

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) QUESTIONNAIRE

Name of Agency: NATIONAL PARKS DEVELOPMENT COMMITTEE
 Name of Respondent: Margaux Vanessa T. Decripito

Date: June 30, 2022
 Position: BAC Secretariat Head

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) Compliant

- TRUE Agency prepares APP using the prescribed format
- TRUE Approved APP is posted at the Procuring Entity's Website
 please provide link: <https://npdc.gov.ph>
- TRUE Submission of the approved APP to the GPPB within the prescribed deadline
 please provide submission date: March 12, 2021

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) Fully Compliant

- TRUE Agency prepares APP-CSE using prescribed format 1
- TRUE 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: December 11, 2020 1
- TRUE Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS 3

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 Not Compliant
- The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- 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
- The quantity of each item in the original contract should not exceed 25%
- 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

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Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality

Not Compliant

Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority

Transmittal of the Pre-Selected List by the HOPE to the GPPB

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)

Fully Compliant

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

1

TRUE Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;

1

TRUE Minutes of pre-bid conference are readily available within five (5) days.

1

3

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

Fully Compliant

TRUE 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

TRUE No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment

TRUE 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)

Fully Compliant

TRUE Office Order creating the Bids and Awards Committee
please provide Office Order No.: 2021-080

1

TRUE There are at least five (5) members of the BAC
please provide members and their respective training dates:

1

	Name/s	Date of RA 9184-related training
A.	<u>ENGR. EDUARDO C. VILLALON</u>	<u>October 15, 2021</u>
B.	<u>HEHERSON M. MARTINEZ</u>	<u>October 15, 2021</u>
C.	<u>ROSALINA P. TENEPERE</u>	<u>October 15, 2021</u>
D.	<u>REINA B. JARA</u>	<u>October 15, 2021</u>

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E. FLORIZZA P. BUCLATIN October 15, 2021

TRUE Members of BAC meet qualifications 1

TRUE Majority of the members of BAC are trained on R.A. 9184 1

4

For BAC Secretariat: (4b)

TRUE Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat please provide Office Order No.: 2021-080 1

Fully Compliant

TRUE The Head of the BAC Secretariat meets the minimum qualifications please provide name of BAC Sec Head: MARGAUX VANESSA T. DECRIPITO 1

TRUE Majority of the members of BAC Secretariat are trained on R.A. 9184 please provide training date: October 15, 2021 1

3

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.

TRUE Computer Monitors, Desktop Computers and Laptops

TRUE Paints and Varnishes

TRUE Air Conditioners

TRUE Food and Catering Services

Vehicles

TRUE Training Facilities / Hotels / Venues

Fridges and Freezers

TRUE Toilets and Urinals

Copiers

TRUE Textiles / Uniforms and Work Clothes

Compliant

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

Yes

No

Compliant

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

TRUE Agency has a working website please provide link: www.npdc.gov.ph 1

Fully Compliant

TRUE Procurement information is up-to-date 1

TRUE Information is easily accessible at no cost 1

3

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

Fully Compliant

- TRUE Agency prepares the PMRs
- TRUE PMRs are promptly submitted to the GPPB
please provide submission dates: 1st Sem - June 30, 2021 2nd Sem - January 14, 2022
- TRUE PMRs are posted in the agency website
please provide link: www.npdc.gov.ph
- TRUE PMRs are prepared using the prescribed format

1
1
1
1
4

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)

Fully Compliant

- TRUE There is an established procedure for needs analysis and/or market research
- TRUE There is a system to monitor timely delivery of goods, works, and consulting services
- TRUE Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

1
1
1
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12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

Fully Compliant

- TRUE Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
- TRUE Procuring entity communicates standards of evaluation to procurement personnel
- TRUE Procuring entity and procurement personnel acts on the results and takes corresponding action

1
1
1
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13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

0.00

Date of most recent training: October 15, 2021

0

- TRUE Head of Procuring Entity (HOPE) 0.25
- TRUE Bids and Awards Committee (BAC) 0.20
- TRUE BAC Secretariat/ Procurement/ Supply Unit 0.20
- TRUE BAC Technical Working Group 0.15
- TRUE End-user Unit/s 0.15

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TRUE Other staff

0.05

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)

Compliant

Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year

0

TRUE The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels

1

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

Fully Compliant

TRUE There is a list of procurement related documents that are maintained for a period of at least five years

1

TRUE 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

1

TRUE The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

1
3

16. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)

Fully Compliant

TRUE There is a list of contract management related documents that are maintained for a period of at least five years

1

TRUE 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

1

TRUE The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

1
3

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)

Substantially Compliant

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

1

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

0

TRUE Yes

No

If YES, please answer the following:

TRUE Supervision of civil works is carried out by qualified construction supervisors

1

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Name of Civil Works Supervisor: RICARDO D. BERBENZANA

Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only) 0
 Name of CPES Evaluator: _____ 2

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) 7 days **On or before 30 days**
7

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 **Fully Compliant**
3

TRUE Observers are invited to attend stages of procurement as prescribed in the IRR 1

TRUE Observers are allowed access to and be provided documents, free of charge, as stated in the IRR 1

TRUE Observer reports, if any, are promptly acted upon by the procuring entity 1

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

TRUE Creation of Internal Audit Unit (IAU) in the agency 1
 Agency Order/DBM Approval of IAU position/s: 069

TRUE Conduct of audit of procurement processes and transactions by the IAU within the last three years 1

TRUE Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report 1
3

21. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b) **Above 90-100% compliance**

TRUE Yes (percentage of COA recommendations responded to or implemented within six months) 100 %

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) **Fully Compliant**

TRUE The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR 1

TRUE The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR 1

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TRUE 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

1
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23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (16a)

Fully Compliant

TRUE Agency has a specific office responsible for the implementation of good governance programs

1

TRUE Agency implements a specific good governance program including anti-corruption and integrity development

1

TRUE Agency implements specific policies and procedures in place for detection and prevention of corruption

1
3

1