

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Period: JANUARY- DECEMBER 2021

Name of Agency: MARINA RO VII

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 Conduct competitive bidding on supplies over P500,000.00-P999,999.00 after said supplies that are not available in PS-DBM	BAC Sec, BAC, Supply Officer, Accounting	2nd to 4th quarter	Meeting Area, coordination, refreshment, office supplies -PR/APR, ABC
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Review all procurement activities Increase the quantity of the usual competitive bidding	BAC Sec, BAC, Supply Officer	2nd to 4th quarter	Meeting Area, coordination, refreshment, office supplies -PR/APR, RIS summary
2.a	Percentage of shopping contracts in terms of amount of total procurement	N/A			
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Assess all completed procurement activities	BAC Sec, BAC	2nd to 4th quarter	Meeting Area, coordination, refreshment, office supplies -ABC, PO
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				
3.b	Average number of bidders who submitted bids				
3.c	Average number of bidders who passed eligibility stage				
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)	Reconstruction of Bids and Awards Committee/ Renewal/ Assess and Update Trainings or Workshops	BAC Sec, BAC	April- May	Meeting Area, coordination, refreshment, office supplies

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	Request for creation of MARINA Regional Office VII website from Central Office	Procuring Entity, BAC Chairman, Head of Office	April- December	Meeting area, Manpower, Budget
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	Review the timeline Plan, Organize, and Execute on or before target	BAC Sec	July- August	coordination meeting with BAC members, meeting area, refreshment, summary of completed procurement activities
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				

9.b	Percentage of participation of procurement staff in procurement management for performance objectives program	Re-assess the training needs Conduct up to date trainings and workshops	BAC Sec, BAC, Procuring Entity, Accounting	July- September	coordination meeting with BAC members, meeting area, refreshment, budget
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	Review payment terms Comply to the maximum duration of processing payments	Accounting	April- June	budget
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	Review for creation Conduct Internal Audit of procurement process	BAC	October- November	Office order
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	Review for the creation of inter-office complaints system/ procedure	BAC	October- November	Office order
16.a	Agency has a specific anti-corruption program/s related to procurement	Re-visit the "No gift policy" Discuss the legal and administrative penalties of RA 9184 and its IRR	BAC Chariman, BAC Sec, BAC, TWG, Procuring Entity.	October- November	Conference area, Office order, refreshment