

Agency Procurement Compliance and Performance Indicators (APCPI)

CONFIRMATION PROCESS



APCPI CONFIRMATION

Background:

- Confirmation exercise is the process of checking the APCPI results of the procuring entity in terms of completeness, correctness, consistency and responsiveness to the requirements of the APCPI Assessment.
- The process is expected to enhance the perception of credibility of the APCPI results

APCPI Assessment Methodology

STEP 1

Data Collection



The following are some of the prescribed procurement-related documents to be used in the conduct of an APCPI assessment:

- (a) Annual Procurement Plan
- (b) Procurement Monitoring Report
- (c) Contract Management Records
- (d) PhilGEPS Data
- (e) Other related documents



STEP 2

Data Consolidation



The procuring entity shall complete the Consolidated Procurement Monitoring Report based on the data reflected on the earlier mentioned procurement-related documents.



STEP 3

Scoring and Rating



The procuring entity shall rate itself using a four-point rating scale based on:

- (a) Recommended benchmarks obtained from the average scores of the pilot assessment; and
- (b) A scoring criteria based on a set of conditions.

APCPI Assessment Methodology



STEP 4

Analysis of Results and Preparation of Action Plan



Upon computation of the APCPI rating, the procuring entity shall then identify areas of strength where it can continue to develop and shall outline the strategy and proposal on how to improve its areas of weaknesses.



STEP 5

Submission of Initial Result of APCPI Assessment to the Confirmation Team



The initial result of the APCPI Assessment shall be submitted to the Confirmation Team for their review.



STEP 6

Invitation of Confirmation Team for Confirmation Exercise



The confirmation team shall take the role of an independent entity that will carry on the task of confirming the results of the APCPI using the same set of data used in the conduct of the APCPI.

APCPI Assessment Methodology



STEP 7

Review of Initial Result of APCPI Assessment by the Confirmation Team



The confirmation team shall check the APCPI results of the procuring entity in terms of completeness, correctness, consistency and responsiveness.



STEP 8

Approval of Confirmed Result of APCPI Assessment by the HOPE and Submission to the GPPB



The confirmed APCPI results of the procuring entity shall be submitted to the Head of the Procuring Entity (HOPE) for his approval. Upon approval, the HOPE shall submit the Action Plan and the Confirmed Result of APCPI Assessment to the GPPB.

APCPI CONFIRMATION

PARTIES INVOLVED:

PROCURING ENTITY (PE)	CONFIRMATION TEAM
<ol style="list-style-type: none">1. Bids and Awards Committee & its Secretariat; and/or2. Ad Hoc Committee, if necessary, which may involve representatives from different offices within the PE as determined by the HOPE	<p>The PE shall send invitations to at least 3 suggested partners but attendance of at least 1 will suffice. The Confirmation Team may consist of at least 1 representative from any of the following:</p> <ol style="list-style-type: none">1. Commission on Audit (COA)2. Civil Society Organizations3. Peer Review4. Private Sector

Scope of Confirmation

- Per Procuring Entity
- Agency- wide (led by CO)

Required Documents

- **Annex A**

APCPI Self-Assessment Form

- **Annex B**

Consolidated Procurement
Monitoring Report (CPMR)

- **Annex D**

Action Plan

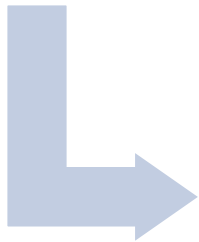
Supporting Documents Needed for the Confirmation Process

- APP and PMR for the Procuring Entity assessed
- Certificates of the BAC members complying with the trainings on RA 9184
- Attendance sheets or Summary of Attendance of Observers per procurement activity
- Summary of postings at PHILGEPS of every procurement opportunity required to be posted
- Other documents relative to their distinct procurement project, guidelines or programs

Confirmation Meeting

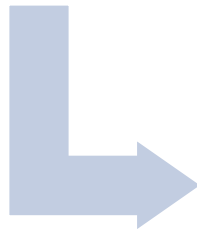
Presentation of
scores per
indicator

- The parties shall evaluate per indicator using Annex A and Annex B together and other documents



Confirmation of
scores

- Reconcile the differences and both parties agree to a score



Finalization of Scores

Role of the HOPE in the Process

- BAC Sec or the Ad hoc Assessment Team shall submit the confirmed APCPI results to the HOPE for approval
- **Purpose:** To inform the HOPE, and explain if necessary, of the agency's rating which will serve as a guide for policy improvement

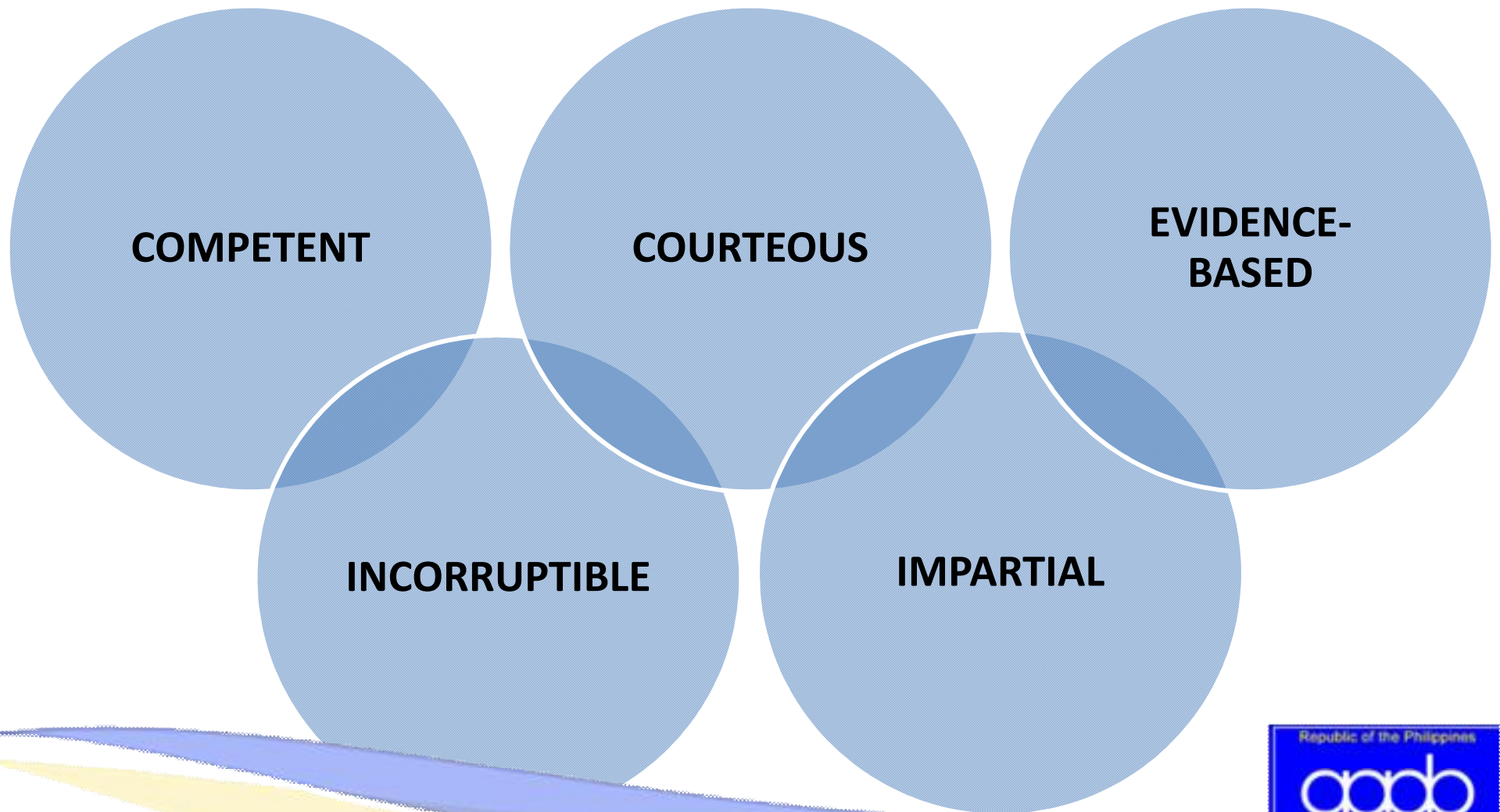
Role of the GPPB in the Process

- The confirmed and approved APCPI results shall be submitted to the GPPB
- **Purpose:** Assist in strengthening its capacity in monitoring national compliance to procurement regulations and in implementing the agency level Action Plans

Hierarchy of Documents:

- i. Actual Procurement Documents
(APP, PMR, Office Orders, etc.)
- ii. CPMR/Confirmation
Questionnaire
- iii. Assessment Form (AF)

An effective “Confirmator” is...



THANK YOU!!!