

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: National Conciliation and Mediation Board

Period:

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	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
2.a	Percentage of shopping contracts in terms of amount of total procurement	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
2.c	Percentage of direct contracting in terms of amount of total procurement	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
2.e	Compliance with Repeat Order procedures	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
2.f	Compliance with Limited Source Bidding procedures	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
3.a	Average number of entities who acquired bidding documents	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
3.b	Average number of bidders who submitted bids	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
3.c	Average number of bidders who passed eligibility stage	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
3.d	Sufficiency of period to prepare bids	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
4.a	Creation of Bids and Awards Committee(s)	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
4.b	Presence of a BAC Secretariat or Procurement Unit	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		

5.a	An approved APP that includes all types of procurement	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
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	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		

11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
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	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
12.b	Timely Payment of Procurement Contracts	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Install additional organic staff in the Branch. However, the absence of plantilla positions in Caraga Regional Branch is beyond our control.	NCMB		
14.b	Audit Reports on procurement related transactions	Existing laws, policies, and programs related to procurement will be exhausted even with the manpower shortage			
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Existing laws, policies, and programs related to procurement will be exhausted even with the manpower shortage			
16.a	Agency has a specific anti-corruption program/s related to procurement	Existing laws, policies, and programs related to procurement will be exhausted even with the manpower shortage			