

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: SDO Catanduanes

Period: January - December 2024

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 and Evaluate APP/Ppmp an Consolidate the Items per quarter and lump same Items as one procurement activity for competitive bidding	BAC Members, Secretariat and TWG	Every second month of quarter	Office Supplies, laptop, internet connectivity
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Invite other bidders to join. Aside from posting at the website and conspicuous places, BAC shall send letters to other prospective bidders.	BAC Secretariat	During the pre-procurement	Office Supplies, laptop, internet connectivity
2.a	Percentage of shopping contracts in terms of amount of total procurement	Review and Evaluate APP/Ppmp an Consolidate the Items per quarter and lump same Items as one procurement activity for competitive bidding	BAC Secretariat	Every second month of quarter	Office Supplies, laptop, internet connectivity
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Review and Evaluate APP/Ppmp an Consolidate the Items per quarter and lump same Items as one procurement activity for competitive bidding	BAC Secretariat	Every second month of quarter	Office Supplies, laptop, internet connectivity
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	Invite bidders by sending letters	BAC Members, Secretariat	During the pre-procurement	Supplies, Food
3.b	Average number of bidders who submitted bids	Invite bidders by sending letters	BAC Members, Secretariat	During the pre-procurement	Supplies, Food
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)				
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			
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	require all BAC Members, Secretariat and TWG to attend procurement training and/or professionalization program	BAC Members, Secretariat and TWG	year round
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	Crafting of policies and guidelines in quality control, inspection, supervision of works and evaluation of performance of contractor and assign persons involved.	BAC	laptop, supplies

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				