

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: **CEBU NORMAL UNIVERSITY**Period: **CY 2018**

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	Planning and observing the schedule for Each Procurement Activity in accordance to the APP per End-Users' need.	Supply Office, End-User, BAC & BAC Secretariat	Quarterly	PPMP, APP
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Planning and observing the schedule for Each Procurement Activity in accordance to the APP per End-Users' need.	Supply Office, End-User, BAC & BAC Secretariat	Quarterly	PPMP, APP
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	Planning and procuring through public bidding	Supply Office, End-User	Quarterly	PPMP, APP
2.c	Percentage of direct contracting in terms of amount of total procurement	Planning and procuring through public bidding	Supply Office, End-User	Quarterly	PPMP, APP
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	Invite more bidders/suppliers to participate in the procurement and purchase the bidding documents	BAC Secretariat	Quarterly	Invitation to Bid, PhilGEPs, Website, Bulletin Boards
3.b	Average number of bidders who submitted bids	encourage the bidders/suppliers who purchase the bidding documents to submit their bids	BAC Secretariat	Quarterly	Bidding Documents, RA 9184
3.c	Average number of bidders who passed eligibility stage	make clear to the prospective bidders the eligibility and technical requirements specified in the bidding documents during Pre-Bid Conference	BAC and BAC Secretariat	Quarterly	Bidding Documents, RA 9184
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	Subscription or installation of an internet system dedicated for PhilGEPS purposes	BAC Secretariat, Supply Office, MIS	within ten (10) days from issuance	Internet connection, desktop or laptop, Human Resource (staff)	
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	Planning and proper implementation of the APP	Supply Office, End-User, BAC	every semester	PPMP, APP	
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					
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	create an Internal Audit Unit as prescribed by DBM	Head of the Procuring Entity	as soon as possible	office space and human resource (staff)	
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					