

### Kaagapay ng Komunidad sa Maginhawang Pamumuhay



28 March 2018

#### **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 Agency Procurement Compliance and Performance Indicators (APCPI)

Dear Ms. Cruz-Caisido:

This is in compliance to GPPB Resolution No 10-2012 dated June 1, 2012 requiring government agencies to adopt and use of Agency Procurement Compliance and Performance Indicators (APCPI).

In compliance we are respectfully submitting the duly signed APCPI report 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 apcpi@gppb.gov.ph.

Should you have aby concern, kindly coordinate with Ms. Ethel S. Bugho and/or Paulo Sherwin P. Duman of the Procurement Division (ProcD) at telephone number 750-6337 local 433.

Thank you.

Sincerely,

ATTY. ARNOLFO RICARDO B. CABLING

President



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ATTY. ARNOLFO RICARDO B. CABLING

President

BDO Plaza, 8737 Paseo de Roxas, Makati City 1226 PHILIPPINES
Telephone Number: (+632) 750-6337 Website: www.shfcph.com



### Kaagapay ng Komunidad sa Maginhawang Pamumuhay



#### **MEMORANDUM**

FOR

ATTY. ARNOLFO RICARDO B. CABLING

President

FROM

BIDS AND AWARDS COMMITTEE

SUBJECT

APCPI ASSESSMENT REPORT

REFERENCE NO.

APCPIAT2018 02

DATE

28 March 2018

This is in compliance to GPPB Resolution No 10-2012 dated June 1, 2012 requiring government agencies to adopt and use of Agency Procurement Compliance and Performance Indicators (APCPI). Relative thereto, we are respectfully submitting the APCPI assessment report for the year 2016 wherein we achieved a rating of 2.03 out of the maximum 3.0. This report includes:

1. The Self-Assessment Form;

2. The Consolidated Procurement Monitoring Report;

3. The Procurement Capacity Development Action Plan; and

4. Questionnaire

For your consideration and approval sir.

ATTY, JOSE D. MELGAREJO

Approved by:

ATTY. ARNOLFO RICARDO B. CABLING

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

Name of Agency: SOCIAL HOUSING FINANCE CORPORATION

Period Covered: CY

	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 E	Column 9	Column 10	Column 11
1. Public Bidding*		SERVICE THE PROPERTY OF	STATE OF THE PARTY OF	37 公司的 到是一种发现	<b>可能被押机等的</b>	The State of the S		学生不知道 (四)	Towns of the last	
1.1. Goods	97,343,527.43	4	1	19,988,168.00	2	6	4	1	3	1
1.2. Works										
1.3. Consulting Services										
Sub-Total	97,343,527.43	4	1	19,988,168.00	2	6	4	1	3	1
2. Alternative Modes	STATE OF THE PARTY	<b>"我是你的我们的对象。"</b>	a department of the	のである。	を記するとは、 は、 は、 は、 は、 は、 は、 は、 は、 は、	位于中国的 电影	MSEMPREADWAY	会の方式の対象という方		ATTENDADOR OF THE
2.1.1 Shopping (52.1 b above 50K)	694,775.60	8	8	694,775.60	Self-control by the	の場合はある。	國際國際的學術的發	图46600000000000000000000000000000000000	8	0
2.1.2 Shopping (Others)	3,640,418.68	1,231	1,231	3,640,418.68	THE REAL PROPERTY.	A STATE OF THE PARTY OF THE PAR	語言自然。由文書	関係なる。	では、日本の一般の一般の一般の一般の一般の一般の一般の一般の一般の一般の一般の一般の一般の	INSTITUTE OF
2.2. Direct Contracting	2,281,882.00	23	23	2,281,882.00	<b>三分分</b> 及 (1000   1000	1 金玉のからかける	の対する。	<b>東北 公告をよった</b>	はなる大学の大学である	がない
2.3. Repeat Order					<b>建于10年第1999年</b>	言語のないなるできる	となって、一般の大学の大学の大学の大学の大学の大学の大学の大学の大学の大学の大学の大学の大学の	の名が変数を行うさ	語の主命を出力のの言	HEN Y
2.4. Limited Source Bidding					SPECIAL PROPERTY.	一部門 出版を表する。	<b>海岭产级的产业已经</b>			rame -
2.5.1 Negotiation (Common-Use Supplies)	1,155,719.03	519	519	1,155,719.03	<b>使物的次指数形成率型</b>	一年の中国は中国に対する	市 一下 日本 山本 中央 大学	のなるとは、自然である。	きる。京都の事業を	Bender (NY)
2.5.2 Negotiation (TFB 53.1)					<b>有限的性态的</b>	の行為の対象に対する	のは日本では東京は	Sale of the Land Sale		
2.5.3 Negotiation (SVP 53.9 above 50K)	6,930,069.68	40	40	6,446,576.45	深海 医皮肤 医皮肤性	A Carlo Good To and the st	<b>東京日本の計画である。</b>	は、一個などは	40	0
2.5.4 Negotiation (Others)	19,507,828.07	847	847	18,519,720.64	<b>高型的資料建設的</b>	<b>できる。 単版のできる。 1</b>	<b>多二世紀</b> 自己也然也	<b>交易起现都(0)</b> 等	海田田 単独 大学 マラーショ	1000
Sub-Total	34,210,693.06	2,668	2,668	32,739,092.40	为有效与100mm200mm200mm200mm200mm200mm200mm200m	4 电电力电阻 解於 解剖	がある。可以は、自然	通用文書を入場	48	0
3. Foreign Funded Procurement**	排列效量的指定的	CONTRACTOR OF	STATE NO PARK	Company of State of	VEST A CALL	の大学のできます。	ラース かち 三下 TA	<b>を対している。</b>		の田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田
3.1. Publicly-Bid					SOUND THE PARTY OF THE				THE RESERVE OF THE PARTY OF THE	THE PERSON
3.2. Alternative Modes					THE RES PROPERTY.				のなるかのできると	NOW THE PARTY AND
Sub-Total	0.00	0	0	0.00	STREET, STREET, ST.	100年前那到海南地区	THE RESERVE OF THE PARTY OF THE	[10] [10] [10] [10] [10] [10] [10] [10]	<b>特别信息性的基础</b>	· 高声的 维州州北京
4. Others, specify:					SHOURSENING STATE	(100万角洲的) 即形式	NEW THE PROPERTY OF THE PARTY O	<b>可能的。但是他们</b>	A STATE OF THE PARTY OF	はるできる
TOTAL	131,554,220.49	2,672	2,669	52,727,260.40	<b>全版的基準的表示</b>	AND SECTION OF THE	STREET, SALES	STATE OF THE PARTY	<b>全张本思维,但请你</b>	ち形にある。また

<sup>\*</sup> Should include foreign-funded publicly-bid projects per procurement type

<sup>\*\*</sup> 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: CY\_\_\_\_

	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	Calumn 13	Column 14	Column 15	Column 15	Column 17	Column 15
1. Public Bidding*	THE STREET	15年年度 出入していている	部で有数である。世界などは大き	and the state of the state of the	<b>・ 日本学生 一本 日本 日本</b>	(中国人民人)(1000年1月1日日本)	化 多大 上 中华 对个
1.1. Goods	0	0	4	1	1	0	1
1.2. Works							
1.3. Consulting Services							
Sub-Total	0	0	N/A	1	1	0	1
2. Alternative Modes		A THE RESIDENCE OF THE PARTY OF	· · · · · · · · · · · · · · · · · · ·		TOTAL SERVICE WHEN THE WAR IN	24.50年数据200次流行900次	明年を予事に
2.1.1 Shopping (52.1 b above 50K)			NOT THE REAL PROPERTY.			<b>美国的国际</b>	STANDED BY SAME
2.1.2 Shopping (Others)	<b>医试验</b> 经基本的基本	SHOW THAT WAS THE RESIDENCE				ASSEMBLE DAME IN THE	ADDRESS OF THE REAL PROPERTY.
2.2. Direct Contracting	<b>电影图象 在的中里的影响</b>			是《公司等》后与李明的《中国中华		CANTON STATISTICS	<b>如用此作用的形形的</b>
2.3. Repeat Order		THE PERSON OF THE PERSON OF	· · · · · · · · · · · · · · · · · · ·	TO SEE HAVE DISCHARGE VIOLENIES	(明文) (100 ) (100 ) (100 ) (100 ) (100 ) (100 ) (100 ) (100 ) (100 ) (100 ) (100 )	THE PROPERTY OF STREET	資金をおりの事にから
2.4. Limited Source Bidding			<b>建设和工作的企业</b>	ALTER AND THE REST		(A) (A) (A) (A) (A) (A) (A) (A)	<b>化超级性的 计多数控制</b> 加
2.5.1 Negotiation (Common-Use Supplies)	<b>经验证的证明</b> 的数据的图	<b>学生的运动的发展,是国际基</b>	THE REPORT OF STREET SHAPE	THE THE STATE OF STREET	Service and delications	CONTRACTOR OF STREET	2017A16-7-X2-2603
2.5.2 Negotiation (TFB 53.1)	CHARLES BURNING	The way graphs to be seen	100 mily and participation of	Calculation Transfer and Transfer and Addition	A MANUFACTURE OF THE PARTY OF T		
2.5.3 Negotiation (SVP 53.9 above 50K)	THE RESERVE OF THE PARTY OF THE	6.3 of the AC hardware in an	To be be seen to the contract of	the duty of the said state	A SECOND PROPERTY AND PARTY OF THE PARTY OF		Part of the second
2.5.4 Negotiation (Others)	AND A TAXABLE	100mm	Selection and the selection of	THE RESERVE OF THE PERSON NAMED IN	· · · · · · · · · · · · · · · · · · ·	MANAGEMENT OF THE STREET	SURFACE STATES
Sub-Total	THE RESERVE OF THE PARTY.	<b>元世紀以前四十四十四十二十四十二十四十二十四十二十四十二十二十二十二十二十二十二十二十二</b>	Particular State of the State of	STATE OF STREET	April Company of the Company	100	4000年度10万元
3. Foreign Funded Procurement**	THE RESERVE		Bridge Bridge Co. St. St. Ch. Co.	THE RESERVE OF	A STREET OF STREET	A 107 1 133	
3.1. Publicly-Bid	<b>设备经验</b> 100 数 100 000 000	STATE OF THE PARTY OF	And	Activities and a secondaries	A DESCRIPTION OF THE PERSON OF	MERSON IN THE PROPERTY WAS IN	Sent in Property Sent
3.2. Alternative Modes	STATE OF THE PARTY OF	AND DESCRIPTION OF	Self-transferred to the self-t	THE RESERVE THE PROPERTY OF	Findermount of the second	HE REPORT SHEARING	name and the same
Sub-Total	SEVERAL MACHINES SEE FOR	Secretary and the second	Charles National Pills of the		DATE OF STREET	THE SHARE SHEET	THE RESERVE AND ADDRESS OF THE PERSON NAMED AND ADDRESS OF THE
4. Others, specify:	CONTRACTOR OF THE	<b>为是这些国际的</b>	<b>可思想的 自然的 电影 图 图 图 图 图 图 图 图 图 图 图 图 图 图 图 图 图 图 </b>		NUMBER OF THE PROPERTY OF THE PERSON OF THE	THE RESERVE TO SE	Confidential (S)
TOTAL	SECTION AND A SECOND		CONTRACTOR OF THE PARTY OF THE	大型 (10 mm) 10 mm (10 mm)		THE RESIDENCE OF THE PARTY OF T	

\* 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

Supply Officer III

Michelle B. Bandang **BAC Secretariat** 

Lily M. Lebaquin **BAC Secretariat** 

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/ Compliant (3)
		0	1	2	3
PILLA	AR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK				
ndic	cator 1. Competitive Bidding as Default Procurement Method	6			
1	(a) Percentage of public bidding contracts in terms of amount of total procurement		0.70	0.81	0.9
2	(b) Percentage of public bidding contracts in terms of volume of total procurement		0.20	0.40	0.5
Indic	cator 2. Alternative Methods of Procurement				
3	(a) Percentage of Shopping contracts in terms of amount of total procurement		0.06	0.05	0.0
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement		0.12	0.08	0.0
5	(c) Percentage of Direct Contracting in terms of amount of total procurement		0.04	0.03	0.0
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement		0.04	0.03	0.0
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement		0.04	0.03	0.0
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	Not Compliant			Compliant
India	cator 3. Competitiveness of the Bidding Process				
9	(a) Average number of entities who acquired bidding documents		3	4.00	6.0
10	(b) Average number of bidders who submitted bids		2	3.00	5.0
11	(c) Average number of bidders who passed eligibility stage		1	2.00	3.00
12	(d) Sufficient period to prepare bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY cator 4. Presence of Procurement Organizations				
10000	(a) Creation of Bids and Awards Committees (BACs)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
14	(b) Creation of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/ Compliant (3)
		0	1	2	3
ndic	ator 5. Procurement Planning and Implementation				
	(a) APP is prepared for all types of procurement	Not Compliant			Compliant
ndic	ator 6. Use of Philippine Government Electronic Procurement System (PhilGEF	Ps)			
16	(a) Percentage of bid opportunities posted by the Phil-GEPs-registered Agency	1 1	0.71	0.81	0.91
17	(b) Percentage of contract award information posted by the Phil-GEPs- registered Agency		0.20	0.51	0.80
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPs-registered Agency		0.20	0.51	0.80
ndic	cator 7. System for Disseminating and Monitoring Procurement Information				
19	(a) Presence of website that provides up-to-date procurement information easily accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
	AD III DOOGUDEAACAIT ODEDATIONS AND MADVET DOACTICES				
	AR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES cator 8. Efficiency of Procurement Processes				
		1.00	0.40	0.61	0.80
ndic	cator 8. Efficiency of Procurement Processes  (a) Percentage of total amount of procurement awarded against total amount	1.00	0.40	0.61	
ndic 21	(a) Percentage of total amount of procurement awarded against total amount of approved APPs  (b) Percentage of total number of contracts awarded against total number of	1.00			0.80 0.95 0.05
21 22 23	(a) Percentage of total amount of procurement awarded against total amount of approved APPs (b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding (c) Percentage of failed biddings and total number of procurement activities	1.00	0.90	0.93	0.95
21 22 23	(a) Percentage of total amount of procurement awarded against total amount of approved APPs  (b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding  (c) Percentage of failed biddings and total number of procurement activities conducted	1.00	0.90	0.93	0.95
21 22 23	(a) Percentage of total amount of procurement awarded against total amount of approved APPs (b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding (c) Percentage of failed biddings and total number of procurement activities conducted  cator 9: Compliance with Procurement Timeframes  (a) Percentage of contracts awarded within the prescribed period to procure	1.00	0.90	0.93	0.95
21 22 23 24	(a) Percentage of total amount of procurement awarded against total amount of approved APPs (b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding (c) Percentage of failed biddings and total number of procurement activities conducted  Cator 9: Compliance with Procurement Timeframes  (a) Percentage of contracts awarded within the prescribed period to procure goods as indicated in Annex "C" of the IRR  (b) Percentage of contracts awarded within the prescribed period to procure	1.00	0.90	0.93	0.95 0.05 1.00
21 22 23 24 25 26	(a) Percentage of total amount of procurement awarded against total amount of approved APPs (b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding (c) Percentage of failed biddings and total number of procurement activities conducted  cator 9: Compliance with Procurement Timeframes  (a) Percentage of contracts awarded within the prescribed period to procure goods as indicated in Annex "C" of the IRR  (b) Percentage of contracts awarded within the prescribed period to procure infrastructure projects as indicated in Annex "C" of the IRR  (c) Percentage of contracts awarded within the prescribed period to procure		0.90 0.10 0.90	0.93 0.08 0.96 0.96	0.95

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/ Compliant (3)
	•	0	1	2	3
28	(b) Percentage of participation of procurement staff in annual procurement training	Less than 60.00% Trained	Between 60.00-75.99% Trained	Between 76.00-90.99% Trained	Between 91.00-100%
29	(c) Agency has activities to inform and update entities on public procurement	Not Compliant			Compliant
ndio	cator 11. Management of Procurement and Contract Management Records				
30	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	(b) Implementing Units has and is implementing a system for keeping and maintaining contract management records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indi	cator 12. Contract Management Procedures				
32	(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
33	(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
34	(c) Timely payment of procurement contracts	After 45 days	Between 38-45 days	Between 31-37 days	On or before 30 days
	AR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEMS				
Indi	(a) Observer Participation in Public Bidding (a) Observers are invited to all stages of every public bidding activity	Not Compliant	I		Compliant
36		Not compliant	0.70	0.80	0.90
Indi	cator 14. Internal and External Audit of Procurement Activities				
37	(a) Creation and operation of internal audit unit as prescribed by DBM	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
38	(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on	Below 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance	Above 90-100% compliance
Indi	cator 15. Capacity to Handle Procurement Related Complaints				
39	(a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indi	cator 16. Anti-Corruption Programs Related to Procurement	,			
	(a) Agency has a specific anti-corruption program/s related to procurement	Not Compliant	Partially Compliant	Substantially Compliant	<b>Fully Compliant</b>

Annex D

#### PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: SOCIAL HOUSING FINANCE CORPORATION

Period:

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
					V 111 1 1
			19 19 19 19		
			The second second		
			F- 5		

## AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) QUESTIONNAIRE

Name of Agency: Name of Responden		SOCIAL F	IOUSIN	IG FINANCE CORPORATION	Date:	28-Mar-18		
Name of Respo	ondent:		Paulo	Sherwin P. Duman	Position:	Supply Officer III		
Instruction: Put corresponding i					ition/requirement met a	s provided below and then fill in the		
1. Do you prepa	are an A	nnual Pro	curem	ent Plan for all types of proc	curement? (5a)			
$\overline{\mathbf{v}}$	Yes			No				
				nent Plan for Common-Use S and Equipment from the Proc		t (APP-CSE) and		
$\checkmark$	Yes			No				
3. In giving you	r prospe	ctive bidd	ers su	ifficient period to prepare the	eir bids, which of these	conditions is/are met? (3d)		
	THE RESIDENCE	documer website;	nts are	available at the time of adv	ertisement/posting at th	ne PhilGEPS website or		
~	Supple	mental bio	d bulle	tins are issued at least seve	n (7) calendar days bef	fore bid opening;		
	Minute	s of pre-bi	d conf	ference are readily available	within three (3) days.			
4. In creating yo	our BAC	and BAC	Secre	etariat which of these conditi	ons is/are present?			
For BAC: (4a)								
	Office (	Order crea	ating th	ne Bids and Awards Commit	tee;			
$\checkmark$	There a	are at leas	st five i	(5) members of the BAC;				
$\checkmark$	Membe	ers of BAC	meet	qualifications; and/or				
$\checkmark$	Majorit	y of the m	ember	rs of BAC are trained on R.A	. 9184			
For BAC Secre	tariat: (4	b)						
7		Order crea	71/10/10/10	f Bids and Awards Committe	ee Secretariat or design	ning Procurement Unit to		
~	The He	ad of the	BAC	Secretariat meets the minim	um qualifications			
~	Majorit	y of the m	ember	rs of BAC Secretariat are tra	ined on R.A. 9184			
5. In determining these condition	ng whet	her you pr met? (7a)	ovide	up-to-date procurement info	rmation easily accessib	ole at no cost, which of		
~	Agency	y has a wo	orking	website				
$\checkmark$	Procur	ement info	ormatio	on is up-to-date				
$\checkmark$	Informa	ation is ea	sily ac	ccessible at no cost				
6. In complying which of these				osting and submission of you (7b)	ur agency's Procuremer	nt Monitoring Report,		
<b>V</b>	Agenc	y prepare:	s the F	PMRs				
$\checkmark$	PMRs	are promp	otly su	bmitted to the GPPB				
$\overline{\mathbf{Z}}$	PMRs	are poste	d in th	e agency website				
~	PMRs	are prepa	red us	sing the prescribed format				

### AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) QUESTIONNAIRE

7. In evaluating	the performance of your procurement personnel, which of these conditions is/are present? (10a)
$\Box$	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
$\overline{\mathbf{x}}$	Procuring entity acts on the results and takes corresponding action
8. Have all of	your procurement staff participated in annual procurement training? (10b)
	Please indicate how many of your procurement staff participated in annual procurement training 5 out of 5
9. How often d	o you conduct dialogue to inform and update bidders on the procurement regulations? (10c)
_	0 times/year
	ing whether the BAC Secretariat has a system for keeping and maintaining procurement records, conditions is/are present? (11a)
$\checkmark$	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 filling cabinets and soft copies in dedicated computers
$\Box$	The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel
	ning whether the Implementing Units has a system for keeping and maintaining procurement records, conditions is/are present? (11b)
<b></b>	There is a list of contract management related documents that are maintained for a period of at least five years
<b></b>	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
<b>V</b>	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 inspections 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
✓	Supervision of civil works is carried out by qualified construction supervisors
<b>V</b>	Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
13. In determine orders, advanced	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
<b>V</b>	Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount
~	Goods, works and services are timely delivered

# AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) QUESTIONNAIRE

contractor/cons	sultant? (12c) 15 days
15. Do you invi	te Observers in all stages of procurement? (13a)
	(please mark all applicable stages)
	Ads/Post of IAEB
$\checkmark$	Pre-bid Conference
~	Eligibility Check
~	Submission/Opening of Bids
~	Bid Evaluation
	Post Qualification
	Notice of Award
	Contract Signing/Approve Purchase Order
	Notice to Proceed
	and operating your Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, which set of conditions were present? (14a)
~	Office Order creating the Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008)
<b>V</b>	Conduct of regular audit of procurement processes and transactions by internal audit unit
7	Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report
17. Are COA re 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)
$\checkmark$	No procurement related recommendations received
	ing whether the Procuring Entity has an efficient procurement complaints system and has the capacity procedural requirements, which of conditions is/are present? (15a)
~	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
~	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
	ing whether agency has a specific anti-corruption program/s related to procurement, which of these e present? (16a)
~	Agency has a specific good governance program including anti-corruption and integrity development;
~	Agency has a specific office responsible for the implementation of good governance programs;
<b>V</b>	Agency has specific policies and procedures in place for detection and prevention of corruption associated with procurement.

# 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: March 28, 2018

Name of Evaluator: Paulo Sherwin P. Duman Position: Supply Officer III

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentatio (Not to be Included in the Evaluation
	AR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRA			<i>y-12</i>	
di	cator 1. Competitive Bidding as Default Procurement Method				
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	37.91%	0.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	0.04%	0.00		PMRs
_			ACCEPTANCE OF THE PARTY.		
di	cator 2. Limited Use of Alternative Methods of Procurement				
	(a) Percentage of Shopping contracts in terms of amount of total procurement	8.22%	0.00		PMRs
1	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	49.54%	0.00		PMRs
;	(c) Percentage of Direct Contracting in terms of amount of total procurement	4.33%	0.00		PMRs
5	(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
4:					
ul	cator 3. Competitiveness of the Bidding Process  (a) Average number of entities who acquired bidding				The state of the s
)	documents	1.50	0.00		Agency records and/or PhilGEPS records
0	(b) Average number of bidders who submitted bids	1.00	0.00		Abstract of Bids or other agency records
1	(c) Average number of bidders who passed eligibility stage	0.25	0.00		Abstract of Bids or other agency records
2	(d) Sufficient period to prepare bids	Substantially Compliant	2.00		Agency records and/or PhilGEPS records
		Average I	0.92		
LL	AR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEN	IENT CAPACITY			
di	cator 4. Presence of Procurement Organizations				
3	(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) 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
di	cator 5. Procurement Planning and Implementation				
5	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any
	(a) APP is prepared for all types of procurement	and the same			Copy of APP and its supplements (if any
d	(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-	and the same			
6	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procuremer (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	t System (PhilG	EPS)		Agency records and/or PhilGEPS record
.6 .7	(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	98.08%	3.00		Agency records and/or PhilGEPS record Agency records and/or PhilGEPS record
d 6 7	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procuremer (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	98.08% 100.00% 0.00%	3.00 3.00 0.00		Agency records and/or PhilGEPS record Agency records and/or PhilGEPS record
di 6	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procuremer (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	98.08% 100.00% 0.00%	3.00 3.00 0.00		Agency records and/or PhilGEPS record Agency records and/or PhilGEPS record Agency records and/or PhilGEPS record
d 6 7	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procuremer (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) Agency (c) Persence of website that provides up-to-date	98.08% 100.00% 0.00%	3.00 3.00 0.00		Agency records and/or PhilGEPS record Agency records and/or PhilGEPS record Agency records and/or PhilGEPS record
16 17 18	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procuremer (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) Agency (a) Presence of website that provides up-to-date	98.08% 100.00% 0.00% ent Information	3.00 3.00 0.00		Agency records and/or PhilGEPS record Agency records and/or PhilGEPS record Agency records and/or PhilGEPS record Identify specific procurement-related portion in the agency website and spec
16 17 18	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procuremer (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 (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	98.08% 100.00% 0.00% ent Information Fully Compliant Fully Compliant	3.00 3.00 0.00 3.00 3.00		Agency records and/or PhilGEPS record Agency records and/or PhilGEPS record Agency records and/or PhilGEPS record Identify specific procurement-related portion in the agency website and specwebsite links Copy of PMR and received copy that it
6 7 8	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procuremer (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 (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	98.08% 100.00% 0.00% ent Information Fully Compliant Fully Compliant	3.00 3.00 0.00		portion in the agency website and spec website links Copy of PMR and received copy that it
6 7 8	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procuremer (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  (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  LAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICE	98.08% 100.00% 0.00% ent Information Fully Compliant Fully Compliant	3.00 3.00 0.00 3.00 3.00		Agency records and/or PhildEPS record Agency records and/or PhildEPS record Agency records and/or PhildEPS record Identify specific procurement-related portion in the agency website and specwebsite links Copy of PMR and received copy that it
16 17 18 19	(a) APP is prepared for all types of procurement cator 6. Use of Philippine Government Electronic Procuremer (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 (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	98.08% 100.00% 0.00% ent Information Fully Compliant Fully Compliant	3.00 3.00 0.00 3.00 3.00		Agency records and/or PhildEPS record Agency records and/or PhildEPS record Agency records and/or PhildEPS record Identify specific procurement-related portion in the agency website and specific procurement for the spec

## 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: March 28, 2018

Name of Evaluator: Paulo Sherwin P. Duman Position: Supply Officer III

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation
22	(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	25.00%	0.00		APP(including Supplemental amendments if any)and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	50.00%	0.00		APP (including Supplemental Amendments, if any) and PMRs
			FT COLOR OF WIL		
ndi	cator 9. Compliance with Procurement Timeframes (a) Percentage of contracts awarded within prescribed				T
24	procurement time frames to procure goods as indicated in Annex "C" of the IRR	100.00%	3.00		PMRs
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
ndi	cator 10. Capacity Building for Government Personnel and Pr	ivate Sector Par	ticinants		
	(a) There is a system within the procuring entity to evaluate		inc.punto		Ask BAC Secretaries Head weifs Office
98112	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
ndi	satur 11 Managament of Brownson and Contract Managament		DOOR HEAD WAS		
	cator 11. Management of Procurement and Contract Manage  (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.
31	(b) Implementing Unit has and is implementing a system for keeping and maintaining 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
			10 100		110013
ndi	cator 12. Contract Management Procedures				
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	On or before 30 days	3.00		Ask Finance or Accounting Head of Agenc for average period for the release of payments for procurement contracts
_		A	200		1
0111	AR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCURI	Average III	2.08		The state of the s
	icator 13. Observer Participation in Public Bidding				
35	(a) Observers are invited to all stages of every public hidding	Not Compliant	0.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PA: invited shall be noted.)
36	(b) Attendance of Observers in public bidding activities	100.00%	3.00		PMRs and Abstract of Bids
ndi	cator 14. Internal and External Audit of Procurement Activitie	25	The second secon		
	(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, auidt reports, action plans and IAU recommendations
38	(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	Above 90- 100%	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations

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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
Indi	icator 15. Capacity to Handle Procurement Related Complain	ts			
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
Indi	icator 16. Anti-Corruption Programs Related to Procurement				200
	(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)	2.03		

<sup>\*</sup> 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.

#### Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I: Compliance with Legislative and Regulatory Framework	3.0000	0.92
Pillar II: Agency Insitutional Framework and Management Capacity	3.0000	2.63
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	2.03

<sup>\*</sup> 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