

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

Name of Agency: **PHILIPPINE HEALTH INSURANCE CORPORATION - REGIONAL OFFICE VI**  
Date of Self Assessment: **March 9, 2021**

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. LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	35.43%	0.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	2.50%	0.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
2.a	Percentage of shopping contracts in terms of amount of total procurement	12.83%	0.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	50.62%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	1.13%	2.00		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
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
3.a	Average number of entities who acquired bidding documents	1.67	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.67	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.33	1.00		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
		<b>Average I</b>	<b>1.09</b>		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
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
<b>Indicator 5. Procurement Planning and Implementation</b>					
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
<b>Indicator 6. Use of Government Electronic Procurement System</b>					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records

*Handwritten signature/initials*

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Name of Agency: PHILIPPINE HEALTH INSURANCE CORPORATION - REGIONAL OFFICE VI  
Date of Self Assessment: March 9, 2021

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)
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	100.00%	3.00		Agency records and/or PhilGEPS records

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Name of Agency: **PHILIPPINE HEALTH INSURANCE CORPORATION - REGIONAL OFFICE VI**  
 Date of Self Assessment: **March 9, 2021**

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>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
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	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		<b>Average II</b>	<b>3.00</b>		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	65.55%	2.00		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	66.67%	0.00		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
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00		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
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
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
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
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
<b>Indicator 12. Contract Management Procedures</b>					

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Name of Agency: PHILIPPINE HEALTH INSURANCE CORPORATION - REGIONAL OFFICE VI  
Date of Self Assessment: March 9, 2021

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)
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	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
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

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**Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form**

Name of Agency: **PHILIPPINE HEALTH INSURANCE CORPORATION - REGIONAL OFFICE VI**  
Date of Self Assessment: **March 9, 2021**

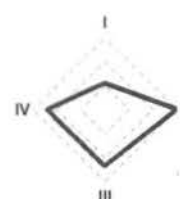
Name of Evaluator: \_\_\_\_\_  
Position: \_\_\_\_\_

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
		Average III	2.36		
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	Not Compliant	0.00		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	Above 90-100% compliance	3.00		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 IV	2.40		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.21		

**Summary of APCPI Scores by Pillar**

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.09
II Agency Institutional Framework and Management Capacity	3.00	3.00
III Procurement Operations and Market Practices	3.00	2.36
IV Integrity and Transparency of Agency Procurement Systems	3.00	2.40
<b>Total (Pillar I+Pillar II+Pillar III+Pillar IV)/4</b>	<b>3.00</b>	<b>2.21</b>

**Agency Rating**



**ANNEX B  
GOVERNMENT PROCUREMENT POLICY BOARD  
CONSOLIDATED PROCUREMENT MONITORING REPORT**

Name of Agency: **PHILIPPINE HEALTH INSURANCE CORPORATION - REGIONAL OFFICE VI**

Period Covered: **CY 2010**

	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
<b>1. Public Bidding*</b>														
1.1. Goods	2,456,087.05	3	2	4,332,560.00	1	5	5	4	3	2	0	0	2	
1.2. Works														
1.3. Consulting Services														
1.4. Subtotal	2,456,087.05	3	2	4,332,560.00	1	5	5	4	3	2	0	0	2	
<b>2. Alternative Methods</b>														
2.1. Shopping (72.1 above 500)	2,456,791.09	4	3	3,576,187.50					4	3				
2.1.1 Shopping (72.1 below 500)	49,875.80	1	1	40,435.00										
2.1.2 Other Shopping	80,155.49	2	2	107,002.39						2				
2.2. Direct Contracting (above 500)	52,022.38	2	3	30,929.35										
2.2.1 Direct Contracting (above 500)														
2.2.2 Direct Contracting (below 500)														
2.3. Lowest Cost (above 500)														
2.3.1 Lowest Cost (above 500)														
2.3.2 Lowest Cost (below 500)														
2.4. Limited Source Bidding														
2.4.1 Negotiation (Common Use Supply)														
2.4.2 Negotiation (Procurement Government Personnel)														
2.5. Negotiation (72.1 above 500)	9,076,28.37	66	22	5,425,241.30					66	37				
2.5.1 Negotiation (72.1 above 500)														
2.5.2 Negotiation (72.1 below 500)														
2.5.3 Other Negotiation (above 500)	1,653,953.34	67	47	765,387.27										
2.5.4 Other Negotiation (below 500)	13,380,460.48	269	78	7,967,394.43					70	27				
2.6. Other Procurement Methods														
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2.7.37 Other Procurement Methods														



No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Below 70.00%	Between 70.00-80.99%	Between 81.00-90.99%	Between 91.00-100%
2	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Below 20.00%	Between 20.00- 39.99%	Between 40.00-50.00%	Above 50.00%
Indicator 2. Limited Use of Alternative Methods of Procurement					
3	Percentage of shopping contracts in terms of amount of total procurement	Above 7.00%	Between 5.00-7.00 %	Between 3.00-4.99 %	Below 3.00%
4	Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 9.00 -15.00%	Between 4.00-8.99%	Below 4.00%
5	Percentage of direct contracting in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
6	Percentage of repeat order contracts in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
7	Compliance with Repeat Order procedures	Not Compliant			Compliant
8	Compliance with Limited Source Bidding procedures	Not Compliant			Compliant
Indicator 3. Competitiveness of the Bidding Process					
9	Average number of entities who acquired bidding documents	Below 3.00	3.00-3.99	4.00-5.99	6.00 and above
10	Average number of bidders who submitted bids	Below 2.00	2.00-2.99	3.00-4.99	5.00 and above
11	Average number of bidders who passed eligibility stage	Below 1.00	1.00 – 1.99	2.00-2.99	3.00 and above
12	Sufficiency of period to prepare bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
13	Use of proper and effective procurement documentation and technical specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
14	Creation of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
15	Presence of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 5. Procurement Planning and Implementation					
16	An approved APP that includes all types of procurement	Not Compliant			Compliant
17	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	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
18	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant			Compliant
Indicator 6. Use of Government Electronic Procurement System					
19	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Below 70.99%	Between 71.00-80.99%	Between 81.00-90.99%	Above 91.00%
20	Percentage of contract award information posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00- 50.99%	Between 51.00-80.00%	Above 80.00%
21	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00 - 50.99%	Between 51.00-80.00%	Above 80.00%
Indicator 7. System for Disseminating and Monitoring Procurement Information					
22	Presence of website that provides up-to-date procurement information easily accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

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No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
23	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
24	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Below 40.00% or above 100.00%	Between 40.00- 60.99%	Between 61.00% -80.00%	Above 80.00%
25	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Below 90.00%	Between 90.00- 92.99%	Between 93.00-95.00%	Above 95.00%
26	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
27	Percentage of contracts awarded within prescribed period of action to procure goods	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
28	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
29	Percentage of contracts awarded within prescribed period of action to procure consulting services	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
30	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	Percentage of participation of procurement staff in procurement training and/or professionalization program	Less than 60.00% Trained	Between 60.00-75.99% Trained	Between 76-90% of staff trained	Between 91.00-100% Trained
32	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Not Compliant			Compliant
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
33	The BAC Secretariat has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
34	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 12. Contract Management Procedures</b>					
35	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
36	Timely Payment of Procurement Contracts	After 45 days	Between 38-45 days	Between 31-37 days	On or before 30 days
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
37	Observers are invited to attend stages of procurement as prescribed in the IRR	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
38	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
39	Audit Reports on procurement related transactions	Below 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance	Above 90-100% compliance
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					



No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
40	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 16. Anti-Corruption Programs Related to Procurement					
41	Agency has a specific anti-corruption program/s related to procurement	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

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**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: PHILHEALTH REGIONAL OFFICE VI

Period: CY 2021

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	Intensify and Broaden the scope of Posting/advertisement of procurement opportunities to GPPB Website (Philgeps), PhilHealth Official Website and at the conspicuous places to ensure conformity to GPPB procurement Timeline.	BAC	GPPB Procurement Time Line	Stable and Strong internet connection to access website
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Intensify and Broaden the scope of Posting/advertisement of procurement opportunities to GPPB Website (Philgeps), PhilHealth Official Website and at the conspicuous places to ensure conformity to GPPB procurement Timeline.	BAC	GPPB Procurement Time Line	Stable and Strong internet connection to access website
2.a	Percentage of shopping contracts in terms of amount of total procurement	Secure certificate of availability of office supplies from the PS-DEPOT at all times in order to classify items for local shopping.	Procurement Unit	Applicable Calendar Year	Stable and Strong internet connection to access website
2.b	Percentage of negotiated contracts in terms of amount of total procurement	All procurement modality must conform with the approved APP's identified modality, if in case of nonconformity changes to the individual PPMPs and the consolidation to APP may be undertaken every six months or often as may required by the HoPE.	Procurement Unit	Applicable Calendar Year	Eligible suppliers with complete documentary Requirements
2.c	Percentage of direct contracting in terms of amount of total procurement	All procurement items (office supplies, materials and equipment) for direct contracting should be categorize/ identify.	Procurement Unit	within the Prescribed period	Eligible suppliers for exclusive dealership and with complete documentary requirements
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Conduct of Pre-Procurement Planning and Pre-Bid Conference	BAC	GPPB Time Line	Existing supplier awarded with Contract, office supplies, materials and equipment
2.e	Compliance with Repeat Order procedures	Conduct of Pre-Procurement Planning and Pre-Bid Conference	BAC	GPPB Time Line	Existing supplier awarded with Contract, office supplies, materials and equipment
2.f	Compliance with Limited Source Bidding procedures	Conduct of Pre-Procurement Planning and Pre-Bid Conference	BAC	GPPB Time Line	Existing supplier awarded with Contract, office supplies, materials and equipment
3.a	Average number of entities who acquired bidding documents	Intensify and Broaden the scope of Posting/advertisement of procurement opportunities to GPPB Website (Philgeps), PhilHealth Official Website and at the conspicuous places to ensure conformity to GPPB procurement Timeline.	BAC	GPPB Time Line	Eligible suppliers with complete documentary Requirements, office supplies, materials and equipment, stable internet access.
3.b	Average number of bidders who submitted bids	Intensify and Broaden the scope of Posting/advertisement of procurement opportunities to GPPB Website (Philgeps), PhilHealth Official Website and at the conspicuous places to ensure conformity to GPPB procurement Timeline.	BAC	GPPB Time Line	Eligible suppliers with complete documentary Requirements

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3.c	Average number of bidders who passed eligibility stage	Conduct of a comprehensive Pre-Procurement Planning for every procurement projects, with this interested bidders will be able to attain detailed information of the project during the Pre-Bid Conference.	BAC and Cost Centers/End Users	GPPB Time Line	Invitation letters, internet connection, eligible suppliers with complete documentary requirements
3.d	Sufficiency of period to prepare bids	Proper Procurement Planning and Time Management	BAC	GPPB Time Line	Office supplies, materials, equipment, stable internet access
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Compliance to Guidelines and establish parameters to standardize procurement procedure and compliance to all documentary requirements	End User	GPPB Time Line	Office supplies, materials and equipment, stable internet access
4.a	Creation of Bids and Awards Committee(s)	Selection of Competent officers/Employees to become members of the BAC	HOPE	effective immediately	Office supplies, materials and equipment, Manpower
4.b	Presence of a BAC Secretariat or Procurement Unit	Selection of Competent BAC Secretariat that will serve as the main support unit of the BAC.	BAC	effective immediately	Manpower, Office Supplies, materials and equipment
5.a	An approved APP that includes all types of procurement	Comprehensive Procurement Planning and Time Management/Time Lines for the Implementation of Programs, Projects and Activities	Cost Centers and BAC	January of the current year (not to go beyond the last working day)	Office supplies, materials and equipment, stable internet access
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	Prioritize and maximize all available items in the PS-Depot	Procurement Unit	15-Dec-21	Office supplies, materials and equipment, stable internet access
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Frequent checking/update with the PS Depot for availability	Procurement Unit	as the need arises	Stable and Strong internet connection to access website
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Ensure compliance to Philgeps Posting of all items with ABC above 50k	Procurement Unit and BAC	GPPB Time Line	Stable and Strong internet connection to access website
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Ensure compliance to Philgeps Posting of all Awarded Contracts with ABC above 50k at the Philgeps Website	Procurement Unit and BAC	GPPB Time Line	Stable and Strong internet connection to access website
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Ensure compliance to Philgeps Posting of all Awarded Contracts with ABC above 50k at the Philgeps Website	Procurement Unit and BAC	GPPB Time Line	Internet /Easy Access to website
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Stable Internet Connection for easy access to the website/ access to website	IT Unit	immediate	Internet /Easy Access to website
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Submission of reports on or before the set deadline	Procurement Unit and BAC	GPPB Time Line	Office supplies and equipment stable internet access
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Ensure that all contracts were complete and limit/avoid cancellations	Procurement Unit and BAC	Applicable Calendar Year	availability of all needed office supplies, materials and equipment, stable internet connection and completed staff work
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Ensure that all contract are in conformity with the contracts implementation guidelines set by the GPPB.	Procurement Unit and BAC	Applicable Calendar Year	Availability of all needed office supplies, materials and equipment, stable internet connection and completed staff work

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8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Set and strictly follow Timelines/Time Table/Time Frames	Procurement Unit and BAC	Applicable Calendar Year	Availability of all needed office supplies, materials and equipment, stable internet connection and completed staff work
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	Set and strictly follow Timelines/Time Table/Time Frames/Deadlines	Procurement Unit and BAC	Applicable Calendar Year	Availability of all needed office supplies, materials and equipment, stable internet connection and completed staff work
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	None	None	None	None
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	None	None	None	None
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	SPMS Implementation	HR/Planning Unit	Applicable Calendar Year	Needed office supplies and equipment
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Ensure yearly attendance to seminars/workshops/trainings/ updates on Government Procurement to all BAC members, Secretariat, TWG and procurement Unit.	Procurement Unit and BAC	effective immediately after appointment	Training lists from accredited Training Institutions/experts on Government Procurement (RA 9184)
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Conduct of Bidder's Forum	Procurement Unit and BAC	within the 1st quarter of Applicable Calendar Year	Office supplies and equipment and stable internet access
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Efficient Filing of All procurement documents	Procurement Unit and BAC, End-Users	effective immediately	Filing cabinets/filing folders/document tracking system, stable and strong internet access
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Implementation of Quality Management System and SS	Procurement Unit and BAC, End-Users	effective immediately	Filing cabinets/filing folders/document tracking system
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	Proper Implementation of all Procurement Policies, Transparency of transactions, effective and efficient Implementation of all Programs, Projects and Activities of the Corporation, Proper Procurement Planning. Set and Follow Timelines and set deadlines, Strict Monitoring and Evaluation	Inspection Committee, Procurement Unit and BAC	within the prescribed period and set deadlines	Office supplies, manpower, stable internet connection
12.b	Timely Payment of Procurement Contracts	Set and strictly follow Timelines/Time Table/Time Frames/Deadlines	Finance Management Section/Cashier	within the prescribed period and set deadlines	Office supplies, materials and equipment, manpower, internet access
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Send out Invitation to Observers and encourage attendance on all bidding activities of the Corporation	BAC	During Bidding on a set timeline	Office supplies, internet access
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Maintain regular PRID and SBAC Audit to all Regional Offices	BAC	effective immediately	Office supplies and internet access
14.b	Audit Reports on procurement related transactions	Maintain regular PRID and SBAC Audit to all Regional Offices	BAC	Applicable Calendar Year	Office supplies and Invitation letters, internet access
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	.	BAC and Procurement Unit	within the prescribed period and set deadlines	none

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16.a	Agency has a specific anti-corruption program/s related to procurement	Strict implementation of ARTA	Regional Office	ARTA Timeframe	ARTA-related materials
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AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

Name of Agency: PHILIPPINE HEALTH INSURANCE CORPORATION - REGIONAL OFFICE VI  
Name of Respondent: \_\_\_\_\_

Date: March 9, 2021  
Position: \_\_\_\_\_

*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://www.philhealth.gov.ph/about\\_us/app/2020/#gsc.tab=0](https://www.philhealth.gov.ph/about_us/app/2020/#gsc.tab=0)
- ☒ Submission of the approved APP to the GPPB within the prescribed deadline  
please provide submission date: 24-Mar-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: 10/31/2019
- ☒ 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)

- ☒ Original contract awarded through competitive bidding
- ☒ 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)

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

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## QUESTIONNAIRE

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

☒ 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

- ☒ 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.: CPO PRO VI No. 2019-0407; No. 2020-0494

- ☒ 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. Atty. Dennis J. Guevara	December 10-12, 2019
B. Janet A. Monteverde	December 10-12, 2019
C. Dinah P. Gelvezon	October 2-4, 2018
D. Dr. Genaline C. Aguirre	
E. Owen S. Magalona	
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.: CPO PRO VI No. 2020-0413

- ☒ The Head of the BAC Secretariat meets the minimum qualifications  
please provide name of BAC Sec Head: Jeijen Rose C. Gavino

- ☒ Majority of the members of BAC Secretariat are trained on R.A. 9184  
please provide training date: June 26 - 28, 2019, August 22 - 23, 2019, December 18-20, 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.

- ☐ Computer Monitors, Desktop Computers and Laptops
- ☐ Paints and Varnishes
- ☒ Food and Catering Services

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AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Air Conditioners | <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues |
| <input type="checkbox"/> Vehicles                    | <input type="checkbox"/> Toilets and Urinals                              |
| <input type="checkbox"/> Fridges and Freezers        | <input checked="" type="checkbox"/> Textiles / Uniforms and Work Clothes  |
| <input checked="" type="checkbox"/> Copiers          |   |

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://www.philhealth.gov.ph/suppliers/iaeb/index.htm>

- ☒ 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 22, 2020 2nd Sem - February 10, 2021

- ☒ PMRs are posted in the agency website  
please provide link: [https://www.philhealth.gov.ph/about\\_us/pmr/#gsc.tab=0](https://www.philhealth.gov.ph/about_us/pmr/#gsc.tab=0)

- ☒ 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: 18-20 December 2019

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AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

- ☒ 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

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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) 2 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

*John*

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: \_\_\_\_\_
- ☒ 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)  
\_\_\_\_\_ n/a %
- ☒ 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)

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

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