

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: MARINA RO VII

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	To conduct competitive bidding on supplies over P500,000.00-P999,999.00 after said supplies that are not available in PS-DBM	BAC Sec	April- June	Meeting Area, coordination, refreshment, office supplies
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	N/A			
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	N/A			
2.c	Percentage of direct contracting in terms of amount of total procurement	N/A			
2.d	Percentage of repeat order contracts in terms of amount of total procurement	N/A			
2.e	Compliance with Repeat Order procedures	N/A			
2.f	Compliance with Limited Source Bidding procedures	N/A			
3.a	Average number of entities who acquired bidding documents	To conduct awareness program to the bidder for their participation		April- June	Zoom meeting invitation
3.b	Average number of bidders who submitted bids	Review the submitted bids		April- June	Meeting area, refreshment
3.c	Average number of bidders who passed eligibility stage	Review and check the eligibility requirement		April- June	Meeting area, refreshment
3.d	Sufficiency of period to prepare bids	Adhere to timetable in preparing		April- June	Meeting area, refreshment
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Review technical and specification requirements		April- June	Meeting area, refreshment
4.a	Creation of Bids and Awards Committee(s)	Re-visit the composition of BAC		April- May	Meeting area
4.b	Presence of a BAC Secretariat or Procurement Unit	Re-visit the composition of BAC Sec		April- May	Meeting area



5.a	An approved APP that includes all types of procurement	Recheck the APP that includes all types of procurement whether Non-CSE or CSE		April- June	Meeting area, refreshment, approved APP
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	Prepare on time report	Supply officer	April- November	Coordination with other section, computer, office supplies, refreshment
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Review for compliance on green specification	BAC	April- June	Coordination with other section, computer, office supplies, refreshment
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Re-visit the timeline in posting	BAC Sec	April- June	Coordination with other section, computer, office supplies, refreshment
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Re-visit the timeline on contract award	BAC Sec	April- June	Coordination with other section, computer, office supplies, refreshment
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Re-visit the process on alternative method	BAC Sec	April- June	Coordination with other section, computer, office supplies, refreshment
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Creation of Regional Office VII website	Procuring Entity	April- December	Budget
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Review and apply up to date format	BAC Sec	April- June	computer, internet connection
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Compare contracts signed VS approved APP	BAC Sec	April- June	Meeting area, approved APPs, consolidated signed contracts, refreshment
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Re-visit the competitive bidding process	BAC Sec	April- June	Meeting area, consolidated contracts signed and IAR report
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Review the timeline	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	Re-visit the timeline	BAC Sec	July- August	coordination meeting with BAC members, meeting area, refreshment, summary of completed procurement activities
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Re-assess if applicable	BAC Sec	July- August	coordination meeting with BAC members, meeting area, refreshment
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	Re-assess if applicable	BAC Sec	July- August	coordination meeting with BAC members, meeting area, refreshment
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Re-assess the performance	BAC	July- August	coordination meeting with BAC members, meeting area, refreshment
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Re-assess the training needs	BAC Sec	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	Review the compliance for the open dialogue with suppliers	BAC Sec	July- September	Zoom meeting invitation, venue, refreshment
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Re-visit the system for enhancement	BAC Sec	July- September	coordination meeting with BAC members, meeting area, refreshment
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Re-visit the process of keeping records	BAC Sec	October- November	coordination meeting with BAC members, meeting area, refreshment
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	Re-visit the standards of procedures	BAC Sec	October- November	coordination meeting with BAC members, meeting area, refreshment
12.b	Timely Payment of Procurement Contracts	Review payment terms	Accounting	April- June	budget
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Re-visit for compliance	BAC Sec	October- November	coordination meeting with BAC members, meeting area, refreshment
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Review for creation	BAC	October- November	Office order
14.b	Audit Reports on procurement related transactions	Review for compliance	BAC	October- November	coordination meeting with BAC members, meeting area, refreshment
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	BAC	October- November	Office order
16.a	Agency has a specific anti-corruption program/s related to procurement	Re-visit the "No gift policy"	BAC	October- November	Office order

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