

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: BUREAU OF JAIL MANAGEMENT AND PENOLOGY -NCR

Period: CY 2021

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	Percentage of competitive bidding should be higher than the limited source bidding in terms of amount of total procurement	Bids and Awards Committee	Earliest Possible Time as prescribed in the IRR	Annual Procurement Plan
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Percentage of competitive bidding should be greater than the limited source bidding in terms of volume of total procurement	Bids and Awards Committee	Earliest Possible Time as prescribed in the IRR	Annual Procurement Plan
2.a	Percentage of shopping contracts in terms of amount of total procurement	Percentage of shopping will be base on the amount which should not the theshold allowed in Annex "H" of the 2016 Revised IRR of RA9184	Bids and Awards Committee	Earliest Possible Time as prescribed in the IRR	Annual Procurement Plan
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Percentage of Negotiated Procurement will be limited to emergency cases when time is in the essence and immediate action is necessary	Bids and Awards Committee	Earliest Possible Time as prescribed in the IRR	Annual Procurement Plan
2.c	Percentage of direct contracting in terms of amount of total procurement	Percentage of direct contracting will be limited based on the specific items in terms of amount of total procurement	Bids and Awards Committee	Earliest Possible Time as prescribed in the IRR	Annual Procurement Plan
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Percentage of repeat order will only will based on the allowable percentage not exceeding 25% from the previous public bidding	Bids and Awards Committee	Earliest Possible Time as prescribed in the IRR	Public Bidding Results
2.e	Compliance with Repeat Order procedures	Repeat Order procedures will be based on the allowable amount and items not exceeding 25% of the original contract and within the prescribe period of within 6 months	Bids and Awards Committee	within 6 months from the award of previous contract	Public Bidding Results
2.f	Compliance with Limited Source Bidding procedures	Limited source bidding is based on specific needs and complying its procedures	Bids and Awards Committee	Earliest Possible Time as prescribed in the IRR	Specific Needs
3.a	Average number of entities who acquired bidding documents	Average number of entities who acquired bidding documents will be based on the eligible bidders who intend to participate the procurement at hand without limitation whoever wish to acquires.	Bids and Awards Committee	As per procurement	Invitation to Bid
3.b	Average number of bidders who submitted bids	Average number of bidders who submitted bids will depend on the types of procurement that was published in Phil-GEPS in a certain procurement	Bids and Awards Committee	As per procurement	Submitted Bid Proposal
3.c	Average number of bidders who passed eligibility stage	Average number of bidders who passed eligibility stage is 100%	Technical Working Group	As per procurement	Submitted Bid Documents
3.d	Sufficiency of period to prepare bids	Preparation of bids is sufficient in terms of time	Technical Working Group	As per procurement	BAC Activities
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Proper and effective procurement and technical specifications/requirements were used	Technical Working Group	As per procurement	TWG's Specs and documentations
4.a	Creation of Bids and Awards Committee(s)	The Bids and Awards Committee was created	Head of Procuring Entity	Annually	Letter Order signed by HOPE
4.b	Presence of a BAC Secretariat or Procurement Unit	BAC Secretariat is present in all BAC Activities	Head of Procuring Entity	Annually	BAC Schedule of Activities
5.a	An approved APP that includes all types of procurement	Approved APP that includes all types of procurement has been complied	BAC Secretariat	Annually	Approved APP

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	Preparation of APP-CSE and Procurement of Common-use Supplies and Equipment has been procured at the PS	BAC Secretariat	Annually	Agency Procurement Request to PS
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Existing Green Specifications for GPPB-identified Non-CSE items are Adopted	Technical Working Group	As per procurement	Green Specifications
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	All bid opportunities posted by the PhilGEPS-Registered Agency	BAC Secretariat	As per procurement	Phil-GEPS Posting and Publications
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	All contract award information posted by the PhilGEPS-registered Agency	BAC Secretariat	As per procurement	Phil-GEPS Posting and Publications
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	All contract awards procured through alternative methods will be posted by the PhilGEPS - registered Agency	BAC Secretariat	As per procurement	Phil-GEPS Posting and Publications
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Agency website provides up-to-date procurement information is present for easily accessible at no cost	BAC Secretariat	As per procurement	Agency Website
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Procurement Monitoring Report using the GPPB-prescribe format, will be submitted to GPPB ahead of time and posted the same in agency website	BAC Secretariat	Semestral submission	Data of Procurements Schedules
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	One hundred percents of the total amount of contracts will be signed within the assessment year against total amount in the approved APPs	Head of Procuring Entity	As per procurement	Signed Contracts in a year
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	One hundred percent of total number of contracts signed against total number of procurement projects done through competitive bidding	Head of Procuring Entity	As per procurement	Signed Contracts through Competitive Bidding
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Procurement activities will be achieved base on planned with the desired contract outcomes within the target timeframe.	BAC Secretariat	As per procurement	BAC Activities
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	One hundred percent of contracts awarded within prescribed period of action to procure goods	Head of Procuring Entity	As per procurement	Signed Contract for procurement of Goods
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	One hundred percent of contracts awarded within prescribed period of action to procure infrastructure projects	Head of Procuring Entity	As per procurement	Signed Contract for procurement of Infrastructure
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	One hundred percent of contracts awarded within prescribed period of action to procure consulting services	Head of Procuring Entity	As per procurement	Signed Contract for procurement of Consulting Services
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	The procuring entity has a system to evaluate the performance of procurement personnel on a regular basis	Head of Procuring Entity	Annually	Entity Procuring alua performance
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	One hundred percent of procurement staff will participate in procurement training and/or professionalization program	Head of Procuring Entity	Every semester	ATI ONogne Particip fo semester of Professionalization
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	The procuring entity has an open dialogue with private sector and ensures access to the procurement opprtunities of the procuring entity	Head of Procuring Entity	As per procurement	Sector Private c to
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	The BAC Secretariat has a system in keeping and maintaining procurement records	BAC Secretariat	As per procurement	SfSheemSecretariat Ha etariatBAC Serrr procurement BAC Records
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Implementing Units has and is implementing a system in keeping and maintaining complete and easily retrievable contract management records	BAC Secretariat	As per procurement	System A b maintaining

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	The agency has created a designed procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractor's performance	Technical Working Group	As per procurement	Control, Quality a supervision
12.b	Timely Payment of Procurement Contracts	The agency paying on time of all procurement contracts	Head of Procuring Entity	As per procurement	
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	The agency invites observers to attend in all stages of procurement as prescribed in the IRR	Bids and Awards Committee	As per procurement	
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	The agency has created the Internal Audit Unit that performs specialized procurement audits	Head of Procuring Entity	Annually	Internal Operation and Procurement
14.b	Audit Reports on procurement related transactions	Procurement related transaction has and audit reports	Head of Procuring Entity	As per procurement	
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	The Procuring Entity has the capacity to comply with procedural requirement through an efficient procurement complaints system	Head of Procuring Entity	As per procurement	Procurement Efficient complaints a has
16.a	Agency has a specific anti-corruption program/s related to procurement	Agency has created an specific anti-corruption program/s related to procurement	Head of Procuring Entity	As per procurement	











