

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: **BUREAU OF CORRECTIONS - NHQ/NBP/CIW**

Period: **Jan-Dec 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	*Conduct Strategic Planning and ensure that the timelines in the APP are followed to prevent fund transfer and failure of bids *Request end-user to submit on time their Purchase Request	End User, BAC, Bac Secretariat, HOPE	First Quarter of the year	Approved PPMP, APP
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	*To request end-user to submit on time on their Purchase Request *To follow guidelines on procurement procedures and timelines based on Revised IRR of RA 9184 *To prepare additional guidelines, if necessary, for effectiveness of the procurement	End-User, Bac Secretariat, BAC Members and HOPE	First Quarter of the year, within the procurement timeline	Approved PPMP, APP, GPPB, Revised IRR of RA 9184
2.a	Percentage of shopping contracts in terms of amount of total procurement				
2.b	Percentage of negotiated contracts in terms of amount of total procurement	*Review procedures on procurement of Negotiated projects *Conduct strategic Planning and ensure that the timelines in the APP are followed to prevent fund transfer and failure of bids	End User, BAC, Bac Secretariat, HOPE	First Quarter of the year, within the procurement timeline	Approved APP
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	* Posting of ITB/RFQ in the PhilGEPS and BuCor Website * Encourage more bidders to join by sending ITB/RFQ, thru email, to qualified suppliers	BAC Secretariat, TWG and Prospective Bidders	During advertisement and before conduct of eligibility stage	PhilGEPS, BuCor Website, Email/s
3.b	Average number of bidders who submitted bids	* Posting of ITB/RFQ in the PhilGEPS and BuCor Website * Encourage more bidders to join by sending ITB/RFQ, thru email, to qualified suppliers	BAC Secretariat, TWG and Prospective Bidders	During advertisement and before conduct of eligibility stage	PhilGEPS, BuCor Website, Email/s
3.c	Average number of bidders who passed eligibility stage	* Posting of ITB/RFQ in the PhilGEPS and BuCor Website * Encourage bidders to check carefully thier documents before submission	BAC Secretariat, TWG and Prospective Bidders	During advertisement and before conduct of eligibility stage	PhilGEPS, BuCor Website, Email/s
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	*Encourage end-user to request for items that qualify with the Green Specifications and to procure more items that are environmentally friendly. *Orient the End-user and BAC on the impact of compliance with green specifications to the agency's performance	End-user, Bac Secretariat, BAC Members and HOPE	Annually and/or before preparing end-user's PPMP and Purchase Request	Revised IRR of RA 9184, Issuance of a Memorandum pertaining to apply specifications on green procurement
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	*Conducts supplier's forum, intensive monitoring of procurement activities and maximum required timelines * Full consideration of inputs in the next procurement planning	TWG, BAC Secretariat and BAC Members	Quarterly and/or as the need arises	Approved PPMP, APP, GPPB, Revised IRR of RA 9184
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	*Conduct annual strategic planning involving end-user, TWG, PMO in the preparation of the technical specifications attached to the PPMP	End-user/PMO, BAC Secretariat, BAC Members	Annually and/or before advertisement	Approved PPMP, APP, GPPB, Revised IRR of RA 9184
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 attending trainings and seminars workshop	Budget office, Accounting office, End-users, TWG, BAC Secretariat, BAC Members and HOPE	First Quarter of the year and/or as the need arises	BuCor's based on approved Budget/Fund
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				
12.b	Timely Payment of Procurement Contracts				
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Use of all forms of communications to encourage observers the importance of their attendance	Bac Secretariat, BAC Members and HOPE	Eligibility Checking, Shortlisting, Pre-bid Conference, Preliminary Examination of Bids, Bid Evaluation, and post-qualification and/or as the need arises	Travel Expenses for Observers to be invited
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	*Suggest to the HoPE the creation of IAU *To conduct audit on procurement system and transactions	End-users, TWG, BAC Secretariat, BAC Members, HOPE and COA	As the need arises	Approved PPMP, APP, PMR and BAC Reports
14.b	Audit Reports on procurement related transactions	*Special Order for the creation of an Internal Audit Unit *To follow GPPB Guidelines and based on Revised IRR of RA 9184	End-users, TWG, BAC Secretariat, BAC Members, HOPE and COA	As the need arises	Approved PPMP, APP, PMR and BAC Reports
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				