



Republic of the Philippines  
**Ramon Magsaysay Technological University**  
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**OFFICE OF THE UNIVERSITY PRESIDENT**

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December 01, 2016

**DIRECTOR DENNIS S. SANTIAGO**

*Executive Director*

*Government Procurement Policy Board - Technical Support Office*

*2506 Raffles Corporate Tower, F. Ortigas Jr. Road*

*Ortigas, Pasig City*

**Sir:**

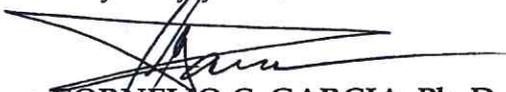
Good day.

Respectfully transmitting herewith the following updated documents in compliance with the requirements for AO25, viz:

1. Agency Procurement Compliance and Performance Indicator, Self-Assessment Form CY 2015
2. Consolidated Procurement Monitoring Report (CPMR) CY 2015
3. Questionnaire
4. RMTU Procurement Capacity Development Action Plan CY 2016

Thank you and more power.

Very truly yours,

  
**CORNELIO C. GARCIA, Ph. D.**  
*University President*

//CCA/JMM 12/01/2016

**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 2015

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
	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	
<b>1. Public Bidding*</b>											
1.1. Goods	2,724,000.00	3	3	2,518,620.00	0	3	3	3	3	3	
1.2. Works	26,343,023.00	4	4	26,440,894.78		16	13	11	4	4	
1.3. Consulting Services		0	0	0.00	0	0	0	0	0	0	
Sub-Total	29,067,023.00	7	7	28,959,514.78	0	19	16	14	7	7	
<b>2. Alternative Modes</b>											
2.1.1 Shopping (52.1 b above 50K)		9	9	1,909,223.45							
2.1.2 Shopping (Others)		299	299	2,658,940.84					5		
2.2. Direct Contracting	5,460,000.00	75	75	4,777,055.00							
2.3. Repeat Order											
2.4. Limited Source Bidding											
2.5.1 Negotiation (Common-Use Supplies)	2,326,000.00	2	2	258,551.75							
2.5.2 Negotiation (TFB 53.1)											
2.5.3 Negotiation (SVP 53.9 above 50K)	6,790,000.00	23	23	3,262,753.71					19		
2.5.4 Negotiation (Others)											
Sub-Total	14,576,000.00	408	408	12,866,524.75					24	0	
<b>3. Foreign Funded Procurement**</b>											
3.1. Publicly-Bid											
3.2. Alternative Modes											
Sub-Total	0.00	0	0	0.00							
<b>4. Others, specify:</b>											
<b>TOTAL</b>	<b>43,643,023.00</b>	<b>415</b>	<b>415</b>	<b>41,826,039.53</b>							

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

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

**Remarks:**

TOTAL ABC: Php43,643,023.00  
Total amount of Obligated: 41,826,039.53  
Total amount of Unobligated / Savings: 1,816,983.47

Total amount of Unobligated (CO): 1,787,000.00  
Total amount of Unobligated (MOOE): 29,983.47  
Total amount of Unobligated (CO / MOOE): 1,816,983.47

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

Name of Agency: RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY

Period Covered: CY 2015

	Column 12 Total No. Of Contracts that incurred negative slippage	Column 13 Total No. of contracts with amendments to order or variation orders	Column 14 Ave. No. of Days for Approval of Resolution/Issuance of Notice of Award	Column 15 No. of Contracts with Observers Attending	Column 16 No. of Contracts with COA Observers Attending	Column 17 Ave. No. of Days to Resolve Requests for Reconsiderations / Protests	Column 18 No. of Contracts Awarded within prescribed timeframes
<b>1. Public Bidding*</b>							
1.1. Goods			3	3	3	7	3
1.2. Works		2	3	4	4		4
1.3. Consulting Services							
Sub-Total	0	2	N/A	7	7	7.00	7
<b>2. Alternative Modes</b>							
2.1.1 Shopping (52.1 b above 50K)							
2.1.2 Shopping (Others)							
2.2. Direct Contracting							
2.3. Repeat Order							
2.4. Limited Source Bidding							
2.5.1 Negotiation (Common-Use Supplies)							
2.5.2 Negotiation (TFB 53.1)							
2.5.3 Negotiation (SVP 53.9 above 50K)							
2.5.4 Negotiation (Others)							
Sub-Total							
<b>3. Foreign Funded Procurement**</b>							
3.1. Publicly-Bid							
3.2. Alternative Modes							
Sub-Total							
<b>4. Others, specify:</b>							
<b>TOTAL</b>							

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

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

Prepared by:

FRANCISCO C. ROMERA  
BAC Member

ROY N. VILLALOBOS  
BAC Member

SHIRLYN R. MELEGRITO  
BAC Vice Chairman

PRESEY A. ANTONIO  
BAC Chairman

Note:

DR. CORNELIO C. GARCIA  
University President

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN**

Name of Agency: RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY  
Iba, Zambales

Period: Calendar Year 2016

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
(1) Competitive Bidding as Default Procurement Method 1.a Percentage of Public Bidding Contracts in terms of amount of total procurement 1.b Percentage of Public Bidding Contracts in terms of volume of total procurement	<b>Public/Competitive Bidding</b> as general rule in government procurement <b>Procurement Planning</b> particularly on the preparation of the Annual Procurement Plan that is compliant with the guideline in preparation and in the prescribed format	1. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan vis-à-vis the unique operating system of the University (with 7 campuses and its Matrix-Type Organizational Structure) 2. Conduct of Internal Budget Hearing to determine specific operational needs of the campuses and units. Corollarily to ensure funding prioritization within the context of very limited budget and the requirements of operating the 7 campuses and the other operating units 3. Conduct of Training Workshop in the Preparation of the PPMP 4. Preparation of PPMP Per Campus/Operating Unit 5. Preparation of Annual Procurement Program (per funding source, per campus,	GASS – VP for Admin and Finance Bids and Awards Committee Internal Audit Service End-Users	January to December 2016	Budget: Training Supplies Php 20,000.00  Food Php 100,000.00  Total : Php 120,000.00

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		<p>per operating unit) that is compliant with the guidelines in preparation and in the prescribed format</p> <p>6. Undertaking the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> proposed actions during the 3<sup>rd</sup> quarter to ensure proper classification and consolidation and determination of the mode of procurement of goods, services, civil works are determined before the start of the procurement period.</p> <p>*These proposed actions will increase compliance with the general rule that the default method of procurement is competitive/public bidding and will eventually decrease procurement using the alternative methods</p> <p>7. Consolidation of Repair / Rehabilitation Projects</p>			
<p>(2) Limited Use of Alternative Methods of Procurement</p> <p>2.a Percentage of shopping contracts in terms of total procurement</p>	<p><b>Procurement Planning</b> particularly on the preparation of the Annual Procurement Plan that is compliant with the guideline and the prescribed format.</p> <p>Within the context that Alternative Methods of</p>	<p>1. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan vis-à-vis the unique operating system of the University (with 7 campuses and its Matrix-Type Organizational Structure)</p>	<p>GASS – VP for Admin and Finance Bids and Awards Committee Internal Audit Service End-Users</p>	<p>January to December 2016</p>	

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Procurement is allowed in highly exceptional cases

2. Conduct of Internal Budget Hearing to determine specific operational needs of the campuses and units.  
Corollarily to ensure funding prioritization within the context of very limited budget and the requirements of operating the 7 campuses and the other operating units  
3. Conduct of Training Workshop in the Preparation of the PPMP  
4. Preparation of PPMP Per Campus/Operating Unit  
5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is compliant with the guidelines in preparation and in the prescribed format  
6. Undertaking the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> proposed actions during the 3<sup>rd</sup> quarter to ensure proper classification and consolidation and determination of the mode of procurement of goods, services, civil works are determined before the start of the procurement period.  
\*These proposed actions will increase compliance with the

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<p>(3) Competitiveness of the Bidding Process 3.a Average number of entities who acquired bidding documents</p>	<p>Increased Transparency in the Procurement Process particularly in providing information to the public about procurements undertaken by the Agency</p>	<p>Procurement Planning particularly on the preparation of the Annual Procurement Plan that is compliant with the guideline and the prescribed format</p>	<p>general rule that the default method of procurement is competitive/public bidding and will eventually decrease procurement using the alternative methods, limiting such to exceptional cases</p> <p>7. Consolidation of Repair / Rehabilitation Projects</p>	<p>Bids and Awards Committee</p> <p>1. Posting Invitation to Bid/s and other procurement information in the Website of the University and Conspicuous Places within the Province and Adjoining Areas 2. 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)</p>	<p>1. Preparation of Guidelines in the Preparation of the Project Procurement Management Plan vis-à-vis the unique operating system of the University (with 7 campuses and its Matrix-Type Organizational Structure) 2. Conduct of Internal Budget</p>	<p>January to December 2016</p>	<p>Bids and Awards Committee</p>	<p>GASS – VP for Admin and Finance Bids and Awards Committee Internal Audit Service End-Users</p>			
<p>(5) Procurement Planning and Implementation 5.a APP is prepared for all types of procurement</p>											

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		<p>Hearing to determine specific operational needs of the campuses and units.          Corollarily to ensure funding prioritization within the context of very limited budget and the requirements of operating the 7 campuses and the other operating units</p> <p>3. Conduct of Training Workshop in the Preparation of the PPMP</p> <p>4. Preparation of PPMP per Campus/Operating Unit</p> <p>5. Preparation of Annual Procurement Program (per funding source, per campus, per operating unit) that is compliant with the guidelines in preparation and in the prescribed format</p> <p>6. Undertaking the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> proposed actions during the 3<sup>rd</sup> quarter to ensure proper classification and consolidation and determination of the mode of procurement of goods, services, civil works are determined before the start of the procurement period.</p> <p>*These proposed actions will increase compliance with the general rule that the default</p>			
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<p>(7) System for Disseminating and Monitoring Procurement Information</p> <p>7.a Presence of website that provides up-to-date procurement information easily accessible at no cost</p> <p>7.b Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website</p>	<p><b>Increased Transparency</b> in the Procurement Process particularly in providing information to the public about procurements undertaken by the Agency</p> <p><b>Competitiveness</b></p> <p><b>Public Monitoring</b> to ensure awareness and vigilance of the public in the procurement activities of the Agency</p> <p><b>Compliance to Reporting Requirement/s</b></p>	<p>method of procurement is competitive/public bidding and will eventually decrease procurement using the alternative methods</p> <p>1. Posting Invitation to Bid/s and other procurement information in the Website of the University and Conspicuous Places within the Province and Adjoining Areas</p> <p>2. Installation of a Bulletin of Information at the Entrance of the University (to post Invitation to Bid and other procurement information)</p> <p>1. Updating on a regular basis (monthly) the Transparency Seal of the University to ensure that information on procurements undertaken by the University is transmitted to the public</p> <p>2. Inviting observers in every stage of the procurement process</p> <p>1. Issuance of an Office Order requiring compliance to the submission of the Procurement Monitoring Report (PMR) to the GPPB and other agencies as necessary</p> <p>2. Inclusion of PMR</p>	<p>Bids and Awards Committee Secretariat UJS Team University President</p> <p>January to December 2016</p> <p>Bulletin Boards/campus @Php 5,000.00</p> <p>Total : Php 35,000.00</p>
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		<p>submission as a performance indicator/target of the BAC and the BAC Secretariat</p>	<p>January to December 2016</p>	<p>Bidders' Forum: (twice) Supplies: PhP 5,000.00 Food: PhP 50,000.00 Total: PhP 110,000.00</p>
<p>(10) Capacity Building for Government Personnel and Private Sector Participants 10.a There is a system within the procuring entity to evaluate the performance of procurement personnel 10.b Percentage of participation of procurement staff in annual procurement training 10.c Agency has activities to inform and update bidders on public procurement</p>	<p><b>Professionalization of Procurement Officials</b></p> <p><b>Accountability</b></p> <p><b>Participation of Civil Society Organizations in the Procurement Process</b></p> <p><b>Increased Transparency in the Procurement Process</b></p>	<p>1. Preparation of an Annual Staff Development Plan for the Members of the BAC, BAC Secretariat and other Procurement Officials and allocating budget for such trainings</p> <p>1. Preparation of performance targets of the procurement officials, inclusion of such in their IPCRs</p> <p>1. Conduct of Forum (twice a year) on the Procurement System of the University</p> <p>1. Upgrading Internet Connectivity of the BAC Office/BAC Secretariat's Office through provision of state-of-the art IT equipment and stronger internet connections</p> <p>2. Revision/Updating of the Procurement Flow Chart and Posting of Such in College/Campus Bulletin Boards and University Website</p> <p>3. Autolink of the University Information System and Website with the PhilGEPS</p>		

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<p>(11) Management of Procurement and Contract Management Records  11.a The BAC Secretariat has a system for keeping and maintaining procurement records  11.b Implementing Units has and is implementing system for keeping and maintaining complete and easily retrievable contract management records</p>	<p><b>Systematizing Records Management</b></p>	<p>1. Development of a Procurement Records Management System with the assistance of the IT Experts from the College of Communication and Information Technology  2. Provision of state-of-the-art records management equipment (computers, pocket wifi) and filing materials  3. Provision of copies of contracts and purchase orders to the end-user units (campuses/colleges/operating units)  1. Training of BAC Secretariat in records management and allocating budget for such</p>	<p>January to December 2016</p>	<p>IT Equipment  Php 200,000.00</p> <p>Training of BAC Secretariat:  Php100,000.00</p>
<p>(12) Contract Management Procedures  12.a Agency has defined procedures or standards in such areas as quality control, acceptance and inspection</p>	<p><b>Accountability</b>   <b>Streamlined Process</b></p>	<p>1. Finalization of the Administrative Manual (allocating a section which will clearly define procedures, standards in quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance)  2. Creation of a Project</p>	<p>HOPE/University President  GASS – VP for Admin and Finance  Bids and Awards Committee  Project Mgmt. Office</p>	<p>January to December 2016</p>

*[Handwritten signatures and initials]*

<p>(13) Observers' Participation in Public Bidding 13.b Percentage of attendance of Observers in public bidding activities</p>	<p><b>Transparency</b></p>	<p>Management Office separate from the University Engineer's Office that will take charge of project implementation/monitoring of civil works project 3. Conduct of yearly evaluation of contractors' performance 4. Preparation of Office Order for the Inspection of Delivered Works/Goods as per attached BOQ Technical Specifications and Engineering Drawings. 5. Drafting of Performance Evaluation System for Procurement Process 6. Training for Inspectors</p>	<p>Bids and Awards Committee BAC Secretariat</p>	<p>January to December 2016</p>	
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*[Handwritten signatures and initials]*

			texts, FB, etc. by the Member of the BAC Secretariat assigned for this 1. Networking and linking with the CSOs in the area by providing them information on the procurement activities of the University and the importance of their participation in the procurement process 2. Preparation of a Registry of CSOs in the area			
<b>Participation of Civil Society Organizations in the Procurement Process</b>						
(15) Capacity to Handle Procurement Related Complaints 15.a The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	<b>Professionalization of Procurement Officials</b> <b>Compliance with Procedures</b> <b>Responsiveness</b>		1. Send Procurement Officials in Trainings that will capacitate them in handling procurement related complaints 2. Inclusion of a procedure for efficient procurement complaints system in the Administrative Manual of the University	HOPE/University President Bids and Awards Committee	January to December 2016	Trainings: Php 100,000.00
(16) Anti-Corruption Programs Related to Procurement 16.a Agency has a specific anti-corruption program/s related to procurement	<b>Accountability</b>		1. Strengthen the internal audit system	HOPE/University President Internal Audit Service	January to December 2016	






Prepared by:

  
FRANCISCO C. ROMERA  
BAC MEMBER

  
SHIRLEY R. MELEGRITO  
BAC VICE CHAIR

Noted by:

  
CORNELIO C. GARCIA, Ph.D.  
University President

  
ROY N. VILLALOBOS, DPA  
BAC MEMBER

  
PRESY A. ANTONIO  
BAC CHAIR

**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 2, 2016**

Name of Evaluator: **BAC Members**

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
<b>PILLAR I. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Procurement Method</b>					
1	(a) Percentage of public bidding contracts in terms of amount of total procurement	69.24%	0.00		PMRs
2	(b) Percentage of public bidding contracts in terms of volume of total procurement	1.69%	0.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
3	(a) Percentage of Shopping contracts in terms of amount of total procurement	10.92%	0.00		PMRs
4	(b) Percentage of Negotiated Procurement in terms of amount of total procurement	8.42%	1.00		PMRs
5	(c) Percentage of Direct Contracting in terms of amount of total procurement	11.42%	0.00		PMRs
6	(d) Percentage of Repeat Order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
7	(e) Percentage of Limited Source contracts in terms of amount of total procurement	0.00%	3.00		PMRs
8	(f) Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Compliant	3.00		APP, APP-CSE, PMR
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
9	(a) Average number of entities who acquired bidding documents	2.71	0.00		Agency records and/or PhilGEPS records
10	(b) Average number of bidders who submitted bids	2.29	1.00		Abstract of Bids or other agency records
11	(c) Average number of bidders who passed eligibility stage	2.00	2.00		Abstract of Bids or other agency records
12	(d) Sufficient period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
		<b>Average I</b>	<b>1.33</b>		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
13	(a) Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
14	(b) Creation of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
<b>Indicator 5. Procurement Planning and Implementation</b>					
15	(a) APP is prepared for all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
<b>Indicator 6. Use of Philippine Government Electronic Procurement System (PhilGEPS)</b>					
16	(a) Percentage of bid opportunities posted by the Phil-GEPS-registered Agency	79.49%	1.00		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
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
19	(a) Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links
20	(b) Preparation of Procurement Monitoring Reports using the prescribed format, prompt submission to GPPB, and posting in agency website	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		<b>Average II</b>	<b>2.38</b>		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
21	(a) Percentage of total amount of contracts awarded against total amount of approved APPs	95.84%	3.00		APP (including Supplemental amendments, if any) and PMRs

**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 2, 2016**

Name of Evaluator: **BAC Members**

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	100.00%	3.00		APP (including Supplemental amendments, if any) and PMRs
23	(c) Percentage of failed biddings and total number of procurement activities conducted	0.00%	3.00		APP (including Supplemental Amendments, if any) and PMRs
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
24	(a) Percentage of contracts awarded within prescribed procurement time frames to procure goods as indicated in Annex "C" of the IRR	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	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
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
27	(a) There is a system within the procuring entity to evaluate the performance of procurement personnel	Fully Compliant	3.00		Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff
28	(b) Percentage of participation of procurement staff in annual procurement training	Between 91.00-100%	3.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
29	(c) Agency has activities to inform and update entities on public procurement	Compliant	3.00		Ask for copies of documentation of activities for bidders
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
30	(a) The BAC Secretariat has a system for keeping and maintaining procurement records	Substantially Compliant	2.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
31	(b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records	Substantially Compliant	2.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
<b>Indicator 12. Contract Management Procedures</b>					
32	(a) Agency has well defined procedures and standards for quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Substantially Compliant	2.00		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 Agency for average period for the release of payments for procurement contracts
		<b>Average III</b>	<b>2.77</b>		
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
35	(a) Observers are invited to all stages of every public bidding activity	Not Compliant	0.00		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	100.00%	3.00		PMRs and Abstract of Bids
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
37	(a) Creation and operation of internal audit unit as prescribed by DBM (Circular Letter No. 2008-5, April 14, 2008)	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
38	(b) Agency Action on Prior Year's Audit Recommendations (APYAR) on procurement related transactions	Between 61-70.99% compliance	1.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					

**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 2, 2016**

Name of Evaluator: **BAC Members**

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
39	(a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Substantially Compliant	2.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>					
40	(a) Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		<b>Average IV</b>	<b>2.00</b>		
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>			<b>2.12</b>		

\* 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	2.38
Pillar III: Procurement Operations and Market Practices	3.0000	2.77
Pillar IV: Integrity and Transparency of Agency Procurement Systems	3.0000	2.00
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>	<b>3.0000</b>	<b>2.12</b>

Prepared by:

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**AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR  
(APCPI)  
CONFIRMATION QUESTIONNAIRE**

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**Name of Agency:** RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY  
**Date of Interview:** September 2, 2016  
**Name of Respondent:** BAC Members

**Instruction: Please put a check (✓) in the given boxes if each condition is met**

**1. Do you prepare an Annual Procurement Plan for all types of procurement? (5a)**

(✓) Yes                      ( ) No

**2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (2f)**

(✓) Yes                      ( ) No

**3. In giving your prospective bidders sufficient period to prepare their bids, which set of conditions is/are met? (3d)**

- ✓  Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- ✓  Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;
- ✓  Minutes of pre-bid conference are readily available within three (3) days.

**4. In creating your BAC and BAC Secretariat which set of conditions were present?**

**For BAC: (4a)**

- ✓  Office Order creating the Bids and Awards Committee;
- ✓  There are at least five (5) members of the BAC;
- ✓  Members of BAC meet qualifications; and/or
- ✓  Majority of the members of BAC are trained on R.A. 9184

**For BAC Secretariat: (4b)**

- ✓  Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat
- ✓  The Head of the BAC Secretariat meets the minimum qualifications
- ✓  Majority of the members of BAC Secretariat are trained on R.A. 9184

**5. In determining whether you provide up-to-date procurement information easily accessible at no cost, which set of conditions is/are met? (7a)**

- ✓  Agency has a working website

- Procurement information is up-to-date
- Information is easily accessible at no cost

**6. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)**

- Agency prepares the PMRs
- PMRs are promptly submitted to the GPPB
- PMRs are posted in the agency website
- PMRs are prepared using the prescribed format

**7. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)**

- There is a written procedure within the procuring entity in evaluating the performance of procurement personnel
- Procuring entity communicates standards of evaluation to procurement personnel
- Procuring entity acts on the results and takes corresponding action

**8. Have all of your procurement staff participated in annual procurement training? (10b)**

() Yes                      ( ) No

If yes, please indicate the how many of your procurement staff participated in annual procurement training: 9 out of 9

**9. Do you conduct dialogue to inform and update bidders on the procurement regulations? (10c)**

() Yes                      ( ) No

If yes, how often ? : 8 times for the year

**10. In determining whether the BAC Secretariat has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11a)**

- There is a list of contract management related documents that are maintained for a period of at least five years
- The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and soft copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

**11. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which set of conditions were present? (11b)**

- There is a list of contract management 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 filing cabinets and soft copies in dedicated computers
- ✓ The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

**12. In determining if the agency has well defined and written procedures for quality control, acceptance and inspection of goods, works and services, which set of conditions were present? (12a)**

- ✓ 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
- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)

**13. In determining whether your agency complies with the thresholds prescribed for amendments to order, variation orders, advance payment, and slippage in publicly bid contracts, which set of conditions were met? (12b)**

- ✓ Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price
- ✓ Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount
- ✓ Goods, works and services are timely delivered

**14. How long it will take for your agency to release the final payment to your supplier/service provider, contractor/consultant? (12c) 7 days**

**15. Do you invite Observers in all stages of procurement? (13a)**

✓ ( ) Yes      ( ) No

(please mark all applicable stages)

- Ads/Post IAEB
- ✓ Pre-Bid Conference
- Eligibility Check
- ✓ Submission / Opening of Bids
- ✓ Bid Evaluation

- Post Qualification
- Notice of Award
- Contract Signing / Approve Purchase Order
- Notice to Proceed

**16. In creating and operating your Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008), 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)
- Conduct of regular audit of procurement processes and transactions by internal audit unit
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report

**17. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)**

() Yes                      ( ) No

If yes, percentage of COA recommendations responded to or implemented within six months:                      67%

**18. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements, which set of conditions were 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

**19. In determining whether agency has a specific anti-corruption program/s related to procurement, which set of conditions were 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;
- Agency has specific policies and procedures in place for detection and prevention of corruption associated with procurement.

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*OPd*

  
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