

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Department of Environment and Natural Resources-Central Office

Period: JANUARY - DECEMBER 2022

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	increase the total amount contracts awarded by having more contracts for the procurement of goods and services, civil works and consulting services through competitive bidding.	End-users/BAC Members/Secretariat/ Procurement Staff	CY 2022	To be identified later
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	increase the number of procurement activities through competitive bidding, PS-DBM and from Agency-to-Agency agreement pursuant to Sec. 53.5 of revised IRR of RA 9184.	End-users/BAC Members/Secretariat/ Procurement Staff	CY 2022	To be identified later
2.a	Percentage of shopping contracts in terms of amount of total procurement	decrease the amount of contracts awarded through Shopping and constantly abide competitive bidding (Article IV, Sec. 10, revised IRR of R.A. 9184).	End-users/BAC Members/Secretariat/ Procurement Staff	CY 2022	To be identified later
2.b	Percentage of negotiated contracts in terms of amount of total procurement	decrease the amount of contracts awarded through negotiation and constantly abide competitive bidding (Article IV, Sec. 10, revised IRR of R.A. 9184).	End-users/BAC Members/Secretariat/ Procurement Staff	CY 2022	To be identified later
2.c	Percentage of direct contracting in terms of amount of total procurement	reduce the used of alternative modes of procurement, Direct Contracting, in order to increase the percentage rating.	End-users/BAC Members/Secretariat/ Procurement Staff	CY 2022	To be identified later
2.d	Percentage of repeat order contracts in terms of amount of total procurement	decrease the amount of contracts awarded through Repeat Order and constantly abide competitive bidding (Article IV, Sec. 10, revised IRR of R.A. 9184).			
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	increase the number of entities who acquire bidding docs by regularly encouraging interested bidders to acquire, submit bidding documents and to participate in the competitive bidding apart from indicating intent in the PhilGEPS' Document Request List.	End-users/BAC Members/Secretariat	CY 2022	To be identified later
3.b	Average number of bidders who submitted bids	increase the number of bidders by inviting more interested bidders to participate in the competitive bidding and deligently inform them to submit bids within the prescribed period of closing date & time, in order to equate with the numbers of contracts awarded as to the number of procurement activities and number of bidders who submitted bids.	End-users/BAC Members/Secretariat	CY 2022	To be identified later
3.c	Average number of bidders who passed eligibility stage	increase the number of bidders by inviting more qualified bidders and constant orientation to submit/present the required documents in order to pass the eligibility stage.	End-users/BAC Members/Secretariat	CY 2022	To be identified later
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.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	increase the number of contracts awarded to equate the number of procurement projects through competitive bidding by possibly evading failure of bidding and other alternative mode of procurement.	End-users/BAC Members/Secretariat	CY 2022	To be identified later
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	Encourage and provide the HOPE, BAC members, End-user Units and Procurement staff trainings and updates regarding R.A. 9184 in coordination with Human Resource Office	End-users/BAC Members/Secretariat/ Procurement Staff/TWG/HRD	CY 2022	To be identified later

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	provide end-users a form for external service provider performance evaluation to assess its performance	End-user/ Procurement Staff	CY 2022	To be identified later
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				