

# Annex D

## PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: National Irrigation Administration - Central Office

Period: January 1 to Dec. 31, 2018

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	Further and detailed review of the determination of the Approved Budget of the Contract for each project to be bid. Require market study / analysis for each project costing	End-user units, BAC Secretariat, BAC	1st Quarter / upon preparation of Purchase Requests of the end-user unit	Trained manpower who are equipped to determine the appropriate ABC
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Further and detailed evaluation of the Annual Procurement Plan to conduct early procurement of requests thru Public / Competitive Bidding.	End-user units, BAC Secretariat, BAC	1st Quarter	Trained manpower and proactive BAC Secretariat
2.a	Percentage of shopping contracts in terms of amount of total procurement	Use other alternative methods of procurement	End-user units, BAC Secretariat, BAC	upon preparation of APP / PPMP and Purchase Requests of the end-user unit	Trained end-user/s as to the rules of alternative methods of procurement
2.b	Percentage of negotiated contracts in terms of amount of total procurement	n/a	n/a	n/a	n/a
2.c	Percentage of direct contracting in terms of amount of total procurement	Detailed review of existing equipment which has consumables being directly supplied by an exclusive distributor.	End-user units, Procurement Section	1st quarter	Database, records of lease contracts
2.d	Percentage of repeat order contracts in terms of amount of total procurement	n/a	n/a	n/a	n/a
2.e	Compliance with Repeat Order procedures	n/a	n/a	n/a	n/a
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a	n/a	n/a
3.a	Average number of entities who acquired bidding documents	24	BAC-A and BAC-B Secretariat	Issuance of Bidding documents period	Bid Distribution sheet
3.b	Average number of bidders who submitted bids	21	BAC-A and BAC-B Secretariat	Bid Opening	Bid Submission Sheet
3.c	Average number of bidders who passed eligibility stage	13	BAC-A and BAC-B Secretariat	Bid Evaluation Period	Bid Evaluation Report/s
3.d	Sufficiency of period to prepare bids	From Advertisement to Opening of Bids	Prospective Bidders	From Advertisement to Opening of Bids	Eligibility Documents, Technical & Financial Docs.
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Procurement Documents hard and electronic copies are secured in the BAC-A Office designated filing cabinets and computers	BAC-A Secretariat	10-15 years	BAC-A Office with Cabinets and Computers
4.a	Creation of Bids and Awards Committee(s)	Annual renewal/reconstitution of Bids and Awards Committee and BAC Secretariat	BAC Secretariat / HOPE	Annual	MC No. 48, S. 2018

4.b	Presence of a BAC Secretariat or Procurement Unit	Annual renewal/reconstitution of Bids and Awards Committee and BAC Secretariat	BAC Secretariat / HOPE	Annual	MC No. 48, S. 2018
5.a	An approved APP that includes all types of procurement	Capacity development for those directly handling the PPMP / APP preparation in the regional offices / IMOs	BAC Secretariat	1-Year	Training for PPMP / APP preparation
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	Review of the PS Price Catalogue	PS	1 year prior	consideration of the train law
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Adoption of green specifications	End-user units	upon preparation of PRs	Green Specifications list
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Compliance with the prescribed period of posting	BAC Secretariat	within the prescribed period	approved documents
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Compliance with the prescribed period of posting	BAC Secretariat	within the prescribed period	approved notice of award with date of received by the winning bidder
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Monitoring of contract awards procured through alternative methods of procurement	Procurement Section	4th qtr	Procurement Monitoring Report
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Maintenance and continuous updating of NIA website particularly regarding procurement activities	MID / BAC Secretariat	every posting of procurement activity	Website Posting Request
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Capacity development for those directly handling the PMR preparation in the regional offices / IMOs	BAC Secretariat (RO / IMOs)	Quarterly	Training for PMR Preparation
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Minimize failure of bidding	BAC Secretariat / BAC	Every conduct of Bidding	Competence of TWG and BAC Sec
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Strict compliance with the timeline	BAC Secretariat / BAC / TWG / end user units	minimum of 26 days	Competence of TWG / BAC Sec / BAC / end-user
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	Strict compliance with the timeline	BAC Secretariat / BAC / TWG / end user units	minimum of 26 days	Competence of TWG / BAC Sec / BAC / end-user
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Strict compliance with the timeline	BAC Secretariat / BAC / TWG / end user units	minimum of 26 days	Competence of TWG / BAC Sec / BAC / end-user
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	Strict compliance with the timeline	BAC Secretariat / BAC / TWG / end user units	minimum of 26 days	Competence of TWG / BAC Sec / BAC / end-user
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Submission of IPCRs	HRD	Semestral	ICPR
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Public Procurement Specialist Certification Course given to BAC members, BAC Sec. members, procurement section personnel	BAC, BAC Sec., Procurement Section Personnel	Levels 1-3 of program are conducted in one year	Budget for training, invitation from GPPB, UPNEC
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Conduct of a Suppliers' Forum	BAC - A Sec / PPD-AD	4th qtr of CY 2018	Budget for the forum

11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Continuous utilization of existing Document Scanner with archiving system.	BAC Secretariat	upon completion of a contract	Document Scanner with archiving system and filing cabinets for the documents.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Continuous utilization of existing Document Scanner with archiving system.	BAC Secretariat	upon completion of a contract	Document Scanner with archiving system and filing cabinets for the documents.
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	Establishment of an automized system of Client/Suppliers' Feedback forms for the prompt and appropriate evaluation of their performance.	MID Personnel, Property Section	FY 2019	Client/Suppliers' Feedback System
12.b	Timely Payment of Procurement Contracts	Maintain the maximum duration of processing of payment	Procurement Section, Accounting Division and DAAFS	within 10 days upon completion of required documents	Manpower DV automated system
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Invitation letters sent to observers to all stages of procurement	BAC Secretariat / BAC	5 days before the BAC meeting	Invitation letters
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Internal Audit Representatives are invited in stages of procurement.	BAC, BAC Sec., IAS	FY 2018	Invitation to IAS reps.
14.b	Audit Reports on procurement related transactions	Conduct of Internal Audit and Internal Quality Audit	IAS / IQA	by schedule	Audit Report
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Continuous checking of the Contact Us portion of the NIA Website	MID	daily	NIA Website
16.a	Agency has a specific anti-corruption program/s related to procurement	Training on RA 9184 and its Revised IRR - explaining the legal and administrative penalties for non-compliance with the RA	BAC SEC	by schedule	GPPB / Budget for training