

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Presidential Commission for the Urban Poor

Period: August 2018

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Information Dissemination and Monitoring	BAC/ BAC Secretariat	Monthly Report	Meeting Expense
1b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Information Dissemination and Monitoring	BAC/ BAC Secretariat	Monthly Report	Office Supplies
2a	Percentage of shopping contracts in terms of amount of total procurement	Monitoring	BAC Secretariat/ Supply/ Procurement Unit	Monthly Report	Office Supplies
2b	Percentage of renegotiated contracts in terms of amount of total procurement	Monitoring	BAC Secretariat/ Supply/ Procurement Unit	Monthly Report	
2c	Percentage of direct contracting in terms of amount of total procurement	Monitoring	BAC Secretariat/ Supply/ Procurement Unit		
2d	Percentage of repeat order contracts in terms of amount of total procurement				
2e	Compliance with Repeat Order procedures				
2f	Compliance with Limited Source Bidding procedures				
3a	Average number of entities who acquired bidding documents	Monitoring	BAC Secretariat	Monthly	
3b	Average number of bidders who submitted bids	Monitoring	BAC Secretariat	Monthly	
3c	Average number of bidders who passed eligibility stage	Monitoring	BAC Secretariat	Monthly	
3d	Sufficiency of period to prepare bids				
3e	Use of proper and effective procurement documentation and technical specifications/requirements				
4a	Creation of Bids and Awards Committee(s)				
4b	Presence of a BAC Secretariat or Procurement Unit				

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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	Conduct research and consultation			
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Posting of Bid Opportunities	BAC/ All Divisions/ Units	Month of October	
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Posting all information within prescribed period	BAC/ BAC Secretariat	Everytime it is required	
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Posting of all contract awards	BAC/ BAC Secretariat	Everytime it is required	
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	Strict compliance to submission of monitoring reports	BAC/ BAC Secretariat		
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	Monitoring	BAC/ BAC Secretariat	Monthly	
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	Compliance	BAC/ Procurement Unit		
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				

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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.	Conduct of Training/ Workshop	BAC/ BAC Secretariat/ All Division/ Units	November	
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.	Creating Internal Audit Unit	HOPE	August 2018	
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	Conduct of training	BAC/ BAC Secretariat/ End-User		
16.a	Agency has a specific anti-corruption program/s related to procurement	Conduct consultation with all division/ units to develop their programs in coordination with GPPB	BAC/ BAC Secretariat/ All Division/ Units		

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1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Information Dissemination and Monitoring	BAC/ BAC Secretariat	Monthly Report	Office Supplies
2.a	Percentage of shopping contracts in terms of amount of total procurement	Monitoring	BAC Secretariat/ Supply/ Procurement Unit	Monthly Report	Office Supplies
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Monitoring	BAC Secretariat/ Supply/ Procurement Unit	Monthly Report	
2.c	Percentage of direct contracting in terms of amount of total procurement	Monitoring	BAC Secretariat/ Supply/ Procurement Unit		
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	Monitoring	BAC Secretariat	Monthly	
3.b	Average number of bidders who submitted bids	Monitoring	BAC Secretariat	Monthly	
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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 Committees(s)				
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5.a	An approved APP that includes all types of procurement					
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6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Posting of all contract awards	BAC/ BAC Secretariat			
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost					
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16.a	Agency has a specific anti-corruption program/s related to procurement	Conduct consultation with all division/ units to develop their programs in coordination with GPPS	BAC/ BAC Secretariat/ All Division/ Units		

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