

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

Name of Agency: BUREAU OF BROADCAST SERVICES  
 Date of Self Assessment: CY 2015

Name of Evaluator: \_\_\_\_\_  
 Position: \_\_\_\_\_

| 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   | 40.03%          | 0.00              |   | PMRs   |
| 2   | (b) Percentage of public bidding contracts in terms of volume of total procurement   | 5.26%           | 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   | 34.84%          | 0.00              |   | PMRs   |
| 4   | (b) Percentage of Negotiated Procurement in terms of amount of total procurement   | 25.13%          | 0.00              | Procured from DBM-Procurement Service                 | 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  |
| <b>Indicator 3. Competitiveness of the Bidding Process</b>                                |  |                 |                   |   |  |
| 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   | 2.00            | 1.00              |   | Abstract of Bids or other agency records   |
| 11  | (c) Average number of bidders who passed eligibility stage   | 1.00            | 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   |
|   |  |                 | <b>Average I</b>  | <b>1.42</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  | 100.00%         | 3.00              |   | 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   | 100.00%         | 3.00              |   | 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                                      | Not Compliant   | 0.00              |   | Copy of PMR and received copy that it was submitted to GPPB  |
|   |  |                 | <b>Average II</b> | <b>2.63</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  | 68.02%          | 2.00              |   | APP (including Supplemental amendments, if any) and PMRs   |

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Name of Evaluator: \_\_\_\_\_  
 Position: \_\_\_\_\_

| 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                | n/a                      | n/a           |   | PMRs   |
| 26  | (c) Percentage of contracts awarded within prescribed procurement time frames to procure consulting services as indicated in Annex "C" of the IRR                    | n/a                      | n/a           |   | PMRs   |
| <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   | Not Compliant            | 0.00          |   | Ask BAC Secretariat Head, verify Office Orders on training of Procurement Staff  |
| 28  | (b) Percentage of participation of procurement staff in annual procurement training  | Less than 60.00% Trained | 0.00          |   | Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted  |
| 29  | (c) Agency has activities to inform and update entities on public procurement  | Not Compliant            | 0.00          |   | Ask for copies of documentation of activities for bidders  |
| <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   | Fully Compliant          | 3.00          |   | Verify actual procurement records and time it took to retrieve records (should be no more than two hours)<br>Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance. |
| 31  | (b) Implementing Unit has and is implementing a system for keeping and maintaining contract management records   | Fully Compliant          | 3.00          |   | Verify actual contract management records and time it took to retrieve records should be no more than two hours  |
| <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 | Partially Compliant      | 1.00          |   | 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>2.00</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   | 0.00%                    | 0.00          |   | 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)  | Not Compliant            | 0.00          |   | 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  | Above 90-100% compliance | 3.00          |   | Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations   |

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| <b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>     |   |                     |               |   |   |
| 39   | (a) The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements | Partially Compliant | 1.00          |   | 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>1.17</b>   |   |   |
| <b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b> |   |                     | <b>1.80</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        | 1.42          |
| Pillar II: Agency Institutional Framework and Management Capacity   | 3.0000        | 2.63          |
| Pillar III: Procurement Operations and Market Practices             | 3.0000        | 2.00          |
| Pillar IV: Integrity and Transparency of Agency Procurement Systems | 3.0000        | 1.17          |
| <b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>            | <b>3.0000</b> | <b>1.80</b>   |