

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: PHILIPPINE GUARANTEE CORPORATION

Period: 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	Procure at least 10% of amount of total procurement through competitive bidding and limited source bidding by consolidating small amounts of the similar projects	BAC	2021	-Funds, time and manpower to reconcile procurement plan
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Procure at least 10% of amount of total procurement through competitive bidding and limited source bidding by consolidating small amounts of the similar projects	BAC	2021	-Funds, time and manpower to reconcile procurement plan
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	Limit to 50% at most the use of Negotiated Procurement of the total procurement by using the Competitive Bidding.	BAC	2021	-Funds, time and manpower to reconcile procurement plan
2.c	Percentage of direct contracting in terms of amount of total procurement	Limit to 4% at most the use of Direct Contracting of the total procurement by using the Competitive Bidding.	BAC	2021	-Funds, time and manpower to reconcile procurement plan
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	Intensify our efforts to have an average of 3 bidders to acquire bidding documents for all procurements by sending the invitation to bid to prospective bidders on top of the usual posting.	BAC/BAC Secretariat/End-user	2021	- Data base of suppliers and manpower - Issuance of a BAC Resolution regarding the non-payment of bidding documents for those who have previously bought the bidding documents
3.b	Average number of bidders who submitted bids	Intensify our efforts to have an average of 2 bidders to submit bids for all procurements by sending invitation to bid to prospective bidders on top of the usual posting.	BAC/BAC Secretariat/End-user	2021	- Data base of suppliers and manpower - Issuance of a BAC Resolution regarding the non-payment of bidding documents for those who have previously bought the bidding documents
3.c	Average number of bidders who passed eligibility stage	Intensify our efforts to have an average of 1 bidder passed the eligibility stage for all procurements by sending invitation to bid to prospective bidders on top of the usual posting.	BAC/BAC Secretariat/End-user	2021	- Data base of suppliers and manpower - Issuance of a BAC Resolution regarding the non-payment of bidding documents for those who have previously bought the 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	Incorporate Green Specification in the preparation of Technical Specification	End User	2021	-Issuance of a Memorandum requiring green specifications in procurement activities
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.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	Intensify efforts to have contracts be signed for all procurements done through competitive bidding by sending invitation to bid to at least three (3) prospective bidders	BAC/BAC Secretariat/End-user	2021	- Data base of suppliers and manpower
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Set-up guidelines/parameters for the planning of procurement activities phase for the conduct of market research and/or analysis	Procurement Planning Division	2021	- PMP, staff/ manpower
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				
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	Set-up guidelines/parameters for the payment of Procurement Contracts	FAD	2021	Staff/Manpower/system
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				