

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: Department of the Interior and Local Government

Period: CY 2019

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	Agency to employ necessary effort to combine related procurements into one procurement activity to be conducted via public bidding, if applicable	BAC and BAC Secretariat	Quarterly	
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Agency to employ necessary effort to combine related procurements into one procurement activity to be conducted via public bidding, if applicable	BAC and BAC Secretariat	Quarterly	
2.a	Percentage of shopping contracts in terms of amount of total procurement	Agency to strictly observe and continuously comply with the provisions of RA 9184	BAC and BAC Secretariat	Quarterly	
2.b	Percentage of negotiated contracts in terms of amount of total procurement				
2.c	Percentage of direct contracting in terms of amount of total procurement	Agency will utilize direct contracting only to services or goods that are applicable to direct contracting (i.e. Electricity, Cagelco, PLDT)	BAC and BAC Secretariat	Quarterly	
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)	Members of the BAC to maximized learning opportunities such as trainings and other professionalization programs	HOPE, BAC and BAC Secretariat	as need arises	
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	Agency to adopt green specification for GPPB identified non CSE items on procurement activities	BAC and BAC Secretariat	Quarterly	
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	Agency to ensure that bid opportunities by method of procurement for goods, for civil works and for consulting services is posted at the Phil-GEPS website	BAC and BAC Secretariat	4th Quarter 2019	
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	Agency to ensure submission of Procurement Monitoring Reports using the GPPB-prescribed format to GPPB and posting in agency website	BAC Secretariat and GSS	Semestral	
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	Agency to ensure compliance with the thresholds prescribed for procurement activities and observed effective and responsive procurement planning to monitor timely delivery of goods, works and services	BAC, BAC Secretariat and GSS	Quarterly	
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	Members of the BAC to maximized learning opportunities such as trainings and other professionalization programs	FAD, BAC and BAC Secretariat	4th Quarter 2019	
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				

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