAR V: 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 GPPB	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
39	Audit Reports on procurement related transactions	Below 40% compliance	Between 61-70.99% compliance	Between 71-80.99% compliance	Above 90-100% compliance
Indicator 15: Capacity to Handle Procurement Related Complaints					

No.	Assessment Conditions	Not/Partly Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
4.0	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with prosecutorial requirements	Not Compliant	Partially Compliant	Satisfactorily Compliant	Fully Compliant
4.1	Indicator 1.6: Anti-Corruption Programs Related to Procurement	Non-Compliant	Partially Compliant	Satisfactorily Compliant	Fully Compliant
Indicator 1.6: Anti-Corruption Programs Related to Procurement					
4.1	Agency has a specific anti-corruption strategy related to procurement	Non-Compliant	Partially Compliant	Satisfactorily Compliant	Fully Compliant

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

Name of Agency: TESDA P.O. Tarlac
 Date of Self Assessment: 3/21/2023

Name of Evaluator: _____
 Position: _____

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	0.00%			PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	0.00%	0.00		PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	88.63%	0.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	0.00%	3.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	11.37%	0.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		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	n/a	n/a		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	n/a	n/a		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	n/a	n/a		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	n/a	n/a		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I	1.50		
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		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		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		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 and Equipment from the Procurement Service	Fully Compliant	3.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00		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	n/a	n/a		Agency records and/or PhilGEPS records

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

Name of Agency: TESDA P.O. Tarlac
Date of Self Assessment: 3/23/2023

Name of Evaluator: _____
Position: _____

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation [Not to be included in the evaluation]
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	n/a	n/a		Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	n/a	n/a		Agency records and/or PhilGEPS records

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

Name of Agency: TESDA P.O. Tarlac
 Date of Self Assessment: 3/21/2023

Name of Evaluator: _____
 Position: _____

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 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		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		Copy of PMR and received copy that it was submitted to GPPB		
		Average II	3.00				
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	90.46%	3.00		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	n/a	n/a		APP (including Supplemental amendments, if any) and PMRs		
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Not Compliant	0.00		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 Timelines							
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	n/a	n/a		PMRs		
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	n/a	n/a		PMRs		
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		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		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	0.00%	0.00		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		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		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		Verify actual contract management records and time it took to retrieve records should be no more than two hours		
Indicator 12. Contract Management Procedures							

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

Name of Agency: TESDA P.O. Tarlac
 Date of Self Assessment: 3/21/2023

Name of Evaluator: _____
 Position: _____

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting information/Documentation (Not to be included in the Evaluation)
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		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation forms
12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
	Average III	2.33			

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

Name of Agency: TESDA P.O. Tardac
 Date of Self Assessment: 3/21/2023

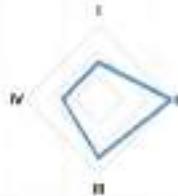
Name of Evaluator: _____
 Position: _____

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 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	n/a	n/a		Verify copies of invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PA 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	Not Compliant	0.00		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		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	Not Compliant	0.00		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					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		Average IV	1.50		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.08		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.50
II Agency Institutional Framework and Management Capacity	3.00	3.00
III Procurement Operations and Market Practices	3.00	2.33
IV Integrity and Transparency of Agency Procurement Systems	3.00	1.50
Total (Pillar I+Pillar II+Pillar III+ Pillar IV)/4	3.00	2.08

Agency Rating



PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Annex D

Name of Agency: TESEA P.O. TAIFIE

Period: FY 2023

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of construction bidding and related service bidding contracts in terms of amount of total procurement				
1.b	Percentage of non-project bidding and temporary staff bidding contracts in terms of volume of total procurement				
1.c	Percentage of bidding contracts in terms of amount of total procurement				
1.d	Percentage of required contracts in terms of value of total procurement				
1.e	Percentage of direct contracting in terms of amount of total procurement				
1.f	Percentage of repeat order contracts in terms of amount of total procurement				
2.g	Compliance with Repeat Order Procedures				
2.h	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents				
3.b	Average number of bidders who submitted bid				
3.c	Average number of bidders who passed eligibility stage				
3.d	Sufficiency of period to prepare bids				
4.e	Use of proper and effective procurement documentation and technical specifications requirements				
4.f	Classification of Bids and Award Commissions				
4.g	Existence of a Bidding Secretariat or Procurement Unit				

5.4	An approved APR does not include all types of procurement			
5.5	Preparation of Annual Procurement Plan for Common Use Suppliers of Equipment (APCE) and Procurement of Contract-Management and Disposal from the Procurement Service			
5.6	Issuing Green Specifications for GPP-Identified non-GCE items are adopted			
5.7	Percentage of bid opportunities won by the providers registered Agency			
6.1	Percentage of contracts award information passed by the PRCIS-Collateral Agency			
7.1	Percentage of contracts awarded through alternative methods passed by the PRCIS-Collateral Agency			
7.2	Percentage of contracts awarded through alternative methods passed by the PRCIS-Collateral Agency			
7.3	Implementation of Procurement Monitoring Reporting using the GPPB			
8.1	Number of contracts awarded within the target contract lifetime			
8.2	Percentage of total number of contracts signed against total number of procurement objects done through competitive bidding			
8.3	Number of procurement actions achieved during contract lifetime			
9.1	Percentage of contracts awarded within prescribed period of action to procure goods			
9.2	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects			
9.3	Percentage of contracts awarded within prescribed period of action to procure consulting services			
10.1	There is a system within the procuring entity to monitor the performance of procurement personnel on a regular basis			
10.2	Percentage of participation of procurement staff in procurement training and/or professionalization program			
10.3	The procuring entity has open dialogue with private sector and research related to the procurement opportunities of the procuring entity			
11.1	The BAC Secretariat has a system for keeping and maintaining procurement records			
11.2	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable historical management records			

12.a	Agency has defined procedures or standards in both areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Proposed additional personnel who will be responsible for monitoring, quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	January to December 2023	Additional Personnel
12.b	Timely Payment of Procurement Contracts			
13.a	Observers are invited to attend stages of procurement as prescribed in the IGP			
14.a	Division and operation of Internal Audit Unit (IAU) that performs specialised procurement audits	Proposed additional personnel who will be responsible for the conduct of audit on specialised procurement.	January to December 2023	Additional Personnel
14.b	Audit Reports on procurement related transactions			
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Proposed additional personnel who will be responsible for attending the complaints related to procurement and comply with procedural requirements	January to October 2023	Additional Personnel
16.a	Agency has a specific anti-corruption programme related to procurement			