

## Annex D

## PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: **BENGUET STATE UNIVERSITY**Period: **JANUARY - DECEMBER 2014**

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
Awarded contracts of procured goods and services through Competitive Bidding	Compliance with Legislative and Regulatory Framework: Competitive Bidding as Default Procurement Method	Procure goods and services through competitive bidding as default procurement method	BAC, BAC Secretariat/Procurement Management Office (PMO)	For immediate implementation and shall be regularly carried out as scheduled in the APP 2015	Office supplies and equipment needed
Lesser Purchase Orders awarded through alternative mode of procurement	Compliance with Legislative and Regulatory Framework: Alternative Methods of Procurement	This mode of procurement shall be used in cases of two failed biddings and emergency purchases. As recommended by COA, limit/resort to alternative modes of procurement, particularly shopping and negotiated procurement for small value items, only in highly exceptional cases giving due consideration to the conditions set by the Procurement Law.	PMO/BAC Secretariat and BAC	For immediate implementation and shall be regularly carried out as scheduled in the APP 2015	Office supplies and equipment needed
Invitation to Bid posted/published	Compliance with Legislative and Regulatory Framework: Competitiveness of the Bidding Process	Posting and publishing of Invitation to Bid in areas and newspaper of nation-wide circulation in accordance with the Procurement Law, creating opportunities to more suppliers and contractors from within the area and outside the municipality of the University	PMO/BAC Secretariat and BAC	For immediate implementation and shall be regularly carried out as scheduled in the APP 2015	Office supplies and equipment needed and Advertisement Fund for the publication
Procurement Monitoring Report	System for Disseminating and Monitoring Procurement Information	Preparation of Procurement Monitoring Report accordance with the prescribed format for January to December 2015, and succeeding years.	Procurement Management Office (PMO)	First Quarter of FY 2015 for 2015 PMR	Office supplies and equipment for preparation and printing, additional manpower at the PMO Office
	System for Disseminating and Monitoring Procurement Information	Submission of 2015 PMR to GPPB through electronic mail and posting in agency website.	PMO and ICT	First Quarter of FY 2016	Computer and internet connection.

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Procurement Monitoring System	System for Disseminating and Monitoring Procurement Information	Creation of a Monitoring System to keep track procurement activities. Initially using monitoring board and/or checklist to monitor scheduled procurement activities,	PMO/BAC Secretariat	First Quarter of FY 2015	Monitoring Board, Checklist of procurement activities, Calendar of Activities, bulletin board, and other supplies and equipment needed
Revised PPMPs from different sectors	Procurement Planning and Implementation	Call for the revision of PPMPs of different offices/departments/colleges to reconcile allotted budget per office with actual PPMPs.	PMO, BAC, Sector VPs	Done during the Last Quarter of 2014	Office supplies and equipment for preparation and printing
	Procurement Planning and Implementation	Consolidation of revised PPMPs from different sectors for 2015 based on allotted budget duly signed by the VP sector and budget officer	PMO	Initial submission of PPMPs was Last Quarter of 2014, and Submission of revised PPMPs will be First Quarter of 2015	Office supplies and equipment for preparation and printing
Annual Procurement Plan	Procurement Planning and Implementation	Initial preparation of APP based on consolidated PPMPs originally submitted was December 2014. However, revision of the APP is necessary, thus, finalization of the APP based on prescribed format and allotted budget	PMO/BAC & BAC Secretariat	First Quarter of FY 2015	Office supplies and equipment for preparation and printing
	Procurement Planning and Implementation	Posting of APP to agency website	PMO and ICT	Immediately after First Quarter and not later than deadline indicated in the guidelines	Office supplies and equipment for preparation and printing

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Goods and Services procured with correct specifications and as scheduled in the APP	Procurement Planning and Implementation	Follow the PPMP and the approved APP of the University as recommended by COA.	PMO/BAC Secretariat, BAC, Technical Working Group (TWG)	For immediate implementation and shall be regularly carried out as scheduled in the APP 2015	Office supplies and equipment needed
Additional BAC Secretariat Members	Presence of Procurement Organizations	Designation of additional members of the BAC Secretariat to facilitate other procurement activities.	PMO, BAC, HOPE	Last Quarter of FY 2014	Bond paper and printer for the letter preparation.
Sufficient office space to systematized work flow, records and accommodate clients	Facility Improvement/ Management of Procurement and Contract Management Records, and Agency Institutional Framework and Management Capacity: Presence of Procurement Organizations	Request letter for the provision of office space for the Procurement Management Office (PMO) and follow-up for the implementation	PMO, BAC, HOPE	Original Request Letter was approved September 2014, Follow-up for the implementation, First Quarter of FY2015	Bond paper and printer for the letter preparation.
		Office Expansion/ Relocation	Administration/ General Services Office	Last Quarter of FY 2015	Office Space - ample space to accommodate additional staff and clients/suppliers/bidders
Fast record retrieval and organized files/records	System Development/ Management of Procurement and Contract Management Records	Inventory of records on file and classification of records.	PMO	Last Quarter of FY 2015	Office supplies, computer and printer
		Establishment of Records System	PMO	First Quarter 2016	additional filing cabinets and computer

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Copies of the procurement process flow and posted process flow in University buildings	Efficiency of Procurement Process	Furnish copies of the procurement process flow to different end-users and posting of an enlarged copy of the process flow in the different buildings of the University.	PMO and Administration	Third and Last Quarter of 2014	Office supplies and equipment for preparation and printing/Tarpaulin
Capable BAC Members, TWG and PMO Personnel	Capacity Building for Government Personnel	Training of BAC Members, TWG Members and PMO Personnel	BAC, TWG, PMO	at least 1 training per year	HRD Fund for training fees, travel allowance and per diem needed
Complied IPCRAs and DPCR of PMO	Capacity Building for Government Personnel and Private Sector Participants	Commitment and target setting of PMO Chief and Staff in their respective DPCRs and IPCRAs based on the University SPMS for the two rating periods of FY 2015	PMO	January to June is first week of January 2015; July to December is first week of July 2015	Office supplies, computer and printer
Info-dissemination during pre-bids and updated BDS and ITB	Capacity Building for Government Personnel and Private Sector Participants	Dissemination of updates on procurement policies and guidelines, including internal regulations and procedures in procurement to suppliers, contractors and other private entities with interest to University procurement. This can be done during scheduled pre-bidding meetings and walk-in consultations to BAC and Admin. officials.	BAC, PMO, BAC Secretariat, Legal Office and other University Administrators/Officials knowledgeable on Procurement	as need arises and/or during scheduled Pre-Bidding	Office supplies, computer and overhead-projector if needed, policy manual
Copies of Contracts and necessary supporting documents	Contract Management Procedures	Based on the recommendation of COA in an audit observation, the agency shall require the personnel concerned to submit to the Auditor's Office copies of the contracts, and all supporting documents, on consultancy services, infrastructure constructions and repairs, and other works.	PMO	immediate implementation after the AOM dated March 26, 2014; 2nd Quarter of 2014	Office supplies and equipment needed

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Guidelines and Procedures created	Contract Management Procedures	Creation of guidelines and procedures in the preparation and distribution of contracts.	PMO/BAC Secretariat, BAC, Administration	Last Quarter of FY 2015	Office supplies and equipment needed
Participation of more observers in the public bidding activities	Integrity and Transparency Procurement Systems: Observer Participation in Public Bidding	Invite other observers to attend/participate in public bidding activities	PMO/BAC Secretariat	as need arises and/or during scheduled bidding activities	Office supplies and equipment needed
Notice of meeting	Integrity and Transparency Procurement Systems: Internal and External Audit of Procurement Activities	Invite internal and external audit during the bidding activities.	PMO/BAC Secretariat	as need arises and/or during scheduled bidding activities	Office supplies and equipment needed
Documents/Records on procurement are on file and available in the PMO	Integrity and Transparency Procurement Systems: Internal and External Audit of Procurement Activities	Documents are available upon request by the internal and external audit for their review and audit.	PMO/BAC Secretariat	readily available in the PMO as needed	Records and Files (cabinets and electronic files if necessary)

  
**MATIAS C. ANGIWAN, JR.**  
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 Chairman, University Bids and Awards Committee

  
**BEN D. LADILAD**  
 University President  
 Head of Agency