AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)

Name of Agency: Name of Respondent:		Cebu Nor	nal University QUESTIO	NNAIRE	Date:	August 10, 2018
		Ann /	Ancajas		Position:	Head - BAC Secretariat
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 a	an approv	ed APP that includes all type	es of procurement, giver	the following co	nditions? (5a)	
	Agency	prepares APP using the pres	scribed format			
✓		d APP is posted at the Procurovide link: www.cnu.edu.p				
✓		sion of the approved APP to provide submission date:	the GPPB within the pre	scribed deadline		
		ual Procurement Plan for C se Supplies and Equipment			PP-CSE) and	
✓	Agency	prepares APP-CSE using pr	rescribed format			
<u> </u>	its Guide	sion of the APP-CSE within t elines for the Preparation of e provide submission date:				anagement in
✓	Proof of	actual procurement of Com	nmon-Use Supplies and	Equipment from	DBM-PS	
3. In the conduc	ct of procu	rement activities using Repe	eat Order, which of these	e conditions is/are	e met? (2e)	
\checkmark	Original	contract awarded through c	competitive bidding			
✓	_	ods under the original contra units per item	ct must be quantifiable,	divisible and con	sisting of at leas	t.
✓		t price is the same or lower t geous to the government af		t awarded throug	h competitive bid	lding which is
V	The qua	antity of each item in the orig	jinal contract should not	exceed 25%		
✓	original	y was used within 6 months contract, provided that there ne same period				
4. In the condu	ct of proc	urement activities using Limit	ted Source Bidding (LSE	3), which of these	conditions is/are	e met? (2f)
	Upon re	ecommendation by the BAC	, the HOPE issues a Ce	rtification resortin	g to LSB as the	proper modality
	•	ation and Issuance of a List onent authority	of Pre-Selected Supplie	rs/Consultants by	the PE or an ide	entified relevant
	Transm	nittal of the Pre-Selected Lis	t by the HOPE to the GF	PPB		
	procure	7cd from the receipt of the a ement opportunity at the Phil vithin the agency				
5. In giving you	ır prospec	tive bidders sufficient period	to prepare their bids, wi	hich of these con	ditions is/are me	!? (3d)
V		j documents are available at y website;	t the time of advertiseme	ent/posting at the	PhilGEPS webs	ite or
7	Supple	mental bid bulletins are issu	ied at least seven (7) ca	lendar days befo	re bid opening;	
✓	Minute	s of pre-bid conference are	readily available within f	ive (5) days.		

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6 Da veu nyana	a necessary offertive programon	t door	QUESTIONNAIRE nentation and technical specifications/requirements, given the			
the following cor		t docui	Hentation and technical specifications/requirements, given the			
$\overline{\mathbf{A}}$	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					
1	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 yo	ur BAC and BAC Secretariat which	of thes	e conditions is/are present?			
For BAC: (4a)						
✓	Office Order creating the Bids and please provide Office Order No					
7	There are at least five (5) membe	rs of th	e BAC			
	please provide members and their					
	Name/s		Date of RA 9184-related training			
A. <u>I</u>	Dominiciana J. Bandala		04/18-20/2017			
-	Rodin Paspasan		04/18-20/2017			
_	Angeine Pogoy		04/18-20/2017			
	Helen Boholano		01/19-21/2017			
	Marylou Ong Emiliano lan Suson II		<u>01/19-21/2017</u> <u>01/19-21/2017</u>			
G.	Littiliano tari Ouson n		01/19-21/201/			
<u>.</u>						
$oxed{oxed}$	Members of BAC meet qualificati	ons				
	Majority of the members of BAC	are trai	ned on R.A. 9184			
For BAC Sec	retariat: (4b)					
✓	act as BAC Secretariat		NU MEMO NO. 585, s. 2017 / CNU MEMO NO. 667, s. 2017			
✓	The Head of the BAC Secretarian please provide name of BAC S					
✓	Majority of the members of BAC please provide training date:		ariat are trained on R.A. 9184 2/12-13/2017			
•	enducted any procurement activities se mark at least one (1) then, answe					
~	Computer Monitors, Desktop Computers and Laptops	☑	Paints and Varnishes			
~	Air Conditioners	\leq	Food and Catering Services			
1	Vehicles	✓	Training Facilities / Hotels / Venues			
ļ	•	\checkmark	Toilets and Urinals			
	Fridges and Freezers	√	Textiles / Uniforms and Work Clothes			
✓	Copiers					
Do you use	green technical specifications for th	е ргос	urement activity/ies of the non-CSE item/s?			
	Yes	1	No			

9. In determining these conditions	AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) whether you provide up-to-date procurement information easily accessible at no cost, which of QUESTIONNAIRE is/are met? (7a)				
7	Agency has a working website please provide link: www.cnu.edu.ph				
√	Procurement information is up-to-date				
✓	Information is easily accessible at no cost				
	with the preparation, posting and submission of your agency's Procurement Monitoring Report, onditions is/are met? (7b)				
	Agency prepares the PMRs				
V	PMRs are promptly submitted to the GPPB please provide submission dates: 1st Sem - 21/03/2018 2nd Sem - 21/03/2018				
~	PMRs are posted in the agency website please provide link: www.cnu.edu.ph				
\checkmark	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)				
7	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				
	e following procurement personnel have participated in any procurement training and/or professionalization program hree (3) years? (10b)				
	Date of most recent training: 12/12-13/2017				
✓	Head of Procuring Entity (HOPE)				
✓	Bids and Awards Committee (BAC)				
V	BAC Secretariat/ Procurement/ Supply Unit				
7	BAC Technical Working Group				
✓	End-user Unit/s				
\sqrt	Other staff				
14. Which of the procuring entity	e following is/are practised in order to ensure the private sector access to the procurement opportunities of the (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				

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15. In determining which of these controls	agency procurement compliance and performance indicators (APCPI) g whether the BAC Secretariat has a system for keeping and maintaining procurement records, QUESTIONNAIRE onditions 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				
V	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				
V	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				
\checkmark	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 pro	cured Infrastructure projects through any mode of procurement for the past year?				
7	Yes No				
If YES, ple	ase answer the following:				
✓	Supervision of civil works is carried out by qualified construction supervisors Name of Civil Works Supervisor: Engr. Ray Fernandez				
V	Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) Name of CPES Evaluator: Engr. Ray Fernandez				
	rill it take for your agency to release the final payment to your supplier/service provider or contractor/consultant,once complete? (12b) days				
A. E B. S C. I D. I E. I	ng Observers for the following procurement activities, which of these conditions is/are met? (13a) Eligibility Checking (For Consulting Services Only) Shortlisting (For Consulting Services Only) Pre-bid conference Preliminary examination of bids Bid evaluation Post-qualification				
$oldsymbol{\checkmark}$	Observers are invited to attend stages of procurement as prescribed in the IRR				
\checkmark	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				

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20. In creating a which set of con	AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, QUESTIONNAIRE QUESTIONNAIRE		
RAMATORITA	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		
ACCOUNTS OF THE PARTY OF THE PA	Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report		
21. Are COA red report? (14b)	commendations responded to or implemented within six months of the submission of the auditors'		
	Yes (percentage of COA recommendations responded to or implemented within six months)		
~	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		
\checkmark	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		
	ng whether agency has a specific anti-corruption program/s related to procurement, which of these present? (16a)		
✓	Agency has a specific office responsible for the implementation of good governance programs		
\checkmark	Agency implements a specific good governance program including anti-corruption and integrity development		
\checkmark	Agency implements specific policies and procedures in place for detection and prevention of corruption		