



Bids and Awards Committee JHMC <bac@jhmc.com.ph>

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1 message

GPPB-TSO APCPI <apcpi@gppb.gov.ph>
To: bac@jhmc.com.ph

Wed, Mar 31, 2021 at 7:06 AM

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.ph

How 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/K3d7siwbt4DhxrX9>

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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

SECRETARY'S CERTIFICATE

REPUBLIC OF THE PHILIPPINES) Sc.

Baguio City)

I, **TEDDY ESTEBAN F. RIGOROSO**, of legal age, married, with office address in Rigoroso Galindez Rabino Laron & Maristela Law Offices, 901 Fil Garcia Tower, 140 Kalayaan Avenue, Diliman, Quezon City, Metro Manila, Philippines, being the Corporate Secretary of the John Hay Management Corporation (JHMC), after having been duly sworn in accordance with law, hereby CERTIFY, that during the 254th Special Meeting of the JHMC Board of Directors held on March 22, 2021 in the Conference Room, JHMC Office, Camp John Hay, Baguio City, where a quorum was present, upon motion made and duly seconded, the Board passed and approved the following resolution:

*John Hay Management Corporation
Board Resolution No. 2021-0322-065*

Resolve, as it is hereby **resolved**, that the **John Hay Management Corporation ("JHMC") Board of Directors** hereby **approves** the Agency Procurement Compliance Performance Indicators for FY 2020; and

Resolved, finally, that this Resolution shall take effect immediately on March 22, 2021 and shall supersede all prior JHMC resolutions, instructions, memoranda, circulars, or instruments inconsistent herewith.

This certification is subject to the final approval of the Minutes of the March 22, 2021 JHMC Board meeting.

IN WITNESS WHEREOF, I have set my hand this MAR 30 2021 day of 2021 in Baguio City

ATTY. TEDDY ESTEBAN F. RIGOROSO
Corporate Secretary

SUBSCRIBED AND SWORN TO before me this MAR 30 2021 day of 2021 in Baguio City
affiant exhibiting to me his IBP Identification Card No. 42240.

Doc No.: 219
Page No.: 45
Book No.: 11
Series of 2021

BEVIENNE G. MALATEO
Notary Public
Until 6/30/21
Roll No. 68847: 29 May 2017: Mla.
IBP (Lifetime): No. 217403: 21 May 2017: Mla.
PTR No. 4563701: 23 Dec 2020: B.C.
MCLE Compliance: VI-0015875
Baguio Masonic Center
180 Yandoc Street, Baguio City
Email: beviennemalateo@gmail.com

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

Name of Agency: John Hay Management Corporation
Date of Self Assessment: _____

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)		
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	78.62%	1.00		PMRs		
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	5.26%	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	3.13%	2.00		PMRs		
2.b	Percentage of negotiated contracts in terms of amount of total procurement	16.38%	0.00		PMRs		
2.c	Percentage of direct contracting in terms of amount of total procurement	1.87%	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		
Indicator 3. Competitiveness of the Bidding Process							
3.a	Average number of entities who acquired bidding documents	2.00	0.00		Agency records and/or PhilGEPS records		
3.b	Average number of bidders who submitted bids	2.00	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	1.55				
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	53.73%	2.00		Agency records and/or PhilGEPS records		

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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	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.90		
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	86.74%	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	100.00%	3.00		PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00		PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	100.00%	3.00		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	100.00%	3.00		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	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz

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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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		Average III	3.00		
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	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	3.00		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.61		

Summary of APCPI Scores by Pillar

	APCPI Pillars	Ideal Rating	Agency Rating
I	Legislative and Regulatory Framework	3.00	1.55
II	Agency Institutional Framework and Management Capacity	3.00	2.90
III	Procurement Operations and Market Practices	3.00	3.00
IV	Integrity and Transparency of Agency Procurement Systems	3.00	3.00
	Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.61

