



Bids and Awards Committee Secretariat <bacsecretariat@ncmf.gov.ph>

NCMF 2020 APCPI

6 messages

Bids and Awards Committee Secretariat <bacsecretariat@ncmf.gov.ph>
To: apcpi@gppb.gov.ph

Thu, Jan 28, 2021 at 3:46 PM

Ma'am/Sir:

Good day!

Respectfully submitting herewith the APCPI Y2020 of the National Commission on Muslim Filipinos.

Kindly acknowledge receipt hereof.

Thank you.

LEONILA S. ODON
DMO V-BMS-RADCD
Head, BAC Secretariat

4 attachments**ANNEX D ACTION PLAN.docx**
2372K**CPMR 2020.docx**
1356K**Annex A Self Assessment 2020.docx**
3247K**QUESTIONNAIRE 2020.docx**
4182K

APCPI email <apcpi@gppb.gov.ph>

Fri, Feb 26, 2021 at 8:46 AM

To: Bids and Awards Committee Secretariat <bacsecretariat@ncmf.gov.ph>

Dear Sir/Ma'am:

This refers to the submitted Agency Procurement Compliance and Performance Indicator (APCPI) Result for FY 2020 of National Commission on Muslim Filipinos submitted thru electronic mail on January 28, 2021.

Upon initial review of the submitted documents, the following were observed:

1. The APCPI lack Microsoft Excel and PDF Files (APCPI Self-Assessment Form; APCPI Questionnaire; Consolidated Procurement Monitoring Report (CPMR); APCPI Revised Scoring and Rating System; and Procurement Capacity Development Action Plan) as required under Government Procurement Policy Board Resolution No. 11-2020.

In this regard, please re-submit to us the correct/lacking document reflecting change/s based on the listed observation/s, on or before **March 12, 2021**. Once received, the APCPI submission will be evaluated for inclusion in the positive list which will be posted in our GPPB website.

Thank you and we hope we have provided sufficient guidance on the matter.

Very truly yours,

PERFORMANCE MONITORING DIVISION*Government Procurement Policy Board - Technical Support Office
Unit 2504 to 2506 Raffles Corporate Center
F. Ortigas Jr. Rd
Ortigas Center, Pasig City*



Lanie Odon <laniesodon@gmail.com>

Fwd: [Auto-Reply] APCPI Acknowledgement Receipt

1 message

Bids and Awards Committee Secretariat <bacsecretariat@ncmf.gov.ph>
To: laniesodon@gmail.com

Tue, Nov 23, 2021 at 7:54 AM

----- Forwarded message -----

From: **GPPB-TSO APCPI** <apcpi@gppb.gov.ph>
Date: Mon, Apr 5, 2021, 1:20 PM
Subject: [Auto-Reply] APCPI Acknowledgement Receipt
To: Bids and Awards Committee Secretariat <bacsecretariat@ncmf.gov.ph>

Good day!

This is to acknowledge receipt of your email. We will review your APCPI submission/inquiries and will work on sending a response to you as soon as possible.

For urgent concerns, please call us at telephone nos. (02) 7900 – 6741 to 44 local 102. For other requests for clarifications you can email us at monitoring@gppb.gov.ph.

Thank you.

P.S. DO NOT REPLY TO THIS EMAIL!

Regards,

PERFORMANCE MONITORING DIVISION

Government Procurement Policy Board - Technical Support Office

Unit 2504 to 2506 Raffles Corporate Center

F. Ortigas Jr. Rd

Ortigas Center, Pasig City

Email: apcpi@gppb.gov.phHow to contact GPPB-TSO: https://gppb.gov.ph/gppb-tso_advisoryonhowtocontactus.php

We value your feedback! May we request a few minutes of your time to give us a feedback and answer the client satisfaction survey in this link: <https://forms.gle/K3d7siwbt4DhxmX9>

Disclaimer:

Please consider the environment before printing this email or its attachment(s).

Note that this message may contain confidential or proprietary information. If you have received this message in error, please notify me and then delete it from your system. Any unauthorized disclosure in any form of the contents of this email shall be dealt with in

accordance with applicable laws and rules.

Moreover, the private views and opinions expressed in this email shall not be construed as the opinion or position of the Government Procurement Policy Board or its Technical Support Office

From: Bids and Awards Committee Secretariat [mailto:bacsecretariat@ncmf.gov.ph]
Sent: Tuesday, 2 March 2021 4:26 pm
To: APCPI email
Subject: Re: NCMF 2020 APCPI

Ma'am Good day!

In compliance to your email, respectfully submitting herewith are the following:

1. Excel and PDF form of APCPI 2020
2. Certification of posting of APP 2021 to NCMF website/transparency seal

Please acknowledge receipt hereof and feel free to inform us of any corrections.

Thank you.

Leonila S. Odon
DMO V-BMS
Head, BAC Secretariat

On Fri, Feb 26, 2021 at 8:46 AM APCPI email <apcpi@gppb.gov.ph> wrote:

Dear Sir/Ma'am:

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Upon initial review of the submitted documents, the following were observed:

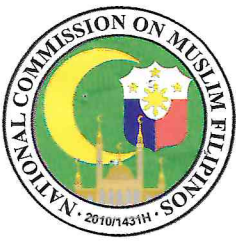
1. The APCPI lack Microsoft Excel and PDF Files (APCPI Self-Assessment Form; APCPI Questionnaire; Consolidated Procurement Monitoring Report (CPMR); APCPI Revised Scoring and Rating System; and Procurement Capacity Development Action Plan) as required under Government Procurement Policy Board Resolution No. 11-2020.

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Thank you and we hope we have provided sufficient guidance on the matter.

Very truly yours,

PERFORMANCE MONITORING DIVISION



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

24 March 2021

Atty. ROWENA CANDICE M. RUIZ

Executive Director
Government Procurement Policy Board
Unit 2506 Raffles Corporate Center
C. Ortigas Jr. Road
Ortigas Center, Pasig City

Dear Executive Director Ruiz:

Respectfully submitting herewith is the revised APCPI 2020 in compliance to the observations of the GPPB Monitoring Division.

Likewise, we are also furnishing your office the revised/corrected Procurement Monitoring Report for 1st and 2nd Semester 2020. The corrections made were the double entries of the on-going procurements for 1st semester that were also included in the completed procurements in 2nd semester 2020, viz:

1. Annex B – Consolidated Procurement Monitoring Report
2. APCPI Questionnaire
3. APCPI Self-Assessment Form
4. Annex D – Procurement Capacity Development Action Plan
5. PMR – 1st Semester, 2020 (revised)
6. PMR – 2nd Semester, 2020 (revised)

We hope you find all documents in order. You may contact the NCMF BAC Secretariat at bacsecretariat@ncmf.gov.ph for further concerns.

Thank you.

Very truly yours,

SAIDAMEN B. PANGARUNGAN
Secretary

ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: NATIONAL COMMISSION ON MUSLIM FILIPINOS

Period Covered: CY 2020

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
1. Public Bidding*														
1.1 Shopping (52.1 a above 50K)		9,634,000.00	5	4	7,957,120.74	1	9	9	8	4	4	0	0	1
1.1.1 Shopping Services														
Sub-Total:		9,634,000.00	5	4	7,957,120.74	1	9	9	8	4	4	0	0	1
2. Alternative Modes														
2.1.1 Shopping (52.1 a above 50K)														
2.1.2 Shopping (52.1 b above 50K)		627,500.00	3	3	560,000.00						3			
2.1.3 Other Shopping														
2.2.1 Direct Contracting (above 50K)														
2.2.2 Direct Contracting (50K or less)		19,410.00	1	1	19,410.00									
2.3.1 Repeat Order (above 50K)														
2.3.2 Repeat Order (50K or less)														
2.4. Limited Source Bidding														
2.5.1 Negotiation (Common-Use Supplies)														
2.5.2 Negotiation (Recognized Government Printers)														
2.5.3 Negotiation (TFB 53.1)														
2.5.4 Negotiation (SVP 53.9 above 50K)		6,394,416.21	35	35	5,744,471.07					35	35			
2.5.5 Other Negotiated Procurement (Others above 50K)		22,395,540.00	3	3	22,323,041.50						3			
2.5.6 Other Negotiated Procurement (50K or less)		480,000.00	17	17	404,920.00						17			
Sub-Total:		29,916,866.21	59	59	29,051,842.57					35	41			
3. Foreign Funded Procurement**														
3.1. Publicly-Bid														
3.2. Alternative Modes														
Sub-Total:		0.00	0	0	0.00									
4. Others, specify:														
TOTAL		39,550,866.21	64	63	37,008,963.31									

*Include foreign-funded publicly-bid projects per procurement type
**Include foreign funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted

LEONILA S. ODON
Head, BAC Secretariat

TAHIR S. LIDASAN, JR., CESO II
Executive Director and BAC Chairman

SABDAMEN B. PANGARUNGAN
Secretary

21.068

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Name of Agency: NATIONAL COMMISSION ON MUSLIM FILIPINOS
Name of Respondent: LEONILA S. ODO

Date: January 7, 2021
Position: Head, BAC Secretariat

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: www.ncmf.gov.ph
- ☒ Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: January 30, 2020

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: October 30, 2019
- ☒ 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)

- ☐ n/a Original contract awarded through competitive bidding
- ☐ n/a The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- ☐ n/a 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
- ☐ n/a The quantity of each item in the original contract should not exceed 25%
- ☐ n/a 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)

- ☐ n/a Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality
- ☐ n/a Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- ☐ n/a Transmittal of the Pre-Selected List by the HOPE to the GPPB
- ☐ n/a 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;
- ☒ 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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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.: NCMF Office Order No. 19-11-262
- ☐ 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. TAHIR S. LIDASAN, JR, CESO II	<u>October 8-9, 2019</u>
B. ATTY. ROLANDO T. ABO	<u>October 8-9, 2019</u>
C. ABULLAH S. MACARIMPAS	<u>October 8-9, 2019</u>
D. KAHMAIL M. MANALUNDONG	<u>October 8-9, 2019</u>
E. COSANIE M. DEROGONGAN	<u>October 8-9, 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.: NCMF Office Order No. 19-11-262
- ☒ The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: LEONILA S. ODON, DMO V
- ☒ Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: December 8-9, 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 checked="" type="checkbox"/> Air Conditioners | <input checked="" type="checkbox"/> Food and Catering Services |
| <input type="checkbox"/> Vehicles | <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues |
| <input checked="" type="checkbox"/> Fridges and Freezers | <input type="checkbox"/> Toilets and Urinals |
| <input checked="" type="checkbox"/> Copiers | <input type="checkbox"/> 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 PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

please provide link: <https://www.ncmf.gov.ph/transparency/>

- ☒ 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 - none 2nd Sem - none
- ☒ PMRs are posted in the agency website
please provide link: www.ncmf.gov.ph
- ☒ 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: December 8-9, 2019

- ☒ Head of Procuring Entity (HOPE)
- ☒ Bids and Awards Committee (BAC)
- ☒ BAC Secretariat/ Procurement/ Supply Unit
- ☒ BAC Technical Working Group
- ☒ End-user Unit/s
- ☒ 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

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

15. 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 procurement related documents that are maintained for a period of at least five years
- ☒ The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- ☒ The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

16. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are 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 electronic copies in dedicated computers
- ☒ The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

17. In determining if the agency has defined procedures or standards for quality control, acceptance and inspection of goods, works and services, which of these conditions is/are present? (12a)

- ☒ Agency has written procedures for quality control, acceptance and inspection of goods, services and works

Have you procured Infrastructure projects through any mode of procurement for the past year?

- ☐ Yes ☒ No

If YES, please answer the following:

- ☒ Supervision of civil works is carried out by qualified construction supervisors
Name of Civil Works Supervisor: _____
- ☒ Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
Name of CPES Evaluator: _____

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) _____ 10 _____ days

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)

- A. Eligibility Checking (For Consulting Services Only)
B. Shortlisting (For Consulting Services Only)
C. Pre-bid conference
D. Preliminary examination of bids
E. Bid evaluation
F. Post-qualification

- ☒ Observers are invited to attend stages of procurement as prescribed in the IRR
- ☒ Observers are allowed access to and be provided documents, free of charge, as stated in the IRR
- ☒ Observer reports, if any, are promptly acted upon by the procuring entity

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

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: Office has Management Audit Division
- ☒ 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)
85% %
- ☒ 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)

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


LEONILA S. ODON
Chief, BMS-RADD


TAHIR S. LIDASAN JR. ? CESO II
BAC Chair

Approved:


SAIDAMEN B. PANGARUNGAN
Secretary

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

Name of Agency: NATIONAL COMMISSION ON MUSLIM FILIPINOS
Date of Self Assessment: 07 January 2021

Name of Evaluator: Leonila S. Odon
Position: Head, BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	21.23%	0.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	5.63%	0.00		PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	1.21%	3.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	77.50%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.05%	3.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
Indicator 3. Competitiveness of the Bidding Process					
3.a	Average number of entities who acquired bidding documents	2.25	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	2.25	1.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	2.00	2.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
	Average I		1.64		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation					
5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully Compliant	3.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
Indicator 6. Use of Government Electronic Procurement System					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	66.67%	2.00		Agency records and/or PhilGEPS records

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

Name of Agency: NATIONAL COMMISSION ON MUSLIM FILIPINOS
Date of Self Assessment: 07 January 2021

Name of Evaluator: Leonila S. Odon
Position: Head, BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
Indicator 7. System for Disseminating and Monitoring Procurement Information					
7.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
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Substantially Compliant	2.00		Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.50		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	92.86%	3.00		APP (including Supplemental amendments, if any) and PMRs
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	100.00%	3.00		APP (including Supplemental amendments, if any) and PMRs
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less
Indicator 9. Compliance with Procurement Timeframes					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	50.00%	0.00		PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	n/a	n/a		PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
Indicator 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 on a regular basis	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
11.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.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Partially Compliant	1.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation forms

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

Name of Agency: NATIONAL COMMISSION ON MUSLIM FILIPINOS
 Date of Self Assessment: 07 January 2021

Name of Evaluator: Leonila S. Oden
 Position: Head, BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
12.b	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

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

Name of Agency: NATIONAL COMMISSION ON MUSLIM FILIPINOS
Date of Self Assessment: 07 January 2021

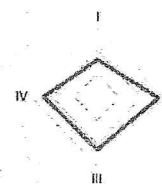
Name of Evaluator: Leonila S. Odon
Position: Head, BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully 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.)
Indicator 14. Internal and External Audit of Procurement Activities					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Below 60% compliance	0.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 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	Fully Compliant	3.00		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					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
Average III			2.27		
Average IV			2.40		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.28		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.64
II Agency Institutional Framework and Management Capacity	3.00	2.80
III Procurement Operations and Market Practices	3.00	2.27
IV Integrity and Transparency of Agency Procurement Systems	3.00	2.40
Total (Pillar I+Pillar II+Pillar III+Pillar IV)/4	3.00	2.28

Agency Rating



Leonila S. Odon
LEONILA S. ODON
Head, BAC Secretariat

Tahir S. Lidasan Jr.
TAHIR S. LIDASAN JR., CESO II
BAC Chairman

Approved:

Saidamen B. Pangarungan
SAIDAMEN B. PANGARUNGAN
Secretary

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: NATIONAL COMMISSION ON MUSLIM FILIPINOS

Period: January - December 2020

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Quarterly consolidation of purchase Request/RESO/NOA/NTP for public bidding	BAC Secretariat	Quarterly	computers, manpower, supplies
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Guide the end-user in the preparation of PMP and guide in preparation of technical specifications of any goods to purchase	GSD/BAC Secretariat	as needed	PMP forms, presentation materials, laptops, supplies
2.a	Percentage of shopping contracts in terms of amount of total procurement				
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Consolidation of procurement activities every end of the month	BAC Secretariat	monthly	computers, manpower
2.c	Percentage of direct contracting in terms of amount of total procurement				
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents	Maintain a registry of suppliers to invite during the posting of invitation/quotations	GSD/BAC Secretariat/TWG	as needed	List suppliers, fax machine, email/Internet, telephone, computer
3.b	Average number of bidders who submitted bids	Close coordination and communication with suppliers to update them on procurement process undertaken by the Commission	GSD/BAC Secretariat	as needed	List suppliers, fax machine, email/Internet, telephone, computer
3.c	Average number of bidders who passed eligibility stage	Dialogues/communication with prospective bidders on the requirements such as technical and financial, terms of references/proposals	GSD/BAC Secretariat	as needed	Presentation materials, email/Internet, telephone, computer
3.d	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				
4.a	Creation of Bids and Awards Committee(s)				
4.b	Presence of a BAC Secretariat or Procurement Unit				
5.a	An approved APP that includes all types of procurement	Instruct end-users to use other types of procurement modes applicable to programs in the preparation of PMP	End-user, staff	3rd quarter of each year or upon release of NEP	Computer, manpower, documents needed

12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance				
12.b	Timely Payment of Procurement Contracts				
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR				
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits				
14.b	Audit Reports on procurement related transactions	Increase compliance to audit findings and ensure that guidelines and procurement procedures are followed	GASS-FMS and BAC Secretariat	monthly	Computers, Laptops, supplies
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Issuance of directives/guidelines on the provisions of RA 9184	BAC Secretariat and staff	3rd Quarter	Venue, meals, computer/laptop
16.a	Agency has a specific anti-corruption program/s related to procurement				