



Social Housing  
Finance Corporation

**Social Housing Finance Corporation**  
a subsidiary of National Home Mortgage Finance Corporation

17 June 2015

ELMIRA S. CRUZ-CAISIDO  
Deputy Executive Director IV  
Government Procurement Policy Board  
Unit 2506, Raffles Corporate Center  
F. Ortigas Jr. Road, Ortigas Center,  
Pasig City

**Re: Submission of SHFC's CY 2014 Agency Procurement Compliance  
and Performance Indicators (APCPI)**

Dear Ms. Cruz-Caisido:

This refers to your instruction dated April 17, 2015 for the submission of SHFC's CY2014 APCPI on or before June 17, 2015.

In compliance, please find the attached duly signed SHFC's CY2014 APCPI. The electronic copy was sent to monitoring@gppb.gov.ph dated 17 June 2015.

Should you have any concern, kindly coordinate with Mr. Joselito A. Cada or Mr. Paulo Sherwin P. Duman of our Procurement Division.

Sincerely,

  
EDUARDO T. MANICIO  
Officer-in-Charge/Executive Vice President



# SOCIAL HOUSING FINANCE CORPORATION

a subsidiary of National Home Mortgage Finance Corporation

## MEMORANDUM

FOR : **THE OFFICER-IN-CHARGE/EXECUTIVE VICE PRESIDENT**

FROM : **THE APCPI ASSESSMENT TEAM**

DATE : 16 JUNE 2015

SUBJECT : **INITIAL APCPI ASSESSMENT REPORT FOR 2015**

This is in compliance with Office Order No. 15-0476 dated June 2, 2015 creating the Agency Procurement Compliance and Performance Indicators (APCPI) Assessment Team and ordering the same to prepare the APCPI Assessment. Relative thereto, we are respectfully submitting the APCPI Assessment Report wherein we achieved a rating of 2.11 out of the maximum of 3.0. This report includes:

1. APCPI Self-Assessment Form;
2. Consolidated Procurement Monitoring Report; and
3. Procurement Capacity Development Action Plan

For your comments and further instructions, please.

  
**JOSELITO A. CADA**  
Head

Members:

  
**EVA BRENDA C. AMO**

  
**AIREEN C. DELA ROSA**

  
**PAULO SHERWIN P. DUMAN**

  
**JOVEN A. PURGANAN**



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

Name of Agency: SOCIAL HOUSING FINANCE CORPORATION

Period Covered: 2014

	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
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
<b>1. Public Bidding*</b>										
1.1. Goods	43,419,243.24	6	5	41,262,251.04	0	11	9	8	4	4
1.2. Works	0.00	0	0	0.00	0	0	0	0	0	0
1.3. Consulting Services	8,692,000.00	2	0	0.00	0	0	0	0	0	0
<b>Sub-Total</b>	<b>52,111,243.24</b>	<b>8</b>	<b>5</b>	<b>41,262,251.04</b>	<b>0</b>	<b>11</b>	<b>9</b>	<b>8</b>	<b>4</b>	<b>4</b>
<b>2. Alternative Modes</b>										
2.1.1 Shopping (52.1 b above 50K)	1,523,942.60	45	45	1,523,942.60					45	0
2.1.2 Shopping (Others)	826,160.24	243	243	826,160.24						
2.2. Direct Contracting	808,754.00	7	7	808,754.00						
2.3. Repeat Order	0.00	0	0	0.00						
2.4. Limited Source Bidding	0.00	0	0	0.00						
2.5.1 Negotiation (Common-Use Supplies)	1,837,061.89	10	10	1,837,061.89					0	0
2.5.2 Negotiation (TFB 53.1)	700,000.00	1	1	630,000.00					1	1
2.5.3 Negotiation (SVP 53.9 above 50K)	3,024,209.81	71	71	3,024,209.81					71	0
2.5.4 Negotiation (Others)	0.00	0	0	0.00						
<b>Sub-Total</b>	<b>8,720,128.54</b>	<b>377</b>	<b>377</b>	<b>8,650,128.54</b>					<b>117</b>	<b>1</b>
<b>3. Foreign Funded Procurement**</b>										
3.1. Publicly-Bid	0.00	0	0	0.00		0	0	0		
3.2. Alternative Modes	0.00	0	0	0.00		0	0	0		
<b>Sub-Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>		<b>0</b>	<b>0</b>	<b>0</b>		
<b>4. Others, specify:</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>						
<b>TOTAL</b>	<b>60,831,371.78</b>	<b>385</b>	<b>382</b>	<b>49,912,379.58</b>						

\* Should include foreign-funded publicly-bid projects per procurement type

\*\* All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted

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

Name of Agency: SOCIAL HOUSING FINANCE CORPORATION

Period Covered: 2014

	Total No. of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	No. of Contracts with Observers Attending	No. of Contracts with COA Observers Attending	Ave. No. of Days to Resolve Requests for Reconsiderations / Protests	No. of Contracts Awarded within prescribed timeframes
	Column 12	Column 14	Column 14	Column 15	Column 16	Column 17	Column 18
<b>1. Public Bidding*</b>							
1.1. Goods	0	0	7	4	4	1	0
1.2. Works							
1.3. Consulting Services							
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>4</b>	<b>4</b>	<b>1.00</b>	<b>0</b>
<b>2. Alternative Modes</b>							
2.1.1 Shopping (52.1 b above 50K)							
2.1.2 Shopping (Others)							
2.2. Direct Contracting							
2.3. Repeat Order							
2.4. Limited Source Bidding							
2.5.1 Negotiation (Common-Use Supplies)							
2.5.2 Negotiation (TFB 53.1)							
2.5.3 Negotiation (SVP 53.9 above 50K)							
2.5.4 Negotiation (Others)							
<b>Sub-Total</b>							
<b>3. Foreign Funded Procurement**</b>							
3.1. Publicly-Bid							
3.2. Alternative Modes							
<b>Sub-Total</b>							
<b>4. Others, specify:</b>							
<b>TOTAL</b>							

\* Should include foreign-funded publicly-bid projects per procurement type

\*\* All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted

  
PAULO SHERWIN P. DUMAN

  
JOVEN A. PURGANAN

  
AIREEN C. DELA ROSA

  
EVA BRENDA C. AMO

  
JOSE LITO A. CADA

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

Name of Agency: SOCIAL HOUSING FINANCE CORPORATION  
 Date of Self Assessment: April 16, 2015

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 Form)
<b>PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Procurement Method</b>					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	82.67%	2.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	1.31%	0.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	4.71%	2.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	11.00%	1.00		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	1.62%	2.00		PMRs
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	0.00%	3.00		PMRs
8	(f) Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Compliant	3.00		APP, APP-CSE, PMR
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9	(a) Average number of entities who acquired bidding documents	1.38	0.00		Agency records and/or PhilGEPS records

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10	(b) Average number of bidders who submitted bids	1.13	0.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	1.00	1.00		Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
		<b>Average I</b>	<b>1.67</b>		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
13	(a) Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
14	(b) Creation of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
<b>Indicator 5. Procurement Planning and Implementation</b>					
15	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
<b>Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)</b>					
16	(a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	96.80%	3.00		Agency records and/or PhilGEPS records
17	(b) Percentage of contract award information posted by the Phil-GEPS-registered Agency	80.00%	2.00		Agency records and/or PhilGEPS records
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency	0.85%	0.00		Agency records and/or PhilGEPS records

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Name of Evaluator: \_\_\_\_\_  
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No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation Form)
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
19	(a) Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Not Compliant	0.00		Copy of PMR and received copy that it was submitted to GPPB
		<b>Average II</b>	<b>2.13</b>		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	74.86%	2.00		APP (including Supplemental amendments, if any) and PMRs
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	62.50%	0.00		APP(including Supplemental amendments, if any)and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	0.00%	3.00		APP (including Supplemental Amendments, if any) and PMRs
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
24	(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	0.00%	0.00		PMRs



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No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation Form)
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	n/a	n/a		PMRs
26	(c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR	n/a	n/a		PMRs
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
27	(a) There is a system within the procuring entity to evaluate the performance of procurement personnel	Fully Compliant	3.00		Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff
28	(b) Percentage of participation of procurement staff in annual procurement training	Between 91.00-100%	3.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
29	(c) Agency has activities to inform and update entities on public procurement	Not Compliant	0.00		Ask for copies of documentation of activities for bidders
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					

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 Date of Self Assessment: April 16, 2015

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 Form)
30	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Partially Compliant	1.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
31	(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records	Substantially Compliant	2.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
<b>Indicator 12. Contract Management Procedures</b>					
32	(a) Agency has well defined procedures and standards for 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 formsz
33	(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	Fully Compliant	3.00		Specific procurement contract with amendment to order, variation order or with negative slippage
34	(c) Timely payment of procurement contracts	Between 31-37 days	2.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	1.83		
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					

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35	(a) Observers are invited to all stages of every public bidding activity	Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
36	(b) Attendance of Observers in public bidding activities	0.80	2.00		PMRs and Abstract of Bids
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
37	(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
38	(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					
39	(a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>					
40	(a) Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		<b>Average IV</b>	<b>2.83</b>		
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>			<b>2.11</b>		

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

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

**Summary of APCPI Scores by Pillar**

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework	3.0000	1.67
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	2.13
Pillar III: Procurement Operations and Market Practices	3.0000	1.83
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	2.83
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>	<b>3.0000</b>	<b>2.11</b>

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: SOCIAL HOUSING FINANCE CORPORATION

Period: JAN-DEC 2014

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1					
2	PMR, APP-CSE	PREPARE PMR, APP-CSE AND UPDATED APP USING THE PRESCRIBED FORMAT	BAC, BAC SECRETARIAT, PROCUREMENT UNIT, END-USER, BAC-TWG, HOPE	MUST BE SUBMITTED ON OR BEFORE MARCH 15 OF THE YEAR	APP, CONTRACT AWARD, POs
3					
4					
5					
6					
7					
8					
9	OBSERVANCE OF TIMEFRAME	INFORM AND CONSTANTLY REMIND ALL PERSONNEL INVOLVED OF THE PRESCRIBED TIMEFRAME AND JURY DUTY OF THEIR POSITION	BAC SECRETARIAT, BAC-TWG, BAC, HOPE	START OF EVERY BAC ACTIVITY	GPPB MANUAL, SCHEDULE OF ACTIVITIES
10	BIDDERS AS PARTNERS	CONDUCT ACTIVITIES SUCH AS DIALOGUES	PROCUREMENT UNIT, BAC, FCD, HOPE, BAC-SEC, BAC-TWG	EVERY FIRST MONTH OF THE YEAR	PPMP, APP
11	OFFICE SPACE FOR BAC AND BAC ACTIVITIES	SETTING-UP OF OFFICE FOR THE BAC & BAC SECRETARIAT	ADMIN, BAC, HOPE, BAC-TWG, BAC-SEC, FCD	1ST QUARTER OF THE YEAR	APP, APPROVAL BY HOPE
12					
13	ATTENDANCE OF OBSERVERS	ENCOURAGE OBSERVER TO ATTEND ALL STAGES OF BIDDING BY PROVIDING INCENTIVES NOT IN VIOLATION OF ANY COA RULES	BAC, FINANCE, COA, BAC-SEC	ALL STAGES IN PUBLIC BIDDING	BUDGET, APPROVAL BY THE HOPE
14					
15					
16					