

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: NATIONAL KIDNEY TRANSPLANT INSTITUTE

Period: YEAR 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	Use bidding as default mode of procurement	End-users/BAC	Jan-August 2019	PR, computer, approved budget,
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Use bidding as default mode of procurement	End-users/BAC		PR, computer, approved budget,
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	Improve procurement system to decrease failed bids/nego	BAC	Jan-August 2019	PR, computer, approved budget,
2.c	Percentage of direct contracting in terms of amount of total procurement	Enhance market sounding/ Use bidding as default mode of procurement	BAC	Jan-August 2019	PR, computer, approved budget,
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	Entice more suppliers to join bidding by conducting suppliers forum/non-bidding conferences	BAC/End-users	May 19	approved budget for active (Suppliers'Forum)
3.b	Average number of bidders who submitted bids	Entice more suppliers to join bidding by conducting suppliers forum/non-binding conferences/clear specification and realistic budget	End-users/BAC	Year round	
3.c	Average number of bidders who passed eligibility stage	Educate/assist suppliers by guiding them on proper documents	End-users/BAC/TWG	Year round	Conduct Suppliers'Forum
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	Review APP and Re-submit		31 Mar 19	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	Review and re-submit		31 Mar 19	approved APP-CSE
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				
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.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Review and improve process	BAC/TWG/End-users	Apr 19	monitoring system
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	Review and improve our process	BAC/TWG/End-users	Apr 19	monitoring system
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Review and improve our process	BAC/TWG/End-users	Apr 19	
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	Capacitate, send-out to trainings our BAC, TWG, BAC Sec/End-users	HOPE/BAC	Year round	approved budget for training
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	Review and enhance/Improve our process	BAC/En-users	May 19	improved system
12.b	Timely Payment of Procurement Contracts	Rootcause analysis shall be done and improve our process	Procurement Unit/HOPE	Year round	approved budget
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	Empower the existing Internal Audit Service (IAS) of NKTl	IAS/HOPE	May 2019 onwards	
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				