

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: Civil Aviation Authority of the Philippines

Period: 2023

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	Review/Evaluate PPMP/APP to consolidate all similar procurement through public/competitive bidding instead of alternative modes	BAC, BAC Secretariat, TWG	fourth quarter of the preceeding year	Time/APP/PPMP
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Review/Evaluate PPMP/APP to consolidate all similar procurement through public/competitive bidding instead of alternative modes	BAC, BAC Secretariat, TWG	fourth quarter of the preceeding year	Time/APP/PPMP
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	Review/Evaluate PPMP/APP to consolidate all similar procurement through public/competitive bidding instead of alternative modes	BAC, BAC Secretariat, TWG	fourth quarter of the preceeding year	Time/APP/PPMP
2.c	Percentage of direct contracting in terms of amount of total procurement	Review/Evaluate PPMP/APP to consolidate all similar procurement through public/competitive bidding instead of alternative modes	BAC, BAC Secretariat, TWG	fourth quarter of the preceeding year	Time/APP/PPMP
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	Conduct a regular consultation wth prospective bidders	Admin Department/BAC	3rd quarter of CY 2023	Manpower/Financial
3.b	Average number of bidders who submitted bids	Conduct a regular consultation wth prospective bidders	Admin Department/BAC	3rd quarter of CY 2023	Manpower/Financial
3.c	Average number of bidders who passed eligibility stage	Conduct a regular consultation wth prospective bidders	Admin Department/BAC	3rd quarter of CY 2023	Manpower/Financial
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	Assign Permanent employee whose main function is to post/update/monitor all procurement projects only	P.D/BAC		Manpower/Financial
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Issue Memorandum reiterating the regular updating of project status of posted projects at Philgeps for all BAC. Assign Permanent employee whose main function is to post/update/monitor all procurement projects only	BAC Area		Manpower/Financial
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Assign Permanent employee whose main function is to post/update/monitor all procurement projects only	P.D/BAC		Manpower/Financial
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	Review/Evaluate PPMP/APP to consolidate all similar procurement through public/competitive bidding instead of alternative modes	BAC, BAC Secretariat, TWG	fourth quarter of the preceeding year	Time/APP/PPMP
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	To implement Early Procurement Activity for			
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	Review/Evaluate PPMP/APP to consolidate all similar procurement through public/competitive bidding instead of alternative modes	BAC, BAC Secretariat, TWG	fourth quarter of the preceeding year	Time/APP/PPMP/Manpower
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Review/Evaluate PPMP/APP to consolidate all similar procurement through public/competitive bidding instead of alternative modes	BAC, BAC Secretariat, TWG	fourth quarter of the preceeding year	Time/APP/PPMP/Manpower
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	Review/Evaluate PPMP/APP to consolidate all similar procurement through public/competitive bidding instead of alternative modes	BAC, BAC Secretariat, TWG	fourth quarter of the preceeding year	Time/APP/PPMP/Manpower
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	Regular Training program for Public Procurement Courses for implementation	HRMD	2nd quarter of CY 2023	Manpower/Financial
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	A pro active approach for the Internal Audit Department	Internal Audit Department	whole year	People/Time/Financial
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				