

How to fill-up the AutoChecker

What you need:

Documents for the year being assessed

Knowledge of agency/office practices concerning

b Filling-up Annex A – APCPI Self-assessment Form (APCPI worksheet)

b Filling-up Annex B.1 – Consolidated Procurement Monitoring Report (CPMR) (CPMR worksheet)

b Filling-up Annex B.2 – APCPI Questionnaire (Questionnaire worksheet)

b Filling-up Annex C - APCPI Revised Scoring and Rating System (criteria worksheet)

b Filling-up Annex D – Procurement Capacity Development Action Plan

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: May 21, 2022

Name of Evaluator: Paulo Sherwin Duman
Position: BAC Secretariat

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 Submitted to GPPB)
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	18.22%	0.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	0.31%	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	3.78%	2.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	77.85%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.03%	3.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.12%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	Compliant	3.00		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	1.50	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.50	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.00	1.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		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	33.77%	0.00		Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records