

Annex D
PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: **CEBU NORMAL UNIVERSITY**

Period: **Year 2016**

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
PILLAR 1. COMPLIANCE WITH LEGISLATIVE AND REGULATORY FRAMEWORK					
1a	Percentage of public bidding contracts in terms of total procurement	Planning and proper implementation of the time table of the APP	BAC, BAC Secretariat, End-User	3 months	
1b	Percentage of public bidding contracts in terms of volume of total procurement	Planning and proper implementation of the time table of the APP	BAC, BAC Secretariat, End-User	3 months	
2a	Percentage of shopping contracts in terms of amount of total procurement	Identify items/goods to be purchased using shopping method	BAC, BAC Secretariat, End-User	2 months	
3a	Average number of entities who acquired bidding documents	Invite more suppliers/bidders to participate in the procurement process	BAC Secretariat	Every Bidding	
3b	Average number of bidders who submitted bids	Clarify all the bidding requirements & the technical specifications during Pre-Bid conference, Issuance/posting of bid supplement in the PhilGEPs.	BAC, TWG, End-User, BAC Secretariat	Every Pre-Bid Conference	
PILLAR 3. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
8b	Percentage of total number of contracts awarded against total number of procurement activities done through public bidding	Clatification of bidding requirements & technical specifications	BAC, End-Users, TWG, Bac Secretariat	Every Pre-Bid Conference	
8c	Percentage of failed biddings and total number of procurement activities conducted	Make ABC balanced with market prices. Technical specifications should always be explicit. Evaluate bid documents for errors. Inform bidders of requirements.	End-Users, BAC Secretariat	Every Bidding	
PILLAR 4. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
14a	Creation and operation of Internal audit unit as prescribed by DBM Circular 2008-5 April 14, 2008.	Create an Internal Audit Unit	BAC, HOPE	1 month	