

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Bureau of Internal Revenue Region No. 12, Bacolod CityPeriod: Calendar Year 2017

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	To increase procurement amount on competitive and limited source biddings	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	To increase the volume of total procurement on competitive and limited source biddings	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
2.a	Percentage of shopping contracts in terms of amount of total procurement	To decrease procurement amount on shopping and resort to public bidding	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
2.b	Percentage of negotiated contracts in terms of amount of total procurement	To decrease procurement on negotiated contracts and increase participation of more bidders	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
2.c	Percentage of direct contracting in terms of amount of total procurement	To minimize procurement on direct contracting and maximize public bidding	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
2.d	Percentage of repeat order contracts in terms of amount of total procurement	To minimize repeat order contracts and project more feasible amount of total procurement	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
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	Massive information dissemination to suppliers/ prospective bidders and longer period of advertisement for the bidding project	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
3.b	Average number of bidders who submitted bids	Massive information dissemination to suppliers/ prospective bidders and longer period of advertisement for the bidding project	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
3.c	Average number of bidders who passed eligibility stage	Massive information dissemination to suppliers/ prospective bidders and longer period of advertisement for the bidding project	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
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	100% compliance on posting of bid opportunities to PhilGEPS	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
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				
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	100% awarding of contracts within the prescribed procuring period	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
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	To increase participation of procurement staff in procurement trainings/professionalization programs	RBAC, AHRMD	CY 2018	MOOE, Capital Outlay
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				
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				