

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: SDO Catanduanes

Period: January - December 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	Public Bidding should be done to avoid alternative mode procurement The end user must prepare the proposal a month before the scheduled activity	BAC Members BAC Secretariat Supply Section	January-December, 2020	Office Supplies, laptop, office supplies, internet connectivity
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Invite other bidders to join. Aside from posting at the website and conspicuous places, BAC shall send letters to other prospective bidders.	BAC Secretariat	During the pre-procurement	Office Supplies, laptop, office supplies, internet connectivity
2.a	Percentage of shopping contracts in terms of amount of total procurement	Adopt competitive bidding by summing up the needed materials by quarter	BAC Members, Secretariat	January	Supplies, APP
2.b	Percentage of negotiated contracts in terms of amount of total procurement				
2.c	Percentage of direct contracting in terms of amount of total procurement				
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 bidders by sending letters	BAC Members, Secretariat	During the pre-procurement	Supplies, Food
3.b	Average number of bidders who submitted bids	Conduct pre-bid conference & Pre-Procurement Conference	BAC		Supplies, Food
3.c	Average number of bidders who passed eligibility stage	Conduct pre-bid conference & Pre-Procurement Conference	SDO Engineer, BAC	After post qualification	
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	Prepare the APP-CSE in the second quarter by unit for consolidation	Unit Head, BAC Secretariat, Supply Office	2nd Quarter of FY		Supplies, Forms
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Ask GPPB trainers what are there non-CSE terms during seminar- existing green specifications	GPPB trainers, BAC			
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Improve the procurement process by orienting personnel of every unit	BAC	Year Round		internet connectivity, computer
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Post the contract award and other documents to the Philgeps immediately after the concurrence of the winning bidder and approval of the HOPE	BAC Secretariat	Year Round		internet connectivity, computer
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Post the contract award and other documents to the Philgeps immediately after the concurrence of the winning bidder and approval of the HOPE	BAC Secretariat	Year Round		internet connectivity, computer
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	We had submitted the PMRs but we cannot find the receipt of the email and failed to take note the date of submission	Supply Office, Bac Sec	1st and 3rd Quarter of FY		internet connectivity, computer
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding.					
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Procurement activities be properly schedules	BAC	Year Round		
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	Crafting of policies and guidelines in quality control, inspection, supervision of works and evaluation of performance of contractor and assign persons involved.	BAC	laptop, supplies
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			
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			

Approved:

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