

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: _____

Period: _____

| 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 | Conduct competitive bidding if applicable. Schedule the bidding process on November to December so that contracts covered will be January to December. | | | |
| 1.b | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement | Conduct competitive bidding if applicable. Schedule the bidding process on November to December so that contracts covered will be January to December. | | | |
| 2.a | Percentage of shopping contracts in terms of amount of total procurement | Conduct competitive bidding if applicable. Schedule the bidding process on November to December so that contracts covered will be January to December. | | | |
| 2.b | Percentage of negotiated contracts in terms of amount of total procurement | Conduct competitive bidding if applicable. Schedule the bidding process on November to December so that contracts covered will be January to December. | | | |
| 2.c | Percentage of direct contracting in terms of amount of total procurement | Conduct competitive bidding if applicable. Schedule the bidding process on November to December so that contracts covered will be January to December. | | | |
| 2.d | Percentage of repeat order contracts in terms of amount of total procurement | | | | |
| 2.e | Compliance with Repeat Order procedures | | | | |
| 2.f | Compliance with Limited Source Bidding procedures | | | | |
| 3.a | Average number of entities who acquired bidding documents | Conduct stakeholders forum. | | | |
| 3.b | Average number of bidders who submitted bids | Conduct stakeholders forum. | | | |
| 3.c | Average number of bidders who passed eligibility stage | Conduct stakeholders forum. | | | |
| 3.d | Sufficiency of period to prepare bids | | | | |
| 3.e | Use of proper and effective procurement documentation and technical specifications/requirements | | | | |
| 4.a | Creation of Bids and Awards Committee(s) | | | | |
| 4.b | Presence of a BAC Secretariat or Procurement Unit | | | | |

| | | | | | |
|------|--|--|--|--|--|
| 5.a | An approved APP that includes all types of procurement | | | | |
| 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 | | | | |
| 5.c | Existing Green Specifications for GPPB-identified non-CSE items are adopted | | | | |
| 6.a | Percentage of bid opportunities posted by the PhilGEPS-registered Agency | | | | |
| 6.b | Percentage of contract award information posted by the PhilGEPS-registered Agency | | | | |
| 6.c | Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency | | | | |
| 7.a | Presence of website that provides up-to-date procurement information easily accessible at no cost | | | | |
| 7.b | Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website | | | | |
| 8.a | Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs | | | | |
| 8.b | Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding | | | | |
| 8.c | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe | | | | |
| 9.a | Percentage of contracts awarded within prescribed period of action to procure goods | | | | |
| 9.b | Percentage of contracts awarded within prescribed period of action to procure infrastructure projects | | | | |
| 9.c | Percentage of contracts awarded within prescribed period of action to procure consulting services | | | | |
| 10.a | There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis | | | | |
| 10.b | Percentage of participation of procurement staff in procurement training and/or professionalization program | | | | |
| 10.c | The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity | | | | |

| | | | | | |
|------|---|--|--|--|--|
| 11.a | The BAC Secretariat has a system for keeping and maintaining procurement records | | | | |
| 11.b | Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records | | | | |
| 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 | | | | |
| 12.b | Timely Payment of Procurement Contracts | | | | |
| 13.a | Observers are invited to attend stages of procurement as prescribed in the IRR | | | | |
| 14.a | Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits | | | | |
| 14.b | Audit Reports on procurement related transactions | | | | |
| 15.a | The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements | | | | |
| 16.a | Agency has a specific anti-corruption program/s related to procurement | | | | |