

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Provincial Government of CatanduanesPeriod: 2020

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	Target to attain acceptable rating.	BAC	January-December 2021	N/A
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Target to attain satisfactory rating.	BAC	January-December 2021	N/A
2.a	Percentage of shopping contracts in terms of amount of total procurement	Target to attain acceptable rating.	BAC	January-December 2021	N/A
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Target to attain acceptable rating.	BAC	January-December 2021	N/A
2.c	Percentage of direct contracting in terms of amount of total procurement	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
2.e	Compliance with Repeat Order procedures	Status Quo	BAC	January-December 2021	N/A
2.f	Compliance with Limited Source Bidding procedures	Status Quo	BAC	January-December 2021	N/A
3.a	Average number of entities who acquired bidding documents	Target to attain acceptable rating.	BAC	January-December 2021	N/A
3.b	Average number of bidders who submitted bids	Target to attain acceptable rating.	BAC	January-December 2021	N/A
3.c	Average number of bidders who passed eligibility stage	Target to attain acceptable rating.	BAC	January-December 2021	N/A
3.d	Sufficiency of period to prepare bids	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
4.a	Creation of Bids and Awards Committee(s)	Target to attain acceptable rating.	BAC	January-December 2021	N/A
4.b	Presence of a BAC Secretariat or Procurement Unit	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A

5.a	An approved APP that includes all types of procurement	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
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	BAC requested exemption from GPPB through a resolution for Common-Use Supplies and Equipment (APP-CSE) from procurement service.	BAC	January-December 2021	N/A
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Target to attain acceptable rating.	BAC	January-December 2021	N/A
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	No Purchase Request for consultancy services was receive by the BAC-PMO during the rating period.	BAC	January-December 2021	N/A
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Target to attain acceptable rating.	BAC	January-December 2021	N/A
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A

11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
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	Target to attain very satisfactory/compliant rating.	BAC	January-December 2021	N/A
12.b	Timely Payment of Procurement Contracts	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
14.b	Audit Reports on procurement related transactions	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Target to attain acceptable rating/No protest has been lodge during rating period.	BAC	January-December 2021	N/A
16.a	Agency has a specific anti-corruption program/s related to procurement	Maintain the rating for the next rating period.	BAC	January-December 2021	N/A