

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

Name of Agency: PHILIPPINE GUARANTEE CORPORATION  
Name of Respondent: Ronces Anne De Leon

Date: 29-Jun-2020  
Position: BAC Secretariat Team Lead

*Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.*

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website  
please provide link: <https://philguarantee.gov.ph/wp-content/uploads/2020/2020-procurements/2020-01/2019-APP-Updated-submitted-to-GPPB-on-013120.pdf>
- Submission of the approved APP to the GPPB within the prescribed deadline  
please provide submission date: 31-Jan-20

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? (5b)

- Agency prepares APP-CSE using prescribed format
- Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually  
please provide submission date: 31-Aug-18
- Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)

- na Original contract awarded through competitive bidding
- na The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- na The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification
- na The quantity of each item in the original contract should not exceed 25%
- na Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)

- na Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality
- na Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- na Transmittal of the Pre-Selected List by the HOPE to the GPPB
- na Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPS website, agency website, if available and at any conspicuous place within the agency

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

- Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;

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- Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;
- Minutes of pre-bid conference are readily available within five (5) days.

6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the the following conditions? (3e)

- The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity
- No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment
- Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

7. In creating your BAC and BAC Secretariat which of these conditions is/are present?

For BAC: (4a)

- Office Order creating the Bids and Awards Committee  
please provide Office Order No.: PGC-014
- There are at least five (5) members of the BAC  
please provide members and their respective training dates:
 

Name/s	Date of RA 9184-related training
A. <u>Atty. Jimmy B. Sarona</u>	<u>November 19, 2019</u>
B. <u>Arsenio C. De Guzman</u>	<u>November 19, 2019</u>
C. <u>Melinda M. Adriano</u>	<u>November 19, 2019</u>
D. <u>Rafael P. Delos Santos</u>	<u>December 6, 2018</u>
E. <u>Estrellita N. Tesoro</u>	<u>November 19, 2019</u>
F. _____	_____
G. _____	_____
- Members of BAC meet qualifications
- 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  
please provide Office Order No.: PGC-014
- The Head of the BAC Secretariat meets the minimum qualifications  
please provide name of BAC Sec Head: Atty. Ronces Anne S. Reyes - De Leon
- Majority of the members of BAC Secretariat are trained on R.A. 9184  
please provide training date: October 17-19, 2018; December 3-7, 2018; December 17-19, 2018; June 26-28, 2019; November 19-20, 2019

8. Have you conducted any procurement activities on any of the following? (5c)

If YES, please mark at least one (1) then, answer the question below.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Computer Monitors, Desktop Computers and Laptops | <input type="checkbox"/> Paints and Varnishes                  |
| <input type="checkbox"/> Air Conditioners  | <input checked="" type="checkbox"/> Food and Catering Services |
| <input type="checkbox"/> Vehicles  | <input type="checkbox"/> Training Facilities / Hotels / Venues |
| <input type="checkbox"/> Fridges and Freezers  | <input type="checkbox"/> Toilets and Urinals                   |

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Copiers

Textiles / Uniforms and Work Clothes

Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

Yes

No

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

Agency has a working website  
please provide link: <https://philguarantee.gov.ph/>

Procurement information is up-to-date

Information is easily accessible at no cost

10. 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  
please provide submission dates: 1st Sem - July 10, 2019 2nd Sem - January 15, 2020

PMRs are posted in the agency website  
please provide link: <https://philguarantee.gov.ph/wp-content/uploads/2020/2020-procurements/2020-01/PMR-2nd-Sem-2019.pdf>

PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c)

There is an established procedure for needs analysis and/or market research

There is a system to monitor timely delivery of goods, works, and consulting services

Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

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

Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s

Procuring entity communicates standards of evaluation to procurement personnel

Procuring entity and procurement personnel acts on the results and takes corresponding action

13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

Date of most recent training: 19-Nov-2019

Head of Procuring Entity (HOPE)

Bids and Awards Committee (BAC)

BAC Secretariat/ Procurement/ Supply Unit

BAC Technical Working Group

End-user Unit/s

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Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

- Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year
- The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels



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20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (14a)

- Creation of Internal Audit Unit (IAU) in the agency  
Agency Order/DBM Approval of IAU position/s: Board Resolution No. 1515 Series of 2003
- Conduct of audit of procurement processes and transactions by the IAU within the last three years
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

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

- Yes (percentage of COA recommendations responded to or implemented within six months)  
\_\_\_\_\_ %
- No procurement related recommendations received

22. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements, which of conditions is/are present? (15a)

- na The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- na The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- na 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

23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (16a)

- Agency has a specific office responsible for the implementation of good governance programs
- Agency implements a specific good governance program including anti-corruption and integrity development
- Agency implements specific policies and procedures in place for detection and prevention of corruption