

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: **Fertilizer and Pesticide Authority**

Period: **2024**

| 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 | Continuous monitoring of procurement activities and ensure that all similar procurement projects are grouped and procured via competitive bidding | BAC, All End-user Units | 4th Quarter of 2024 to whole year of 2025 | 1) Office supplies 2) Internet |
| 1.b | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement | Continuous monitoring of procurement activities and ensure that all similar procurement projects are grouped and procured via competitive bidding | BAC, All End-user Units | 4th Quarter of 2024 to whole year of 2025 | 1) Office supplies 2) Internet |
| 2.a | Percentage of shopping contracts in terms of amount of total procurement | Continuous monitoring of procurement activities and ensure that all similar procurement projects are grouped and procured via competitive bidding | BAC, All End-user Units | 4th Quarter of 2024 to whole year of 2025 | 1) Office supplies 2) Internet |
| 2.b | Percentage of negotiated contracts in terms of amount of total procurement | Continuous monitoring of procurement activities and ensure that all similar procurement projects are grouped and procured via competitive bidding | BAC, All End-user Units | 4th Quarter of 2024 to whole year of 2025 | 1) Office supplies 2) Internet |
| 2.c | Percentage of direct contracting in terms of amount of total procurement | Continuous monitoring of procurement activities and ensure that all similar procurement projects are grouped and procured via competitive bidding | BAC, All End-user Units | 4th Quarter of 2024 to whole year of 2025 | 1) Office supplies 2) Internet |
| 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 | 1) Aside from posting the ITB and Bidding Documents in PhilGEPS and FPA website, posting of ITB in conspicuous places in FPA, the BAC Secretariat shall send/ invite prospective bidders to participate in the agency's public bidding. 2) Review the possibility that bidders will no longer be charged for the bidding documents to encourage more bidders to participate. | BAC and Secretariat | Immediately or as the need arises | 1) Office supplies 2) Internet |
| 3.b | Average number of bidders who submitted bids | 1) Aside from posting the ITB and Bidding Documents in PhilGEPS and FPA website, posting of ITB in conspicuous places in FPA, the BAC Secretariat shall send/ invite prospective bidders to participate in the agency's public bidding. 2) Review the possibility that bidders will no longer be charged for the bidding documents to encourage more bidders to participate. | BAC and Secretariat | Immediately or as the need arises | 1) Office supplies 2) Stable Internet Connectivity |
| 3.c | Average number of bidders who passed eligibility stage | Conduct awareness trainings to all prospective bidders on their compliance with the eligibility requirements for public bidding. | BAC and Secretariat | Immediately or as the need arises | 1) Budgetary Requirements 2) Office Supplies |
| 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) | | | | |

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| 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 | | | | |
| 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 | | | | |
| 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 | | | | |
| 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 | | | | |

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| 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 | | | | |
| 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 | | | | |