

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: DENR REGIONAL OFFICE NO. 1

Period: CY 2023

| 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 2024 | <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> |
| 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 2024 | <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.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 2024 | <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.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 2024 | <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> |

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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 2024 | <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 2024 | <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 2024 | <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 2024 | <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.<br><br>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 2024 | 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 2024 | 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 2024 | 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 2024 | 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 2024 | 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 2024 | 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   |  |   |                   |   |
| 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 2024 | 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                             |  |   |                   |   |
| 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 |  |   |                   |   |

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| 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  |  |  |  |  |

Prepared by:



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 RBAC Chairperson

Approved by:



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 Regional Executive Director  
 Head of Procuring Entity