

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: **Benguet State University**

Period: **JANUARY - DECEMBER 2015**

| Indicators | Key Area for Development | Proposed Actions to Address Key Areas | Responsible Entity | Timetable | Resources Needed |
|--|--|---|---------------------|--|--|
| Competitive Bidding as Default Mode of Procurement | Compliance with Legislative and Regulatory Framework | Creation of two (2) Bids and Awards Committees to expedite the procurement process for practical intents and purposes due to nature, quantity and complexity of items for procurement | HOPE | Third Quarter | Special Orders |
| Competitive Bidding as Default Mode of Procurement | Compliance with Legislative and Regulatory Framework | Strengthening the Pre Procurement Activities to confirm technical descriptions; availability in the market; Approved Budget for the Contract (ABC) and delivery periods. | BAC, TWG, End-users | For immediate implementation and shall be regularly carried out as scheduled in the APP 2016 | PPMPs/APP; Budget Allocations, Purchase Requests |
| Competitive Bidding as Default Mode of Procurement | Compliance with Legislative and Regulatory Framework | Regular Updating of PPMP/APP every June | BAC, PMO | every June | PPMPs/APP |
| Competitive Bidding as Default Mode of Procurement | Limited Use of Alternative Methods of Procurement | Set deadlines for the submission of purchase requests for consolidation of like or similar items | BAC, PMO | For immediate implementation and shall be regularly carried out as scheduled in the APP 2016 | purchase requests |
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 Chairperson, Bids and Awards Committee


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