

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: PHILIPPINE NUCLEAR RESEARCH INSTITUTE

Period: CY2023

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	SECTION HEADS/END-USER TO UNDERGO TRAINING ON PROCUREMENT PLANNING AND LEARN THE IMPORTANCE OF COMPETITIVENESS AND TRANSPARENCY	BAC/END-USER	SECOND SEMESTER 2024	TRAINING FEE
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	SECTION HEADS/END-USER TO UNDERGO TRAINING ON PROCUREMENT PLANNING AND LEARN THE IMPORTANCE OF COMPETITIVENESS AND TRANSPARENCY	BAC/END-USER	SECOND SEMESTER 2024	TRAINING FEE
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	SECTION HEADS/END-USER TO UNDERGO TRAINING ON PROCUREMENT PLANNING AND LEARN THE IMPORTANCE OF COMPETITIVENESS AND TRANSPARENCY	BAC/END-USER	SECOND SEMESTER 2024	TRAINING FEE
2.c	Percentage of direct contracting in terms of amount of total procurement	SECTION HEADS/END-USER TO UNDERGO TRAINING ON PROCUREMENT PLANNING AND LEARN THE IMPORTANCE OF COMPETITIVENESS AND TRANSPARENCY	BAC/END-USER	SECOND SEMESTER 2024	TRAINING FEE
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	PNRI TO CONDUCT SUPPLIERS FORUM AND STAKEHOLDERS CONFERENCE TO REINFORCE THE PRINCIPLES OF EQUAL OPPORTUNITY AND UNBIASED EVALUATION AND TO COMMUNICATE THE PNRI'S UNWAVERING COMMITMENT TO FAIRNESS AND TRANSPARENCY IN ALL BIDDING AND PROCUREMENT ACTIVITIES	BAC/END-USER	SECOND SEMESTER 2024	VENUE
3.b	Average number of bidders who submitted bids	PNRI TO CONDUCT SUPPLIERS FORUM AND STAKEHOLDERS CONFERENCE TO DISCUSS MATTERS RELATED TO PROCUREMENT INCLUDING PROJECT SPECIFICATIONS, QUALITY CONTROL, INSPECTION AND DELIVERY PROCESSES	BAC/END-USER	SECOND SEMESTER 2024	VENUE
3.c	Average number of bidders who passed eligibility stage	PNRI TO CONDUCT SUPPLIERS FORUM AND STAKEHOLDERS CONFERENCE TO ENSURE THAT ALL SUPPLIERS, SERVICE PROVIDERS AND POTENTIAL BIDDERS HAVE CLEAR UNDERSTANDING OF THE PROJECT REQUIREMENTS, AS WELL AS THE PROCUREMENT PROCESS BY PNRI	BAC/END-USER	SECOND SEMESTER 2024	VENUE
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					
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.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	REVIEW AND EVALUATE AGAIN THE PROCUREMENT PROJECTS' MARKET RESEARCH AND TECHNICAL SPECIFICATIONS. APPLY THE CORRECT MODE OF PROCUREMENT BASED ON REVIEW/EVALUATION DURING THE PRE-PROCUREMENT CONFERENCE OR APPROVAL OF PURCHASE REQUEST	BAC	ON NEXT PROCUREMENT ACTIVITY	NONE	
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	HOPE WILL UNDERGO TRAINING ON RA 9184 AND ITS IRR	HOPE	WITHIN THE YEAR	TRAINING FEE	
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	PNRI MANAGEMENT WILL CONDUCT A REVIEW ON THE PAYMENT PROCESS INCLUDING THE INSPECTION AND ACCEPTANCE PROCESS. THE OBJECTIVE OF WHICH IS TO LESSEN THE NUMBER OF WORKING DAYS IN THE PROCESSING OF PAYMENT.	PNRI MANAGEMENT INCLUDING FINANCE AND ADMINISTRATIVE DIVISION SECTION HEADS INVOLVE IN THE PAYMENT PROCESS	SECOND SEMESTER 2024	VENUE
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				