

## Annex D

## PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Office of the PresidentPeriod: 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	- Review all procurement activities - Remind all end-user to submit complete technical specifications in the Purchase Request to prevent failure of bids	-BAC, BAC Secretariat, Procurement Management Service, End-Users	1st Semester	- APP, PPMP, TOR and PR
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	- Review all procurement activities - Remind all end-user to submit complete technical specifications in the Purchase Request to prevent failure of bids	-BAC, BAC Secretariat, Procurement Management Service, End-Users	1st Semester	- APP, PPMP, TOR and PR
2.a	Percentage of shopping contracts in terms of amount of total procurement				
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Review all procurement activities	-BAC, BAC Secretariat, Procurement Management Service, End-Users	1st Semester	-APP, PPMP, PR
2.c	Percentage of direct contracting in terms of amount of total procurement				
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	-Review the procurement requirements and require feedback from all prospective bidder for the reason that most number of prospective bidder who attended the pre-bid conference does not secure bid documents or submit their bids	-BAC, BAC Secretariat, Procurement Management Service, BAC-TWG, End-Users	Whole year	-Bid Documents, PR
3.b	Average number of bidders who submitted bids	-Review the procurement requirements and require feedback from all prospective bidder for the reason that most number of prospective bidder who attended the pre-bid conference does not secure bid documents or submit their bids	-BAC, BAC Secretariat, Procurement Management Service, BAC-TWG, End-Users	Whole year	-Bid Documents, PR
3.c	Average number of bidders who passed eligibility stage	-Review the procurement requirements and require feedback from all prospective bidder for the reason that most number of prospective bidder who attended the pre-bid conference does not secure bid documents or submit their bids	-BAC, BAC Secretariat, Procurement Management Service, BAC-TWG, End-Users	Whole year	-Bid Documents, PR
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.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	- Review all procurement timelines - Remind all end-user to submit all PR's for competitive bidding as early as the 1st semester of the year to meet the procurement timeline	-BAC, BAC Secretariat, Procurement Management Service, End-Users	1st Semester	-APP, PPMP, PR
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				

