

## Annex D

## PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: BENGUET STATE UNIVERSITY

Period: CY 2017

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	Conduct regular Pre-procurement activities to confirm technical descriptions, availability in the market, approved budget for the contract (ABC) and delivery periods	BAC, TWG, End-users, PDO, and Budget Office	Shall be regularly carried out as scheduled in the APP 2017	PPMP/APP; Budget Allocations, Purchase Requests
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Early Preparation of PPMP for the succeeding year	All end-users, PMO, Budget Office	APP-CSE and Non-CSE - September 30	PPMP, APP
		Regular updating of PPMP and APP	End-user, BAC Secretariat, PMO BAC, HoPE	Every June of the current year and December (APP)	PPMP, APP
		Procurement through public bidding shall be done by lot	BAC, TWG, End-users	Shall be regularly carried out as scheduled in the APP 2017	PPMP/APP; Budget Allocations, Purchase Requests
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	Set deadlines for the submission of Purchase Requests (PRs) for consolidation of similar items for procurement through Public Bidding	BAC Secretariat	Shall be regularly carried out as scheduled in the APP 2017	Purchase Requests (PR)
2.c	Percentage of direct contracting in terms of amount of total procurement	Conduct Market Survey of items for procurement for identification of appropriate mode of procurement	BAC Sec, TWG, End-users	Shall be regularly carried out during procurement planning	Human, Budget
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 forum/ dialogue with prospect suppliers/ contractors, consultants	BAC, TWG, End-users, prospective suppliers / contractors, consultants	every January and June of the current year	PPMP/APP; Budget Allocations, Purchase Requests
3.b	Average number of bidders who submitted bids				
3.c	Average number of bidders who passed eligibility stage				
3.d	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				

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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	Adopt existing green specifications in items/supplies/ projects for procurement	End-user, BAC Secretariat, PMO BAC, HoPE, TWG	Immediate implementation and shall be regularly carried out as scheduled in APP.	Purchase Requests, PPMP/APP
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Post all bid opportunities and awards to PhilGEPS	BAC Secretariat, PMO	Immediate implementation and shall be regularly carried out in every procurement	ITB, Human
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	Post all contracts awards procured through alternative modes of procurement	BAC Secretariat, PMO	Immediate implementation and shall be regularly carried out in every procurement	Notice of Award, BAC Resolution, Contracts/ PO Notice to Proceed
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	Submit PMR report to GPPB regularly within the deadline	BAC Secretariat, PMO	Immediate implementation and shall be regularly carried out in every procurement	PMR
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	Conduct for a for all prospect bidders to discuss project requirements for bidding	BAC, TWG, End-users	Shall be regularly carried out as scheduled	PPMP/APP; financial
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Establish procedure for needs analysis and/ or market research	BAC, TWG, BAC Sec and End Users	Immediate implementation	Human, Financial

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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	Send Staff, members of the HOPE, BAC, TWG to seminars; or conduct in- house seminar	BAC, HOPE, TWG, End-users, PMO staff	atleast once within the year	Human, 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	Agency will implment CPES or draft internal tool in evaluating work projects and performance of contractors	PDO, Monitoring and Inspectorate Committee for Infra Project	after implementation of the project	Human, Financial
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				