

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: **DEPARTMENT OF SCIENCE AND TECHNOLOGY - RO XIII (GARAGA)**

Period: **CY 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	Conduct strategic planning and ensure that the timeliness in the APP are being followed to prevent failure of bidding.	Management Committee; BAC; End-user Units	3rd Quarter of CY 2021	<ul style="list-style-type: none"> • Annual Procurement Plan • Project Proposal • Terms of Reference • Purchase Request • Line-in Budget
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Reiterate the importance of competitiveness in procuring government projects. All end-user units must know that public bidding is the primary mode of procurement in the government.	BAC; End-user Units	2nd Semester of CY 2021	<ul style="list-style-type: none"> • Trainings and info dissemination
2.a	Percentage of shopping contracts in terms of amount of total procurement	Review the procedures on Alternative Method of Procurement - Shopping 52.1 (b). Improve procurement planning.	BAC; End-user Units	2nd Semester of CY 2021	RA 9184 Handbook
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Review the procedures on negotiated contracts. Improve procurement planning.	BAC; End-user Units	2nd Semester of CY 2021	RA 9184 Handbook
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 suppliers to a pre-procurement conference to increase the number of entities who will acquire bidding documents.	BAC Secretariat	2nd Semester of CY 2021	Masterlist of Accredited Suppliers
3.b	Average number of bidders who submitted bids	End user units must be able to identify potential bidders specifically in the conduct of market study.	BAC; End-user Units	2nd Semester of CY 2021	practice of Pre Canvassing
3.c	Average number of bidders who passed eligibility stage	The Checklist of Eligibility of Requirements must be discussed thoroughly in the conduct of the Pre-Bid Conference.	BAC	2nd Semester of CY 2021	Philippine Bidding Documents
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.	The BAC must see to it that the primary mode of procurement is public bidding.	BAC: End-user Units; Planning Unit	3rd Quarter of CY 2021	Procurement Planning Seminar
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	Have the procurement staff sent to training/s relevant to RA 9184.	Management Committee; ARD-FAS	4th Quarter of CY 2021	Training on RA 9184
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	Hire a staff and assign to the BAC Secretariat.	Management Committee; HOPE	3rd Quarter of CY 2021	
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				
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	Include the internal audit team to perform specialized procurement audits.	Management Committee; Internal ISO Auditors	3rd Quarter of CY 2021	Training on RA 9184
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	Add a window for procurement complaints at the DOST website.	ICT Unit; Procurement Unit	3rd Quarter of CY 2021	Website
16.a	Agency has a specific anti-corruption program/s related to procurement				