

Subject: RE: RMTU APCPI 2014 Submissions
From: Monitoring (monitoring@gppb.gov.ph)
To: mtupresident@yahoo.com;
Date: Tuesday, December 1, 2015 1:22 AM

Good day!

We acknowledge receipt of your email.



Please be informed that we shall be evaluating your submission. You may receive either an email or phone call while we are conducting the desk evaluation.

Soon thereafter, we shall coordinate with regard to the schedule of the confirmation of your results.

Thank you very much.

Very truly yours,

PERFORMANCE MONITORING DIVISION

*Government Procurement Policy Board - Technical Support Office
Unit 2506 Raffles Corporate Center
F. Ortigas Jr. Rd
Ortigas Center, Pasig City
Tel#: 900-6741 to 44
email: monitoring@gppb.gov.ph*

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Agency Procurement Compliance and Performance Indicator (APCPI) System

Confirmator's Sheet

Name of Procuring Entity: RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY	Year Assessed: 2014
	Year/s of APCPI Implementation:
	Date of Confirmation: Nov. 27, 2015 , Time: 3:30 pm
Name of Confirmator: ADRIAN D. UMayAN	PE's Contact Person: MS. CHONALOU C. FULINARA
Office: PICPA	Office / Div / Unit: GASS
Designation: Member	Designation: Head, BAC Secretariat
Email address: adriandumayan@gmail.com	Email address: chonalou_charcos@yahoo.com
Contact number: 0927 755 1010	Contact number: 0947 876 6124

A. CHECKLIST OF APCPI DOCUMENTS (soft and hard copy)

Initial APCPI Results: (Check which applies)	Submission		Remarks
	Complete	Incomplete	
Annex A	√		
Annex B (CPMR)	√		
Annex D (Action Plan)	√		
Consolidated Data	√		

B. CONFIRMATION PROPER (Background)

1. **INTRODUCTION** (to be initiated by the Confirmator): Get to know all the attendees of the meeting, start with the purpose of the meeting and appreciate PE's cooperation. For documentation and information purposes, kindly request for the copy of the Attendance Sheet/s)
2. **BACKGROUND**: Respectfully inquire on PE's Procurement Organization, and ask about the following information as you fill-out this form:
 - a. No. of Bids and Awards Committee: **1**
 - b. No. of End-User Units: **6 (TWGs)**
 - c. Brief description of PE's procurement practices and environment, i.e. how procurement is initiated, to whom request is submitted, who approves the contracts, in charge of posting, etc.

An end user fills-up a Supply Availability Instrument (SAI). If items requested are not available, a Purchase Request (PR) is accomplished to be certified by the Budget Officer as to Availability of Funds (CAF). PRs with CAF are endorsed to the President for his approval. Approved PRs are then forwarded to the Procurement Office and BAC for their appropriate actions (i.e determination if items are included in the year's APP, method of procurement, etc.)

PhilGEPS posting is facilitated by the BAC Secretariat. The University President approves Contracts (e.g Purchase Orders, Notice of Awards and Notice to Proceed to winning Suppliers / Bidders)

Agency Procurement Compliance and Performance Indicator (APCPI) System
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B. CONFIRMATION PROPER: (cont.)

d. Does the BAC Sec perform an attendant function as an Ad Hoc or are they occupying positions in the Procurement Unit? Ad Hoc and Attendant Function

e. How is the BAC organized?

- | | |
|-------------------------------------|-------------------------|
| <input type="checkbox"/> | by threshold |
| <input type="checkbox"/> | mode of procurement |
| <input type="checkbox"/> | geographical location |
| <input checked="" type="checkbox"/> | others, please specify: |

The RMTU BAC is composed of three (3) regular members and two (2) provisional members. Provisional members are the Procurement Officer and any of the identified Technical Working Group (TWG) chairperson or members, depending on the type of project to be procured.

f. Recurring Issues and Concerns in the conduct of procurement processes (i.e. difficulty as to posting of ITB in PhilGEPS, late submission of purchase request by the end users, etc.)

C. CONFIRMATION PROPER: (CPMR)

To the Confirmator: Carefully review the details entered in the revised/updated CPMR and check the consistency of the data presented. If necessary, ask the PE about their CPMR, as follows, then put a check corresponding to the answer and add remarks if necessary. Explanations given by the PE in each sub indicator must be indicated in the remarks section. The best practices of the PE must also be highlighted during the confirmation.

a. Column 2 (Amount of Approved APP) – make sure PE has entered the data based on its updated APP

Public Bidding (including those which has not been started / initiated)

Remarks:

Alternative Mode of Procurement (ensure that all data from the APP were included accordingly, i.e. all those under negotiated procurement, etc.)

Remarks:

Confirmator's Sheet

C. CONFIRMATION PROPER: (CPMR)

Foreign Funded Procurement (if n foreign country, use PhP Conversion)

Remarks:

b. All data entered in Public Bidding (Row 1.1 to 1.3)
(Check the consistency of the data as to the following :)

b.1. No. of procurement activities must be equal to or greater than the sum of the No. of Contracts Awarded and No. of Failed Biddings. If the bidding was by Lot, and was intended to be awarded separately, the number of activities must be counted based on the number of Lots. A procurement activity is commenced upon the issuance of the IB or the RFQ.

Remarks: there was a procurement activity awarded by LOT which was counted as one procurement activity. Error was duly noted and will be corrected on subsequent years' APCPI assessments.

b.2. No. of procurement activities must be less than (in case of non-posting) or equal to the No. of Bid Opportunities posted in PhilGEPS.

Remarks:

b.3. No. of Contracts Awarded must be less than (in case of non-posting) or equal to the No. of Contracts posted in PhilGEPS for Public Bidding

Remarks:

b.4. Check for other columns, such as the No. of Contracts with Observers Attending (Column 15), which must also include those contracts where only COA Observers Attended (Column 16)

Remarks:

c. Data entered on Alternative Modes (Row 2.1.1.1 to 3.2)

c.1. Ensure that there is data for Column 2 as to the No. of Contracts Awarded and No. of Procurement Activities. Otherwise, inquire whether PE has an APP for the year assessed.

Remarks:

Confirmator's Sheet

C. CONFIRMATION PROPER: CPMR (cont.)

c.2 Check the Total Amount of Approved APP and the amount of Contracts Awarded. If amounts in the column are equal, confirm with PE whether all planned procurement have been undertaken successfully. Otherwise, check with PE why said columns are identical/or there is a significant difference between the two.

Remarks:

c.3 Re-check the Total Amount of the Approved APP and the amount of Contracts awarded. If the amount of Contracts awarded is greater than the Amount of Approved APP, verify with PE. Ask for records if any.

Remarks:

c.4 Compare the Total Number of Procurement Activities with the Number of Contracts Awarded. If the Total Number of Contracts is greater than the Total Number of Procurement Activities, check whether there were procurement by lot and refer to Part C.B.1 of this Guide. If otherwise, verify with PE if there were biddings that were declare failure.

Remarks: **No bidding was declared failure (alternative methods)**

c.5 No. of Procurement Activities must be greater than (in any case of non-posting) or equal to the No. of Bid Opportunities posted in PhilGEPS. For purposes of the APCPI, the postings of lots must be counted individually although posted in one single IB (Kindly refer to Part C.B.1 of this Guide for counting of lots)

Remarks:

C. CONFIRMATION PROPER: ANNEX A

After verifying the CPMR, check the Annex A and fill-out the form accordingly.

PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK

Indicator 1. Competitive Bidding as Default Procurement Method

Agency Procurement Compliance and Performance Indicator (APCPI) System

Confirmator's Sheet

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Percentage of public bidding contracts in terms of amount of total procurement	If percentage generates a poor/acceptable rating, allow the PE to explain	POOR As per presented Procurement Capacity Development Action Plan, PE will implement measures to ensure proper classification and consolidation and determination of the procurement of goods, services, and civil works will be identified before the start of the procurement period. These proposed actions will increase compliance with the general rule that the default method of procurement is competitive / public bidding, significantly decreasing procurement using the alternative methods.
(b) Percentage of public bidding contracts in terms of volume of total procurement	If percentage generates a poor/acceptable rating, allow the PE to explain	POOR - do -

Indicator 2. Limited Use of Alternative Methods

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Percentage of Shopping contracts in terms of amount of total procurement	If percentage generates a poor/acceptable rating, allow the PE to explain	POOR - do -
(b) Percentage of Negotiated Procurement in terms of amount of total procurement	Data must include those contracts procured through A-to-A, Lease of Venue, Takeover, Procurement Agent, etc. If percentage generates a poor/acceptable rating, allow the PE to explain	POOR - do -
(c) Percentage of Direct Contracting in terms of amount of total procurement	If percentage generates a poor/acceptable rating, allow the PE to explain	VERY SATISFACTORY
(d) Percentage of Repeat Order contracts in terms of amount of total procurement	If percentage generates a poor/acceptable rating, allow the PE to explain	VERY SATISFACTORY

Agency Procurement Compliance and Performance Indicator (APCPI) System

Confirmator's Sheet

(e) Percentage of Limited Source contracts in terms of amount of total procurement	If percentage generates a poor/acceptable rating, allow the PE to explain	VERY SATISFACTORY
(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	If percentage generates a poor/acceptable rating, allow the PE to explain. Verify by checking the transmittal letter or email stamped received by DBM-PS or DBM Bureau	VERY SATISFACTORY

Indicator 2. Competitiveness of the Bidding Process

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Average number of entities who acquired bidding documents	If percentage generates a poor/acceptable rating, allow the PE to explain	POOR PE will improve information dissemination re: Procurement activities through Posting ITBs and other procurement information in the website of the University and conspicuous places within the province and adjoining areas, and the installation of a Bulletin of Information at the Entrance of the University / Conspicuous areas within the Campus (to post invitation to bid and other procurement information)
(b) Average number of bidders who submitted	If percentage generates a poor/acceptable rating, allow the PE to explain	POOR - do -
(c) Average number of bidders who passed eligibility stage	If percentage generates a poor/acceptable rating, allow the PE to explain	SATISFACTORY
(d) Sufficient period to prepare bids	Check if all criteria has been met (refer to User's Guide)	VERY SATISFACTORY
CONFIRMED AVERAGE FOR PILLAR I		1.33

Agency Procurement Compliance and Performance Indicator (APCPI) System

Confirmator's Sheet

PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY

Indicator 4. Presence of Procurement Organizations

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Creation of Bids and Awards Committee(s)	Check for an office order as well as proof of training of the BAC	VERY SATISFACTORY
(b) Creation of a BAC Secretariat or Procurement Unit	Check for an office order as well as proof of training of the BAC Sec	VERY SATISFACTORY

Indicator 5. Procurement Planning and Implementation

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) APP is prepared for all types of procurement	Check if APP is approved by the HOPE, and has been updated accordingly	VERY SATISFACTORY

Indicator 6. Use of Philippine Government Electronic Procurement System

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Refer to PE's Certificate of Compliance to verify postings. If percentage generates a poor/acceptable rating, allow the PE to explain	POOR PE will improve information dissemination re: Procurement activities through Posting ITBs and other procurement information in the website of the University and conspicuous places within the province and adjoining areas, and the installation of a Bulletin of Information at the Entrance of the University / Conspicuous areas within the Campus (to post invitation to bid and other procurement information)
(b) Percentage of contract award information posted by the PhilGEPS-registered Agency	Refer to PE's Certificate of Compliance to verify postings. If percentage generates a poor/acceptable rating, allow the PE to explain	VERY SATISFACTORY
(c) Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Refer to PE's Certificate of Compliance to verify postings, if percentage is lower than the benchmark, inquire for any issues. If percentage generates a poor/acceptable rating, allow the PE to explain.	POOR As per presented Procurement Capacity Development Action Plan, PE will implement measures to ensure proper classification and consolidation and determination of the procurement of goods, services, and civil works will be identified before the start of the procurement period. These proposed actions will increase compliance with the general rule that the default method of procurement is competitive / public bidding, significantly decreasing procurement using the alternative methods.

**Agency Procurement Compliance and Performance Indicator (APCPI) System
Confirmator's Sheet**

Indicator 7. System for Disseminating and Monitoring Procurement Information

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Presence of website that provides up-to-date information easily accessible at no cost	If percentage generates a poor/acceptable rating, allow the PE to explain	SATISFACTORY
(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	If percentage generates a poor/acceptable rating, allow the PE to explain	POOR PE will implement stricter compliance to submission of required reports to GPPB and other concerned agencies by issuing Office Orders requiring such to concerned personnel, and inclusion of PMR submission as a performance indicator/target of the BAC and the BAC Secretariat.
CONFIRMED AVERAGE FOR PILLAR II		1.75

PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES

Indicator 8. Efficiency of Procurement Processes

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Percentage of total amount of contracts awarded against total amount of approved APPs	If percentage generates a poor/acceptable rating, allow the PE to explain	VERY SATISFACTORY
(b) Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	If percentage generates a poor/acceptable rating, allow the PE to explain	VERY SATISFACTORY
(c) Percentage of failed biddings and total number of procurement activities conducted	If percentage generates a poor/acceptable rating, allow the PE to explain	POOR PE will improve information dissemination re: Procurement activities through Posting ITBs and other procurement information in the website of the University and conspicuous places within the province and adjoining areas, and the installation of a Bulletin of Information at the Entrance of the University / Conspicuous areas within the Campus (to post invitation to bid and other procurement information)

Indicator 9. Compliance with Procurement Timeframe

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Percentage of contracts awarded within prescribed procurement timeframes to procure goods as indicated in Annex "C" of the IRR	If percentage generates a poor/acceptable rating, inquire with PE as to the reason for such. Check PMR on time lines, if percentage is low, allow the PE to explain	POOR PE will strictly adhere to procurement activity timelines to ensure timely delivery of items needed by the University to operate
(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	If percentage generates a poor/acceptable rating, inquire with PE as to the reason for such. Check PMR on time lines, if percentage is low, allow the PE to explain	VERY SATISFACTORY
(c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR	If percentage generates a poor/acceptable rating, inquire with PE as to the reason for such. Check PMR on time lines, if percentage is low, allow the PE to explain	NOT APPLICABLE

Agency Procurement Compliance and Performance Indicator (APCPI) System

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Indicator 10. Capacity Building for Government Personnel and Private Sector Participants

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) There is a system the procuring entity to evaluate the performance of procurement personnel	Ask for the Office Order or actual Evaluation Sheet. Check whether there is a separate from Performance Appraisal Report	ACCEPTABLE
(b) Percentage of participation of procurement staff in annual procurement training	If percentage generates a poor/acceptable rating, allow the PE to explain	SATISFACTORY
(c) Agency has activities to inform and update entities on public procurement		VERY SATISFACTORY

Indicator 11. Management of Procurement and Contract Management Records

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Check for actual record keeping in the designated area	VERY SATISFACTORY
(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records	Check for actual record keeping in the designated area	SATISFACTORY

Indicator 12. Contract Management Procedures

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Check for samples of manual or memorandums, or any other document for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	SATISFACTORY
(b) Agency complies with the thresholds prescribed for amendment to order, variation orders, advance payment, and slippage in publicly bid contracts.	Ask PE to show at least 10% of the total number of contracts awarded as sample. For any non-compliance, allow the PE to explain	VERY SATISFACTORY
(c) Timely payment of procurement contracts	If the PE incurred so much delay, allow the PE to explain and suggest an action plan, if deemed proper	VERY SATISFACTORY
CONFIRMED AVERAGE FOR PILLAR III		2.15

Agency Procurement Compliance and Performance Indicator (APCPI) System

Confirmator's Sheet

PILLAR IV. INTEGRITY AND TRANSPARENCY OF THE AGENCY PROCUREMENT SYSTEM

Indicator 13. Observer Participation in Public Bidding

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Observers are invited to all stages of every public bidding activity	Check samples of invitation sent	VERY SATISFACTORY
(b) Attendance of Observers in public bidding activities	If percentage generates a poor/acceptable rating, allow the PE to explain	POOR PE will implement measures to improve observers' attendance to public bidding activities by issuing timely invitations providing sufficient time for invited observers to include it in their schedules, conduct of follow-ups (reminders) to invited observers, and networking with Civil Society Organizations in the area.

Indicator 14. Internal and External Audit of Procurement Activities

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Check if result is in accordance with the criteria mentioned in the Users' Guide	VERY SATISFACTORY
(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	If there is no procurement – related recommendation (indicate if there is none in the remarks section), the PE shall be rated 3, otherwise, the criteria in the Users' Guide shall apply	SATISFACTORY

Indicator 15. Capacity to Handle Procurement Related Complaints

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Inquire with PE whether it has a complaints system and how it is being carried out	POOR PE will include procedures for efficient procurement complaint system in the Administrative Manual of the University, as well as sending procurement officials to trainings that will enable them to handle procurement related complaints.

Indicator 16. Anti-Corruption Programs Related to Procurement

Indicator	Areas for Confirmation	Remarks/Confirmed Result
(a) Agency has a specific anti-corruption program/s related to procurement	Ensure that the score of PE is based on the criteria stated in the Users' Guide	VERY SATISFACTORY
CONFIRMED AVERAGE FOR PILLAR IV		1.83

Agency Procurement Compliance and Performance Indicator (APCPI) System

Confirmator's Sheet

D. WRAP-UP (Input other observations/additional information discussed which are apart from the APCPI Indicators and Sub-indicators)

		Needed Intervention from GPPB?	
		YES	NO
PE's Concerns, Suggestions & Comments	PE will strictly adhere to prepared Procurement Capacity Dev't Plan to ensure more efficient conduct of procurement activities in the upcoming years		√
Which RA 9184 requirement is the most difficult to comply with? Why?	Strict Observation of Procurement Activity Timelines		√

E. Follow up on the Status of Last Years' Action Plan, if applicable (This maybe discussed briefly), then if both parties have agreed with the action plans, then the submitted action plan shall be considered Final.

F. AGREEMENT

PE and CONFIRMATORS' Agreement:

Based on our confirmation meeting this 27th day of November 2015, we both agree that:

- a. The summary of the agreed scores are as follows:

PILLAR	Rating	Reservations on sub indicators, if any
I	1.33	
II	1.75	
III	2.15	
IV	1.83	
Ave. Rating	1.77	

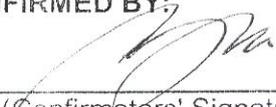
- b. The results in Annex A and some portions of the CPMR herein may be included in the annual procurement report, database and other instruments for use of GPPB-TSO.
- c. The APCPI Result with reservations (from either party) shall not be considered "Confirmed" until settled with finality by the parties.
- d. The results herein are based on the information provided by the Procuring Entity. The correctness, accuracy and consistency of the results shall remain to be the PE's responsibility. The GPPB-TSO shall be held liable for any omission/mistake in publication/posting of such scores due to the missing data/information or data not provided during Confirmation Exercise.
- e. The Scoring and Rating System. Indicators and/or Sub-indicators may be changed/updated by GPPB from time to time.
- f. The supporting documents are attached in this report, as follows:

- _____√_____ a. Annex A – initial results
 _____√_____ b. Annex B – initial results
 _____√_____ c. Annex D
 _____√_____ d. Attendance Sheet (of this meeting)

Confirmators' Sheet

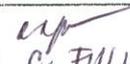
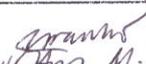
g. APCPI shall be finalized and presented to the HOPE for approval and shall be submitted to the Confirmer/GPPB-TSO not later than Dec. 1, 2015

CONFIRMED BY:



(Confirmators' Signature)

AD HOC COMMITTEE:

 PRESY A. ANTONIO (Name & Signature)	 CHONA LOU C. FULINARA (Name & Signature)	 ZENY ANN M. MACALINA (Name & Signature)
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Republic of the Philippines

Ramon Magsaysay Technological University

(Formerly Ramon Magsaysay Polytechnic College, Western Luzon Agricultural College and Candelaria School of Fisheries)

Main Campus, Iba, Zambales

Tel./ Fax No. (047) 811-1683 | rmtupresident@yahoo.com

www.rmtu.edu.ph

CERTIFICATION

This is to certify that I have checked the Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment conducted by RMTU and hereby **CONFIRMS** that its results are complete, correct, consistent, and are responsive to the requirements of the APCPI Assessment.


ADRIAN D. Umayan
Member, PICPA
(Confirmator)

Date: Nov. 25, 2015

Prepared by:


CARLO C. AYRAN
Member, BAC Secretariat



Republic of the Philippines

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BIDS AND AWARD COMMITTEE

November 24, 2015

MR. ROSAURO F. MANCILLA

Member, PICPA

Sir:

Greetings!

May we respectfully invite you at RMTU Iba Campus on Thursday, November 26, 2015, 10:00 AM at the ConHall, Office of the University President, 2F Administration Building to act as confirmator of the self-assessment conducted by RMTU in line with its compliance with the implementation of the Agency Procurement Compliance and Performance Indicator (APCPI).

As confirmator, we would like to seek for your assistance in checking and confirming that the APCPI results of the self-assessment conducted is complete, correct, consistent, and is responsive to the requirements of the APCPI Assessment.

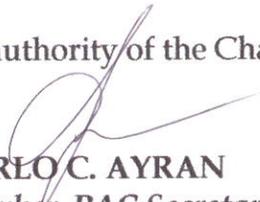
In behalf of the members of the BAC, please accept our utmost gratitude in anticipation of your favorable response to this request.

Very truly yours,

PRESY A. ANTONIO

BAC Chair

By authority of the Chair:


CARLO C. AYRAN

Member, BAC Secretariat

*Received by Jimenez
11/25/15
11:35 a.m.*



Republic of the Philippines

Ramon Magsaysay Technological University

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Main Campus, Iba, Zambales

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BIDS AND AWARD COMMITTEE

November 24, 2015

MR. ROSAURO F. MANCILLA

Member, PICPA

Sir:

Greetings!

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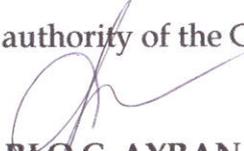
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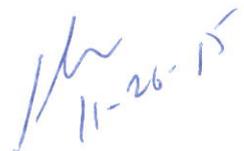
PRESY A. ANTONIO

BAC Chair

By authority of the Chair:


CARLO C. AYRAN

Member, BAC Secretariat


11-26-15



Republic of the Philippines

Ramon Magsaysay Technological University

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Main Campus, Iba, Zambales

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BIDS AND AWARD COMMITTEE

November 24, 2015

ADRIAN D. UMayAN

Member, PICPA

Sir:

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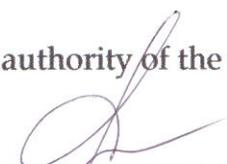
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PRESY A. ANTONIO

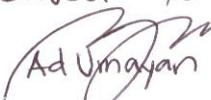
BAC Chair

By authority of the Chair:


CARLO C. AYRAN

Member, BAC Secretariat

Received 11/25/2015


Ad Umayan

Subject: Re: RMTU Bids and Awards Invitation
From: Weng Yost (wengbuan@gmail.com)
To: rmtupresident@yahoo.com;
Date: Wednesday, November 25, 2015 2:59 AM

Dear Mr. Ayran,

Thank you for the invitation! However, I cant be there tomorrow as I am out of town attending PICPA Annual National Convention.

Best Regards,

Rowena Yost

Sent from my iPhone

On Nov 25, 2015, at 12:03 PM, Cornelio C. Garcia <rmtupresident@yahoo.com> wrote:

Hello Mam. Good day.

Please refer to the attached invitation of the RMTU BAC requesting you to serve as a Confirmator of the University's APCPI Self Assessment for FY 2014.

Please acknowledge receipt of this message.

Your immediate response will be very much appreciated.

Thank you very much.

Truly yours,

CARLO C. AYRAN
Member, RMTU BAC Secretariat
09285596312
"Loyalty. Service. Commitment."

<BAC Invitation001.pdf>



Republic of the Philippines

Ramon Magsaysay Technological University

(Formerly Ramon Magsaysay Polytechnic College, Western Luzon Agricultural College and Candelaria School of Fisheries)

Main Campus, Iba, Zambales

Tel./ Fax No. (047) 811-1683 | rmtupresident@yahoo.com

www.rmtu.edu.ph

BIDS AND AWARD COMMITTEE

November 24, 2015

MRS. ROWENA BUAN YOST

Member, PICPA

Madam:

Greetings!

May we respectfully invite you at RMTU Iba Campus on Thursday, November 26, 2015, 10:00 AM at the ConHall, Office of the University President, 2F Administration Building to act as confirmator of the self-assessment conducted by RMTU in line with its compliance with the implementation of the Agency Procurement Compliance and Performance Indicator (APCPI).

As confirmator, we would like to seek for your assistance in checking and confirming that the APCPI results of the self-assessment conducted is complete, correct, consistent, and is responsive to the requirements of the APCPI Assessment.

In behalf of the members of the BAC, please accept our utmost gratitude in anticipation of your favorable response to this request.

Very truly yours,

PRESY A. ANTONIO

BAC Chair

By authority of the Chair:

CARLO C. AYRAN

Member, BAC Secretariat

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

Name of Agency: **RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY**
RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY

Period Covered: **CY 2014**

	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*											
1.1. Goods	24,818,268.00		11	14	22,405,470.87	3	20	18	16	13	14
1.2. Works	3,947,351.02		2	2	3,857,864.22	0	6	6	4	2	2
1.3. Consulting Services	0.00		0	0	0.00	0	0	0	0	0	0
Sub-Total	28,765,619.02		13	16	26,258,335.09	3	26	24	20	15	16
2. Alternative Modes											
2.1.1 Shopping (\$2.1 b above 50K)	2,000,000.00		12	12	1,972,383.05						
2.1.2 Shopping (Others)	1,590,000.00		98	98	1,203,283.60						
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)	20,000,000.00		85	85	17,781,231.12					1	
2.5.4 Negotiation (Others)	5,000,000.00		293	293	4,930,603.23						
Sub-Total	28,590,000.00		488	488	25,888,001.00					1	0
3. Foreign Funded Procurement**											
3.1. Publicly-Bid											
3.2. Alternative Modes											
Sub-Total	0.00		0	0	0.00						
4. Others, specify:											
TOTAL	57,265,619.02		501	504	52,146,336.09						

* 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: RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY

Period Covered: CY 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 13	Column 14	Column 15	Column 16	Column 17	Column 18
1. Public Bidding*							
1.1. Goods			39	4	4	0	10
1.2. Works			6	2	2	0	2
1.3. Consulting Services	0	0	0	0	0	0	0
Sub-Total	0	0	N/A	6	6	0.00	12
2. Alternative Modes							
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)							
Sub-Total							
3. Foreign Funded Procurement**							
3.1. Publicly-Bid							
3.2. Alternative Modes							
Sub-Total							
4. Others, specify:							
TOTAL							

* 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/quotation were submitted

Prepared by:

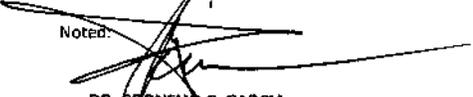

FRANCISCO C. ROMERA
BAC Member


ROY N. VILLALOBOS
BAC Member


SHIRLEY N. MELEGRITO
BAC Vice Chairman


PRESY A. ANTONIO
BAC Chairman

Noted:


DR. CORNELIO C. GARCIA
University President

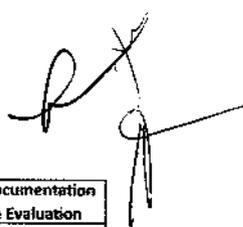
ANNEX A
GOVERNMENT PROCUREMENT POLICY BOARD
Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY
Date of Self Assessment: September 3, 2015

Name of Evaluators:

Presy A. Antonio
BAC Chair
Roy N. Villalobos
BAC Member

Shirlyn R. Melegrito
BAC Vice-Chair
Francisco C. Romera
BAC Member



No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Procurement Method					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	50.36%	0.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	3.17%	0.00		PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	6.09%	0.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	43.55%	0.00		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	0.00%	3.00		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
Indicator 3. Competitiveness of the Bidding Process					
9	(a) Average number of entities who acquired bidding documents	2.00	0.00		Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	1.85	0.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	1.54	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
		Average I			
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
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
Indicator 5. Procurement Planning and Implementation					
15	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)					
16	(a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	14.55%	0.00		Agency records and/or PhilGEPS records
17	(b) Percentage of contract award information posted by the Phil-GEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
18	(c) Percentage of contract awards procured through alternative methods posted by the Phil-GEPS-registered Agency	0.00%	0.00		Agency records and/or PhilGEPS records
Indicator 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	Substantially Compliant	2.00		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
		Average II			
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	91.06%	3.00		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	123.08%	3.00		APP (including Supplemental amendments, if any) and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	23.08%	0.00		APP (including Supplemental Amendments, if any) and PMRs
Indicator 9. Compliance with Procurement Timeframes					
24	(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	71.43%	0.00		PMRs
25	(b) Percentage of contracts awarded within prescribed procurement time frames to procure infrastructure projects as indicated in Annex "C" of the IRR	100.00%	3.00		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
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
27	(a) There is a system within the procuring entity to evaluate the performance of procurement personnel	Partially Compliant	1.00		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 76.00-90.99% Trained	2.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted



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

Name of Agency: **RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY**
 Date of Self Assessment: **September 3, 2015**

Name of Evaluators:

Presy A. Antonio
BAC Chair
Roy N. Villalobos
BAC Member

Shirlyn R. Melegrito
BAC Vice-Chair
Francisco C. Romera
BAC Member

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
29	(c) Agency has activities to inform and update entities on public procurement	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
30	(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	Substantially Compliant	2.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 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	Substantially Compliant	2.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation forms
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 Agency for average period for the release of payments for procurement contracts
Average III					
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
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	37.50%	0.00		PMRs and Abstract of Bids
Indicator 14. Internal and External Audit of Procurement Activities					
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	Between 71-89.99% compliance	2.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 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	0.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
Indicator 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					
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			1.77		

* 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	1.33
Pillar II: Agency Institutional Framework and Management Capacity	3.0000	1.75
Pillar III: Procurement Operations and Market Practices	3.0000	2.15
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	1.83
Total (Pillar I+Pillar II+Pillar III+PillarIV)/4	3.0000	1.77



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www.rmtu.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

November 27, 2015

DIR. DENNIS S. SANTIAGO

Executive Director

Government Procurement Policy Board - Technical Support Office

2506 Raffles Corporate Tower, F. Ortigas Jr. Road

Ortigas, Pasig City

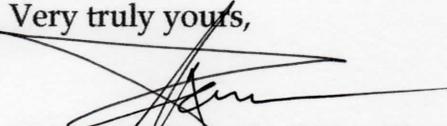
Sir:

Respectfully transmitting herewith the following documents in compliance with pertinent government rules and regulations, viz:

1. Agency Procurement Compliance and Performance Indicator, Self-Assessment Form, CY 2014
2. Consolidated Procurement Monitoring Report, CY 2014
3. RMTU Procurement Capacity Development Plan, CY 2015
4. Certification of APCPI Assessment (Confirmation's Sheet)
5. Invitation to Assess the RMTU APCPI CY 2014

Thank you and more power.

Very truly yours,


CORNELIO C. GARCIA, Ph. D.

University President

//cca//jmm 11272015

My
RMTU,
My University