

SOCIAL HOUSING FINANCE CORPORATION Enhancing People's Lives and Empowering Communities through FAIR Shelter Solutions

16 November 2016

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

RE: Submission of SHFC's CY 2015 Agency Procurement Compliance and Performance Indicators (APCPI)

Dear Ms. Cruz-Caisido:

This has reference to the Memorandum Circular No. 2015-1 dated August 12, 2015 requiring government agencies to adopt and use of the Agency Procurement Compliance and Performance Indicators (APCPI) system in granting the Performance Based Bonus (PBB).

In compliance we are respectfully submitting the duly signed APCPI report for the CY 2015 including the following:

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

The electronic copy will be sent via e-mail to monitoring@gppb.gov.ph.

Should you have any concern, kindly coordinate with Mr. Joselito A. Cada and Paulo Sherwin P. Duman of the Procurement Division (PD) at telephone number 750-6337 local 732.

Thank you.

Sincerely,

MA. ANA R. OLIVEROS

President

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

Name of Agency: <u>SOCIAL HOUSING FINANCE CORPORATION</u> Date of Self Assessment: November 10, 2016

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Name of Evaluator: _____ Position: ______

	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
	AR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRA	and the second se			
ndic	ator 1. Competitive Bidding as Default Procurement Method				
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	26.23%	0.00		PMRs
	(b) Percentage of public bidding contracts in terms of volume of total procurement	2.27%	0.00		PMRs
			Man Contraction States		
	ator 2. Limited Use of Alternative Methods of Procurement				1
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	0.40%	3.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	66.91%	0.00		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	6.46%	0.00		PMRs
0	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
1	(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	Compliant	APP, APP-CSE, PMR
			The state of the state		
9	ator 3. Competitiveness of the Bidding Process (a) Average number of entities who acquired bidding	1.17	0.00		Agency records and/or PhilGEPS records
	documents (b) Average number of bidders who submitted bids	1.67	0.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	0.83	0.00		Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
		Average I	1.25		
PILL	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEN	IENT CAPACITY			
Indic	cator 4. Presence of Procurement Organizations				
13	(a) Creation of Bids and Awards Committee(s)	Fully Compliant	3.00	16 3 3	Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
-					Verify copy of Order creating BAC
14	(b) Creation of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Secretariat; Organizational Chart; and Certification of Training
			3.00		
	(b) Creation of a BAC Secretariat or Procurement Unit		3.00		
ndia 15	cator 5. Procurement Planning and Implementation (a) APP is prepared for all types of procurement	Compliant Compliant	3.00		
India 15 India	cator 5. Procurement Planning and Implementation (a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procureme	Compliant Compliant	3.00		Certification of Training
India 15 India 16	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procuremen (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency	Compliant Compliant	3.00		Certification of Training
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India 15 16 17 18	(a) APP is prepared for all types of procurement (a) APP is prepared for all types of procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the	Compliant Compliant t System (PhilG 100.00%	3.00 EPS) 3.00		Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records
ndic 15 1ndic 16 17 18	cator 5. Procurement Planning and Implementation (a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procuremen (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency	Compliant Compliant of System (PhilG 100.00% 100.00% 1.05%	3.00 EPS) 3.00 3.00		Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records
ndic 15 16 17 18	(a) APP is prepared for all types of procurement (a) APP is prepared for all types of procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered	Compliant Compliant of System (PhilG 100.00% 100.00% 1.05%	3.00 EPS) 3.00 3.00		Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records
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India 15 16 17 18 19 20	cator 5. Procurement Planning and Implementation (a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procurement (a) Percentage of bid opportunities posted by the Phil-GEPs- registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency cator 7. System for Disseminating and Monitoring Procurement (a) Presence of website that provides up-to-date procurement information easily accessible at no cost (b) Preparation of Procurement Monitoring Reports using	Compliant Compliant t System (PhilG 100.00% 100.00% 1.05% ent Information Fully Compliant Substantially Compliant	3.00 EPS) 3.00 3.00 0.00 3.00 3.00 2.00		Certification of Training Copy of APP and its supplements (if any) Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Agency records and/or PhilGEPS records Identify specific procurement-related portion in the agency website and specif website links Copy of PMR and received copy that it was
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GOVERNMENT PROCUREMENT POLICY BOARD

Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: <u>SOCIAL HOUSING FINANCE CORPORATION</u> Date of Self Assessment: November 10, 2016

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Name of Evaluator: ____ Position:

Comments/Findings to the Supporting Information/Documentation No. **APCPI Rating*** Assessment Conditions **Agency Score** Indicators and SubIndicators (Not to be Included in the Evaluation (b) Percentage of total number of contracts awarded against APP(including Supplemental amendments, 22 total number of procurement activities done through public 50.00% 0.00 if any)and PMRs bidding APP (including Supplemental (c) Percentage of failed biddings and total number of 16.67% 0.00 23 procurement activities conducted Amendments, if any) and PMRs Indicator 9. Compliance with Procurement Timeframes (a) Percentage of contracts awarded within prescribed 100.00% 3.00 PMRs 24 procurement time frames to procure goods as indicated in Annex "C" of the IRR (b) Percentage of contracts awarded within prescribed 25 procurement time frames to procure infrastructure projects n/a n/a PMRs as indicated in Annex "C" of the IRR (c) Percentage of contracts awarded within prescribed 26 procurement time frames to procure consulting services as 100.00% 3.00 PMRs indicated in Annex "C" of the IRR Indicator 10. Capacity Building for Government Personnel and Private Sector Participants Ask BAC Secretariat Head, verify Office (a) There is a system within the procuring entity to evaluate Fully 27 3.00 Orders on training of Procurement Staff Compliant the performance of procurement personnel Ask for copies of Office Orders, training Between 91.00 (b) Percentage of participation of procurement staff in modules, list of participants, schedules of 3.00 28 100% annual procurement training actual training conducted (c) Agency has actvities to inform and update entities on Ask for copies of documentation of 0.00 29 Not Compliant activities for bidders public procurement Indicator 11. Management of Procurement and Contract Management Records Verify actual procurement records and time it took to retrieve records (should be 30 (a) The BAC Secretariat has a system for keeping and Substantially no more than two hours) 2.00 Refer to Section 4.1 of User's Manual for Compliant maintaining procurement records list of procurement-related documents for record-keeping and maintenance. Verify actual contract management (b) Implementing Unit has and is implementing a system for Fully 3.00 records and time it took to retrieve 31 keeping and maintaining contract management records Compliant records should be no more than two hours Indicator 12. Contract Management Procedures (a) Agency has well defined procedures and standards for Verify copies of written procedures for Fully quality control, acceptance and 32 quality control, acceptance and inspection, supervision of 3.00 Compliant inspection; CPES evaluation formsz works and evaluation of contractors' performance Specific procurement contract with (b) Agency complies with the thresholds prescribed for Substantially amendment to order, variation order or 2.00 33 amendment to order, variation orders, advance payment, Compliant with negative slippage and slippage in publicly bid contracts Ask Finance or Accounting Head of Agency On or before 3.00 for average period for the release of 34 (c) Timely payment of procurement contracts 30 days payments for procurement contracts Average III 2.08 PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM Indicator 13. Observer Participation in Public Bidding Verify copies of Invitation Letters to CSOs and professional associations and COA (a) Observers are invited to all stages of every public bidding 0.00 Not Compliant 35 (List and average number of CSOs and PAs activity invited shall be noted.) PMRs and Abstract of Bids 100.00% 3.00 36 (b) Attendance of Observers in public bidding activities Indicator 14. Internal and External Audit of Procurement Activities Verify copy of Order or show actual (a) Creation and operation of internal audit unit as organizational chart showing IAU, auidt Fully 3.00 prescribed by DBM (Circular Letter No. 2008-5, April 14, 37 reports, action plans and IAU Compliant 2008) recommendations Above 90-Verify COA Annual Audit Report on Action (b) Agency Action on Prior Year's Audit Recommendations 3.00 100% 38 on Prior Year's Audit Recommendations (APYAR) on procurement related transactions compliance Indicator 15. Capacity to Handle Procurement Related Complaints

GOVERNMENT PROCUREMENT POLICY BOARD

Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: <u>SOCIAL HOUSING FINANCE CORPORATION</u> Date of Self Assessment: November 10, 2016

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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	
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 mesures to address procurement-related complaints	
ndi	icator 16. Anti-Corruption Programs Related to Procurement					
40	(a) Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program	
		Average IV	2.50			
GRA	AND TOTAL (Avarege I + Average II + Average III + Average IV	/ 4)	2.08			

* 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	1.25
Pillar II: Agency Insitutional Framework and Management Capacity	3.0000	2.50
Pillar III: Procurement Operations and Market Practices	3.0000	2.08
Pillar IV. Integrity and Transparency of Agency Procurement Systems	3.0000	2.50
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.0000	2.08

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

Name of Agency: SOCIAL HOUSING FINANCE CORPORATION

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Period Covered: CY 2015

	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
1. Public Bidding*	the second s	· · · · · · · · · · · · · · · · · · ·					See Ellisten Peorte		业 名。1995年1月19月1日日	「出版の「「「「「「「」」」
1.1. Goods	7,010,797.18	5	2	2,727,638.00	1	7	5	2	5	2
1.2. Works	0.00	0	0	0.00	0	0	0	0	0	0
1.3. Consulting Services	5,000,000.00	1	1	4,950,000.00	0	0	5	3	1	1
Sub-Total	12,010,797.18	6	3	7,677,638.00	1	7	10	5	6	3
2. Alternative Modes	他的1000000000000000000000000000000000000		場論的一些方面的影響	主要ななななななななない	A TRANSPORT		Sa contraction	國家 市合教 计	1144号周辺11大区21年2	San and a second
2.1.1 Shopping (52.1 b above 50K)	0.00	0	0	0.00	Not only the subscription		H ASSESSMENT CONTINUES	·西南部市市。	0	0
2.1.2 Shopping (Others)	433,759.00	10	10	118,176.70		A REPORT OF THE REPORT OF	なるとなるというない。	- 一般的時代的時代的社会的	日本の日本の日本の	学生的通信的
2.2. Direct Contracting	1,889,679.20	10	10	1,889,679.20	と言うないの言語		TO STATE OF THE STATE	「日本王府」の支援	11年1月1日1月1日1月1日	State of the state of the
2.3. Repeat Order	0.00	0	0	0.00	A Star Dare Lot of					「「「「「「「「」」」」
2.4. Limited Source Bidding	0.00	0	0	0.00	In the subscription of the	一 作 地名美国法尔	ALC: NO DE LA COMPANY		0	0
2.5.1 Negotiation (Common-Use Supplies)	1,674,216.72	7	7	769,941.15	「日本の時間の日本の		TSALL STREET	TANK STREET	1 10 10 10 10 10 10 10 10 10 10 10 10 10	市場市中であるのとう
2.5.2 Negotiation (TFB 53.1)	2,500,000.00	1	1	2,486,078.48	学校であるようなという	的自己是自己的保险的法则问题	志安を言いてきたうである		1	1
2.5.3 Negotiation (SVP 53.9 above 50K)	8,118,700.41	94	94	5,917,208.86	など、日本になるこので、		美世長が開いた	の時間に日間を設定す	94	0
2.5.4 Negotiation (Others)	13,666,133.59	9	7	10,410,285.00	いい はてい ない ない ない ない ない ちょう	同一方向于主人的专家的问题	「「「「「「「「」」」	Service and Service and	A EDN-COTAVIER DESNE	State State State
Sub-Total	28,282,488.92	131	129	21,591,369.39	生まれのこのないない		「「「「「「「「」」」」	新新新提定于13年13年	95	1
3. Foreign Funded Procurement**		1 金融学会には 1000の 1000			「「日本」のこのであるのであるのであるのであるのである。	中 國際國際加加國際	Marchander St. Strands	ALCONT OF THE	言語で見たるの思想である	の語言語のないので
3.1. Publicly-Bid	0.00	0	0	0.00	WALL THE STORE		1			AND STORES
3.2. Alternative Modes	0.00	0	0	0.00	のないないのである		1	1	Service and the service of the servi	and sugar and
Sub-Total	0.00	0	0	0.00	10月のからの10日の日本		The Markow Denie Street St.	「「「「「「「「「」」」		
4. Others, specify:	0.00	0	0	0.00	「日本のないないないない」	著 "我要帮你们会问题"。	ALC: NOT	「たいなななないない」にあた	1000年1月1日日間	CARGE STRATE
TOTAL	40,293,286.10	137	132	29,269,007.39	Cardina and and and and and and and and and a	聖を記書をいいいのないない。	福祉ないたいです。	THE REAL PROPERTY OF STREET		1. 1999年1月1日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日

* 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

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

Name of Agency: SOCIAL HOUSING FINANCE CORPORATION

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Period Covered: CY 2015

	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	vith amendments to of Resolution/Issuance of	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 13	Column 14	Column 15	Column 16	Column 17	Column 18	
1. Public Bidding*	1000年1月1日日1日	三十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二	and the second s	ない、などし、自己などのない。		ALE STREET IN CALLS IN FLAT IN	DESCRIPTION DESCRIPTION	
1.1. Goods	0	0	15	2	2	0	2	
1.2. Works	0	0	0	0	0	0	0	
1.3. Consulting Services	0	0	0	1	0	20	1	
Sub-Total	0	0	N/A	3	2	7	3	
2. Alternative Modes	of Links division			· · · · · · · · · · · · · · · · · · ·			and the second second	
2.1.1 Shopping (52.1 b above 50K)	IN STUDY CHURCE CH	「「「「「」」」	のなななななないというななのでのなななの	In the second	11日本語 なななくのないのない			
2.1.2 Shopping (Others)	AND	「小田」「田」の町」「小田」「田」の「田」	THE REAL PROPERTY AND A DESCRIPTION OF THE REAL PROPERTY	からないので、「ないないない」で、	加強ななるなどのなどのなどの	(1995) 行动的现在分词的现在分词	Constant of the second	
2.2. Direct Contracting	主要が		「「「「「「」」」を見て、「「」」」を見て、「」」	Contraction of the second	1. 他保持的的保持的复数分子。1. 1999年7	「「「「「」」、「」」、「」」、「」」、「」」、「」」、「」」、「」」、「」」	State of the second sec	
2.3. Repeat Order	三部の日本のないないない	1998年1996年、ビデオの		A REAL PLAN AND A REAL PLAN	二 「「「「「」」」」」」」」」」」」」」」」」」」」」」」」」」」」」」」」	「「「「「「「「「」」」」」」「「「「」」」」」」」」」」」」」」」」」」	A LAND COLUMN AND	
2.4. Limited Source Bidding	国際の国際のでは非常		ANAL CALL AND A DOWN AND			「小小学校」などまた」に読みたいである	State of the local state	
2.5.1 Negotiation (Common-Use Supplies)	「日本のなどのなどのない」を	「「「「「「「「」」」」」」」	19 第四部第三部第二部第二部第三三部			A COMPANY AND A STATE	Contraction of the second	
2.5.2 Negotiation (TFB 53.1)	ことにいるというのことの		「「日本のないない」である「おおよう」	We want the second second second				
2.5.3 Negotiation (SVP 53.9 above 50K)	「「「「「「「「「「」」」」である。	the state of the second second	「「「「「「「「「「「「」」」」」「「「「」」」」」「「」」」」」」	一般のないないないないないで、	A DECENTION OF THE PROPERTY OF	2012年1月1日に、1919年1月1日日	Real Providence	
2.5.4 Negotiation (Others)	Taking States and	South and the state of the second		· · · · · · · · · · · · · · · · · · ·		The second second second second	A DESCRIPTION OF THE OWNER	
Sub-Total		「二人を見ているなどのない」である。				With the second second second	A STREET FOR SALES	
3. Foreign Funded Procurement**	THE REAL PROPERTY AND INCOMENTS			在一位的國際的設計的目標包括在中心	11 通过2014年中國國際運動時代。1910年代301	「「「「「「「「「「」」」」」「「「「」」」」」」「「」」」」」」」」	となると思いていたので	
3.1. Publicly-Bid	· · · · · · · · · · · · · · · · · · ·	「「「「「「「「」」」を見ている。「「」」	「日本のない」を見ているないという。	11日、11日の一日の一日の一日の一日の一日の一日の一日の一日の一日の一日の一日の一日の一日			A REAL PROPERTY AND A REAL PROPERTY AND A	
3.2. Alternative Modes	ALERCATION APPARTS	「「「「「「「」」」」」	International Anti-		A CONTRACTOR OF THE PARTY OF	Constant of the second second	LECTRONY CROCK	
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* 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

A A Paulo Sherwin P. Duman

Aireen C. Dela Rosa

Eva Brenda C. Amo

Joselito A. Cada

ANNEX C APCPI Revised Scoring and Rating System

R. I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK ator 1. Competitive Bidding as Default Procurement Method [a) Percentage of public bidding contracts in terms of amount of total procurement [b) Percentage of public bidding contracts in terms of amount of total procurement [c] Percentage of Napolitated Procurement in terms of amount of total procurement [c] Percentage of Direct Contracting in terms of amount of total procurement [c] Percentage of Direct Contracting in terms of amount of total procurement [c] Percentage of Direct Contracting in terms of amount of total procurement [c] Percentage of Direct Contracting in terms of amount of total procurement [c] Percentage of Amouated Procurement In terms of amount of total procurement [c] Percentage of Amouated Procurement In terms of amount of total procurement [c] Percentage of Amouated Procurement In terms of amount of total procurement [c] Percentage of Amouated Procurement Interms of amount of total procurement [c] Percentage of Amouated Procurement Plan for Common-Use Supplies and Equipment (APP- CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement [b] Average number of entities who acquired bidding documents [b] Average number of bidders who submitted bids [c] Average number of bidders who acquired bidding COMPACITY ator 4. Presence of Procurement Dranites (BACS) [b] Creation of a BAC Secretariat or Procurement Unit ator 5. Procurement Planning and Implementation [a] APP is prepared for all types of procurement ator 6. Use of Philippine Government Electronic Procurement System (PhilGEPs) [a] Percentage of contract awards procured through alternative methods posted by the Phil- GEPs-registered Agency [b] Percentage of order coversent Nonitoring Procurement Information easily accessible at no cost [c] Percentage of total amount of procurement thoritoring amount procurement Infor	0 Not Compliant Not Compliant Not Compliant Not Compliant Not Compliant	1 0.70 0.20 0.06 0.12 0.04 0.04 0.04 0.04 0.04 0.04 0.04 0.0	2 0.81 0.40 0.05 0.08 0.03 0.03 0.03 0.03 0.03 0.03 0.03	Compliant
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(b) Percentage of public bidding contracts in terms of volume of total procurement ator 2. Alternative Methods of Procurement (a) Percentage of Shopping contracts in terms of amount of total procurement (b) Percentage of Negotiated Procurement in terms of amount of total procurement (c) Percentage of Direct Contracting in terms of amount of total procurement (d) Percentage of United Source contracts in terms of amount of total procurement (e) Percentage of United Source contracts in terms of amount of total procurement (f) Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment (APP-CSE) at a start of the Bidders who ascel eligibility stage (d) Average number of bidders who passed eligibility stage [(d) Sufficient period to prepare bids (e) Average number of bidders who passed eligibility stage [(d) Sufficient period to prepare bids (f) Sufficient period to prepare bids [(d) Sufficient period to prepare bids (g) Arceation of Bids and Awards Committees (BACs) [(f) Sufficient peri	Not Compliant Not Compliant Not Compliant	0.20 0.06 0.12 0.04 0.04 0.04 0.04 0.04 0.04 0.04 0.0	0.40 0.05 0.08 0.03 0.00	Compliant
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[a) APP is prepared for all types of procurement ator 6. Use of Philippine Government Electronic Procurement System (PhilGEPs) [a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency (b) Percentage of contract award information posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency (c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency ator 7. System for Disseminating and Monitoring Procurement Information [a) Presence of website that provides up-to-date procurement information easily accessible at no cost (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website Arr III. PROCUREMENT OPERATIONS AND MARKET PRACTICES ators of rocurement processes [a) Percentage of total amount of procurement awarded against total amount of approved	Not Compliant			
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(c) Percentage of contract awards procured through alternative methods posted by the Phil- GEPs-registered Agency ator 7. System for Disseminating and Monitoring Procurement Information (a) Presence of website that provides up-to-date procurement information easily accessible at no cost (b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES ator 8. Efficiency of Procurement Processes [a) Percentage of total amount of procurement awarded against total amount of approved		0.20	0.51	
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ator 8. Efficiency of Procurement Processes (a) Percentage of total amount of procurement awarded against total amount of approved	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
(a) Percentage of total amount of procurement awarded against total amount of approved				
	1.00	0.40	0.61	
	1.00	0.40	0.61	
(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding		0.90	0.93	
(c) Percentage of failed biddings and total number of procurement activities conducted		0.10	0.08	
ator 9: Compliance with Procurement Timeframes				()
(a) Percentage of contracts awarded within the prescribed period to procure goods as		0.90	0.96	
indicated in Annex "C" of the IRR (b) Percentage of contracts awarded within the prescribed period to procure infrastructure		0.90	0.96	
projects as indicated in Annex "C" of the IRR		0.50	0.30	
(c) Percentage of contracts awarded within the prescribed period to procure consulting services as indicated in Annex "C" of the IRR		0.90	0.96	
ator 10. Capacity Building for Government Personnel and Private Sector Participants [a] There is a system within the procuring entity to evaluate the performance of procurement	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
personnel				
	s than 60.00% Trained Not Compliant	Between 60.00-75.99% Trained	Between 76.00-90.99% Trained	Between 91.00-1005 Compliant
(c) Agency has activities to inform and update entities on public procurement	Not Compliant			compnant
ator 11. Management of Procurement and Contract Management Records (a) The BAC Secretariat has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
(b) Implementing Units has and is implementing a system for keeping and maintaining	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
contract management records ator 12. Contract Management Procedures				
(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
(c) Timely payment of procurement contracts	After 45 days	Between 38-45 days	Between 31-37 days	On or before 30 days
R IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEMS				
ator 13. Observer Participation in Public Bidding	Not Commission	1		Compliant
(a) Observers are invited to all stages of every public bidding activity (b) Attendance of Observers in public bidding activities	Not Compliant	0.70	0.80	Compliant
ator 14. Internal and External Audit of Procurement Activities (a) Creation and operation of Internal audit unit as prescribed by DBM (Circular Letter No.	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
2008-5, April 14, 2008) (b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	the compliant			
cator 15. Capacity to Handle Procurement Related Complaints	elow 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance	Above 90-100% complia
(a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements ator 16. Anti-Corruption Programs Related to Procurement		Between 61-70.99% compliance		Above 90-100% complia

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Social Housing Finance Corporation

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Period: For the Year 2015

ndicators	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 and HOPE	Must be submitted on or before March 15 of the year	APP, CONTRACT AWARD, POs	
3					Statistics respect	
4						
5						
6						
7						
,						
8	research states from	and the state of the state of the				
9	Observance of timeframe	Inform and constantly remind all personnel involved of the prescribed timeframe and jury duty of their position	BAC,BAC Secretariat, BAC TWG, and HOPE	Start of every BAC Activity	GPPB Manual and Schedule of Activities	
10	Bidders as partners	Conduct activities such as dialogues	Procurement Unit, BAC, FCD, HOPE, BAC Secretariat and BAC TWG	Every first month of the year	PPMP and APP	
11	Office Space for BAC and BAC Activities	Setting-up office for the BAC and BAC Secretariat/Modular partition	ADMIN, BAC, HOPE, BAC-TWG, BAC-SEC, and FCD	1st quarter of the year	APP, Approval by HOPE	
12						
13	Attendance of observers	Encourage observer/s to attend all stages of bidding by providing incentives not in violations of any COA rules	BAC, FCD, COA and BAC-SEC	All stages in public bidding	Budget, Approval by the HOPE	
14						
15						
16						

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) CONFIRMATION QUESTIONNAIRE

Name of	f Agenc	y:	Social H	lousing F	inance Corporat	ion	Date:	10-Nov-16
Name of			and the second s					APCPI Committee Head
					e the box besic al values only.	le each condition/	/requirement	t met as provided below and then fill in
1. Do yo	ou prepa	ire an A	Annual P	rocurem	ent Plan for all	types of procuren	nent? (5a)	
	\checkmark	Yes			No			
						mmon-Use Suppl rom the Procurem		ipment (APP-CSE) and ? (2f)
	\checkmark	Yes			No			
3. In givi	ing your	prospe	ective bio	lders su	fficient period to	o prepare their bio	ds, which of	these conditions is/are met? (3d)
			g docum y website		available at the	e time of advertise	ement/postin	ng at the PhilGEPS website or
	\checkmark	Supple	mental t	id bullet	ins are issued	at least seven (7)	calendar da	ays before bid opening;
	\checkmark	Minute	s of pre-	oid conf	erence are read	dily available withi	in three (3) d	lays.
4. In cre	ating yo	our BAC	and BA	C Secre	tariat which of	these conditions i	is/are preser	nt?
For BAC	C: (4a)							
	\checkmark	Office	Order cro	eating th	e Bids and Aw	ards Committee;		
	\checkmark	There	are at lea	ast five (5) members of	the BAC;		
	\checkmark	Membe	ers of BA	C meet	qualifications;	and/or		
	\checkmark	Majorit	y of the i	nember	s of BAC are tr	ained on R.A. 918	34	
For BAC	Secret	ariat: (4	4b)					
			Order cro BAC Sec		Bids and Awa	rds Committee Se	ecretariat or	designing Procurement Unit to
	\checkmark	The He	ead of the	BAC S	ecretariat mee	ts the minimum q	ualifications	
	\checkmark	Majorit	y of the I	member	s of BAC Secre	etariat are trained	on R.A. 918	4
5. In de these co					up-to-date proc	urement informat	ion easily ac	ccessible at no cost, which of
	\checkmark	Agenc	y has a v	vorking	website			
	\checkmark	Procur	ement in	formatic	n is up-to-date			
	\checkmark	Inform	ation is e	asily ac	cessible at no c	cost		
6. In con which of						nission of your age	ency's Procu	urement Monitoring Report,
		Agenc	y prepare	es the P	MRs			



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PMRs are promptly submitted to the GPPB



PMRs are posted in the agency website



PMRs are prepared using the prescribed format

	AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) CONFIRMATION QUESTIONNAIRE
7. In evaluating	g the performance of your procurement personnel, which of these conditions is/are present? (10a)
\checkmark	There is a written procedure within the procuring entity in evaluating the performance of procurement personnel
\checkmark	Procuring entity communicates standards of evaluation to procurement personnel
\checkmark	Procuring entity acts on the results and takes corresponding action
8. Have all of	your procurement staff participated in annual procurement training? (10b)
\checkmark	Yes No
	If no, please indicate the how many of your procurement staff participated in annual procurement training out of
9. Do you cono	duct dialogue to inform and update bidders on the procurement regulations? (10c)
	Yes 🗸 No
	If yes, how often ? times/year
	ning whether the BAC Secretariat has a system for keeping and maintaining procurement records, conditions is/are present? (11a)
	There is a list of contract management related documents that are maintained for a period of at least five years
\checkmark	The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and soft copies in dedicated computers
I	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ining whether the Implementing Units has a system for keeping and maintaining procurement records, conditions is/are present? (11b)
\checkmark	There is a list of contract management related documents that are maintained for a period of at least five years
\checkmark	The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and soft copies in dedicated computers
	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ning if the agency has well defined and written procedures for quality control, acceptance and inspection is and services, which of these conditions is/are present? (12a)
\checkmark	Agency has written procedures for quality control, acceptance and inspection of goods, services and works
\checkmark	Supervision of civil works is carried out by qualified construction supervisors
~	Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
	ning whether your agency complies with the thresholds prescribed for amendments to order, variation ce payment, and slippage in publicly bid contracts, which of these conditions is/are met? (12b)
	Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price

Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount



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Goods, works and services are timely delivered

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) CONFIRMATION QUESTIONNAIRE

14. How long it will take for your agency to release the final payment to your supplier/service provider, contractor/consultant? (12c) 15 _days

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15. Do you	wite Observers in all stages of procurement? (13a)
C	Yes 🗹 No
	(please mark all applicable stages)
	Ads/Post of IAEB
Ŀ	Pre-bid Conference
Ľ	Eligibility Check
Ŀ	Submission/Opening of Bids
C	Bid Evaluation
C	Post Qualification
C	Notice of Award
C	Contract Signing/Approve Purchase Order
0	Notice to Proceed
	g and operating your Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, 8), which set of conditions were present? (14a)
G	Office Order creating the Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008)
C	Conduct of regular audit of procurement processes and transactions by internal audit unit
C	Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report
17. Are CO report? (14	recommendations responded to or implemented within six months of the submission of the auditors'
[Yes
	If yes, percentage of COA recommendations responded to or implemented within six months%
C	No procurement related recommendations received
18. In deter to comply v	nining whether the Procuring Entity has an efficient procurement complaints system and has the capacity the procedural requirements, which of conditions is/are present? (15a)
0	The BAC and the HOPE resolved Requests for Reconsideration and Protests within seven (7) calendar days as per Section 55 of the IRR and decisions
0	Decisions on Protests are submitted to GPPB
[Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body
	nining whether agency has a specific anti-corruption program/s related to procurement, which of these /are present? (16a)
0	Agency has a specific good governance program including anti-corruption and integrity development;
0	Agency has a specific office responsible for the implementation of good governance programs;

Agency has specific policies and procedures in place for detection and prevention of corruption associated with procurement.