

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: National Irrigation Administration- Central Office

Period: 01/01/18 to 08/30/18

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	Further and detailed determination of the Approved Budget of the Contract for each project to be bid.	End-user units, BAC Secretariat, BAC	1st Quarter / upon preparation of Purchase Requests of the end-user unit	Trained manpower who are equipped to determine the appropriate ABC
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Further and detailed evaluation of the Annual Procurement Plan to conduct early procurement of requests thru Public / Competitive Bidding.	End-user units, BAC Secretariat, BAC	1st Quarter	Trained manpower and proactive BAC Secretariat
2.a	Percentage of shopping contracts in terms of amount of total procurement	n/a	n/a	n/a	n/a
2.b	Percentage of negotiated contracts in terms of amount of total procurement	n/a	n/a	n/a	n/a
2.c	Percentage of direct contracting in terms of amount of total procurement	n/a	n/a	n/a	n/a
2.d	Percentage of repeat order contracts in terms of amount of total procurement	n/a	n/a	n/a	n/a
2.e	Compliance with Repeat Order procedures	n/a	n/a	n/a	n/a
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a	n/a	n/a
3.a	Average number of entities who acquired bidding documents	11	BAC-A Secretariat	From Advertisement to Opening of Bids	Bid Documents, Technical Specifications and Plans
3.b	Average number of bidders who submitted bids	6	BAC-A Secretariat	From Advertisement to Opening of Bids	Eligibility Documents, Technical & Financial Docs.
3.c	Average number of bidders who passed eligibility stage	3	BAC-A Members	Up to the last documents submitted	Eligibility Documents, Technical & Financial Docs.
3.d	Sufficiency of period to prepare bids	From Advertisement to Opening of Bids	Prospective Bidders	From Advertisement to Opening of Bids	Eligibility Documents, Technical & Financial Docs.
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Procurement Documents hard and electronic copies are secured in the BAC-A Office designated filing cabinets and computers	BAC-A Secretariat	10-15 years	BAC-A Office with Cabinets and Computers
4.a	Creation of Bids and Awards Committee(s)	Office Memorandum Circular No. 63 series 2018	Head of Procuring Entity (HOPE)	1-Year	Approved hard copies of Office Memorandum Circular No. 63 series 2018
4.b	Presence of a BAC Secretariat or Procurement Unit	Office Memorandum Circular No. 63 series 2018	Head of Procuring Entity (HOPE)	1-Year	BAC-A Chairman

5.a	An approved APP that includes all types of procurement	Approved consolidated APP's	Procurement Division	1-Year	HOPE
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	n/a	n/a	n/a	n/a
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	n/a	n/a	n/a	n/a
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100%	BAC-A Secretariat	w/in 2 days upon completion of each activity	approved documents
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	80%	BAC-A Secretariat	w/in 2 days upon completion of each activity	approved notice of award with date of received by the winning bidder
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	n/a	n/a	n/a	n/a
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Up to notice to proceed with date received by the winning bidder	BAC-A Secretariat	until notice to proceed was received with date by the winning bidder	approved notice to proceed with receiving copy
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Prepared PMR for approval by the HOPE	BAC-A Secretariat	submitted to GPPB every 14 cal. days after the end of each semester	approved procurement monitoring report
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	90%	Head of Procuring Entity (HOPE)	7 calendar days	contract agreements
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	10 projects	Head of Procuring Entity (HOPE)	7 calendar days	contract agreements
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	90%	BAC-A Members	7 calendar days	contract agreements
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	90%	BAC-A Members	7 calendar days	contract agreements
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	100%	BAC-A Members	7 calendar days	contract agreements
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Public Procurement Specialist Certification Course given to BAC members, BAC Sec. members, procurement section personnel	BAC, BAC Sec., Procurement Section Personnel	Levels 1-3 of program are conducted in one year	Budget for training, invitation from GPPB, UPNEC
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Public Procurement Specialist Certification Course given to BAC members, BAC Sec. members, procurement section personnel	BAC, BAC Sec., Procurement Section Personnel	Levels 1-3 of program are conducted in one year	Budget for training, invitation from GPPB, UPNEC
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Conduct of a Suppliers' Forum	PPD-AD	4th qtr of CY 2018	Budget for the forum
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Continuous utilization of existing Document Scanner with archiving system.	BAC Secretariat	upon completion of a contract	Document Scanner with archiving system and filing cabinets for the documents.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Continuous utilization of existing Document Scanner with archiving system.	BAC Secretariat	upon completion of a contract	Document Scanner with archiving system and filing cabinets for the documents.

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	Establishment of an automated system of Client/Suppliers' Feedback forms for the prompt and appropriate evaluation of their performance.	MID Personnel, Property Section	FY 2019	Client/Suppliers' Feedback System
12.b	Timely Payment of Procurement Contracts	Maintain the maximum duration of processing of payment	Procurement Section, Accounting Division and DAAFS	within 10 days upon completion of required documents	Manpower DV automated system
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	Internal Audit Representatives are invited in stages of procurement.	BAC, BAC Sec., IAS	FY 2018	Invitation to IAS reps.
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				