

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: **Benguet State University**

Period: **JANUARY - DECEMBER 2016**

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	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, Budget Office	For immediate implementation and shall be regularly carried out as scheduled in the APP 2017	PPMPs/APP; Budget Allocations, Purchase Requests
Competitive Bidding as Default Mode of Procurement	Compliance with Legislative and Regulatory Framework	Preparation of PPMP for the succeeding year	all end-users, PMO, Budget Office	APP-CSE - October 1; Non-CSE - November 3	PPMPs/ APP
Competitive Bidding as Default Mode of Procurement	Compliance with Legislative and Regulatory Framework	Regular Updating of PPMP/APP every June	BAC, PMO, Budget Office	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 2017	purchase requests
Competitive Bidding as Default Mode of Procurement	Prompt submission of PMR	Quarterly preparation of PMR and semester submission of PMR	PMO, SPMO, BAC	every semester	APP/ PPMP, contracts
Competitive Bidding as Default Mode of Procurement	Compliance with Legislative and Regulatory Framework	Additional personnel of PMO Personnel	Management, HRMO	For immediate implementation	
Competitive Bidding as Default Mode of Procurement	Compliance with Legislative and Regulatory Framework	Capability Development of PMO Personnel	Management, HRDO	For immediate implementation	
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