

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

Name of Agency: OFFICE OF THE SOLICITOR GENERAL  
Name of Respondent: SSS JOHN DALE A. BALLINAN

Date: June 24, 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)

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website  
please provide link: www.osg.gov.ph/transparencyseal
- Submission of the approved APP to the GPPB within the prescribed deadline  
please provide submission date: 25 Mar 21

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: 19 Nov 21
- 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)

- N/A Original contract awarded through competitive bidding
- N/A The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- N/A 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
- N/A The quantity of each item in the original contract should not exceed 25%
- N/A 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 Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality
- N/A Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- N/A Transmittal of the Pre-Selected List by the HOPE to the GPPB
- N/A 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)

- Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;
- Minutes of pre-bid conference are readily available within five (5) days.

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

- The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other