

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: DENR REGIONAL OFFICE NO. 1

Period: CY 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	<p>Conduct strategic planning workshop/assessment and ensure that the Project Procurement Management Plan is in accordance with the guidelines of RA 9184, with emphasis to the End-Users that the general requirement in procurement is Public Bidding.</p> <p>Detailed review of the bidding documents and systematic market study/research to avoid failure of bidding and resort to alternative mode of procurement.</p>	RBAC / Secretariat / Procurement Section / End-User	2nd Semester 2023	Authority to conduct the strategic planning workshop/assessment, records such as PPMP, APP, Revised IRR of RA 9184, DENR, DBM, COA and GPPB Issuances and funding source to defray expenses for the activity.
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	<p>Conduct strategic planning workshop/assessment and ensure that the Project Procurement Management Plan is in accordance with the guidelines of RA 9184, with emphasis to the End-Users that the general requirement in procurement is Public Bidding.</p> <p>Detailed review of the bidding documents and systematic market study/research to avoid failure of bidding and resort to alternative mode of procurement.</p>	RBAC / Secretariat / Procurement Section / End-User	2nd Semester 2023	Authority to conduct the strategic planning workshop/assessment, records such as PPMP, APP, Revised IRR of RA 9184, DENR, DBM, COA and GPPB Issuances and funding source to defray expenses for the activity.
2.a	Percentage of shopping contracts in terms of amount of total procurement	<p>Conduct strategic planning workshop/assessment and ensure that the Project Procurement Management Plan is in accordance with the guidelines of RA 9184, with emphasis to the End-Users that the general requirement in procurement is Public Bidding.</p> <p>Detailed review of the bidding documents and systematic market study/research to avoid failure of bidding and resort to alternative mode of procurement.</p>	RBAC / Secretariat / Procurement Section / End-User	2nd Semester 2023	Authority to conduct the strategic planning workshop/assessment, records such as PPMP, APP, Revised IRR of RA 9184, DENR, DBM, COA and GPPB Issuances and funding source to defray expenses for the activity.
2.b	Percentage of negotiated contracts in terms of amount of total procurement	<p>Conduct strategic planning workshop/assessment and ensure that the Project Procurement Management Plan is in accordance with the guidelines of RA 9184, with emphasis to the End-Users that the general requirement in procurement is Public Bidding.</p> <p>Detailed review of the bidding documents and systematic market study/research to avoid failure of bidding and resort to alternative mode of procurement.</p>	RBAC / Secretariat / Procurement Section / End-User	2nd Semester 2023	Authority to conduct the strategic planning workshop/assessment, records such as PPMP, APP, Revised IRR of RA 9184, DENR, DBM, COA and GPPB Issuances and funding source to defray expenses for the activity.

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2.c	Percentage of direct contracting in terms of amount of total procurement	<p>Conduct strategic planning workshop/assessment and ensure that the Project Procurement Management Plan is in accordance with the guidelines of RA 9184, with emphasis to the End-Users that the general requirement in procurement is Public Bidding.</p> <p>Detailed review of the bidding documents and systematic market study/research to avoid failure of bidding and resort to alternative mode of procurement.</p>	RBAC / Secretariat / Procurement Section / End-User	2nd Semester 2023	<p>Authority to conduct the strategic planning workshop/assessment, records such as PPMP, APP, Revised IRR of RA 9184, DENR, DBM, COA and GPPB Issuances and funding source to defray expenses for the activity.</p>
2.d	Percentage of repeat order contracts in terms of amount of total procurement	<p>Conduct strategic planning workshop/assessment and ensure that the Project Procurement Management Plan is in accordance with the guidelines of RA 9184, with emphasis to the End-Users that the general requirement in procurement is Public Bidding.</p> <p>Detailed review of the bidding documents and systematic market study/research to avoid failure of bidding and resort to alternative mode of procurement.</p>	RBAC / Secretariat / Procurement Section / End-User	2nd Semester 2023	<p>Authority to conduct the strategic planning workshop/assessment, records such as PPMP, APP, Revised IRR of RA 9184, DENR, DBM, COA and GPPB Issuances and funding source to defray expenses for the activity.</p>
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	<p>Invite prospective suppliers for a forum, dialogue and/or meetings to raise their level of awareness on the different procurement activities/projects of the DENR to ensure participation from the bidder</p>	RBAC Secretariat / Procurement Section/ End User	2nd Semester 2023	<p>Authority to conduct the forum, dialogue and/or meetings with prospective suppliers; records such as PPMP/APP, Revised IRR of RA 9184, DENR, DBM, COA and GPPB Issuances; and funding source to defray expenses for the activity.</p>
3.b	Average number of bidders who submitted bids	<p>Invite prospective suppliers for a forum, dialogue and/or meetings to raise their level of awareness on the different procurement activities/projects of the DENR to ensure participation from the bidder</p>	RBAC Secretariat / Procurement Section/ End User	2nd Semester 2023	<p>Authority to conduct the forum, dialogue and/or meetings with prospective suppliers; records such as PPMP/APP, Revised IRR of RA 9184, DENR, DBM, COA and GPPB Issuances; and funding source to defray expenses for the activity.</p>

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3.c	Average number of bidders who passed eligibility stage	Detailed presentation of the Technical and Financial requirements during the Pre-Bid Conference. Capacitate End-Users in crafting well defined Terms of Reference to avoid failure of bidding	RBAC Members/ RBAC Secretariat / Procurement Section/ End-User	2nd Semester 2023	Bidding documents; guidelines/issuances of DENR, GPBB, COA, DBM; Authority and funding source for capacity building.
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	To consolidate request of End-User and to post into one (1) bid opportunity at the PhilGEPS website	RBAC Secretariat / Procurement Section	2nd Semester 2023	PhilGEPS Website and Strong Internet Connection
6.b	Percentage of contract award information posted by the PhilGEPS registered Agency	To ensure the posting of award notice at the PhilGEPS website	RBAC Secretariat / Procurement Section	2nd Semester 2023	PhilGEPS Website and Strong Internet Connection
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	To consolidate request of End-User and to post into one (1) bid opportunity at the PhilGEPS website	RBAC Secretariat / Procurement Section	2nd Semester 2023	PhilGEPS Website and Strong Internet Connection
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				

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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	<p>Conduct strategic planning workshop/assessment and ensure that the Project Procurement Management Plan is in accordance with the guidelines of RA 9184, with emphasis to the End-Users that the general requirement in procurement is Public Bidding.</p> <p>Detailed review of the bidding documents and systematic market study/research to avoid failure of bidding and resort to alternative mode of procurement.</p>	RBAC / Secretariat / Procurement Section / End-User	2nd Semester 2023	Authority to conduct the strategic planning workshop/assessment, records such as PPMP, APP, Revised IRR of RA 9184, DENR, DBM, COA and GPPB Issuances and funding source to defray expenses for the activity.
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	To monitor the implementation and delivery of the awarded contracts	RBAC / Secretariat / Procurement Section / End-User	2nd Semester 2023	Bidding documents submitted by the winning supplier and other pertinent documents related to the awarded goods
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	To monitor the implementation and delivery of the awarded contracts	RBAC / Secretariat / Procurement Section / End-User	2nd Semester 2023	Bidding documents submitted by the winning supplier and other pertinent documents related to the awarded 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 conduct capacity building/training/re-orientation on the latest rules, regulations and policies related to RA 9184	HOPE /RBAC / Secretariat / Technical Working Group / Procurement Section / End-User	2nd Semester 2023	Funding source to defray expenses for the activity.
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				
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				

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