

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: COTABATO CITY STATE POLYTECHNIC COLLEGE

Period: 2018

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Implement public biddings above 70% total amount of all contracts awarded	BAC	Quarterly	Communication Facilities and Equipment
1b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Reduce the amount of contracts awarded through shopping, negotiated contracts and direct contracting.	BAC	Quarterly	Communication Facilities and Equipment
2a	Percentage of shopping contracts in terms of amount of total procurement	Minimize procurement through shopping, review the APP for CSE and non-CSE and sort out all items that can be procured through OMB-PS, and bulk procurement for Public Bidding	BAC, BAC Secretariat, Supply Office	Last quarter of the preceding year	Communication Facilities and Equipment
2b	Percentage of negotiated contracts in terms of amount of total procurement				
2c	Percentage of direct contracting in terms of amount of total procurement				
2d	Percentage of repeat order contracts in terms of amount of total procurement				
2e	Compliance with Repeat Order procedures				
2f	Compliance with Limited Source Bidding procedures				
3a	Average number of entities who acquired Bidding documents	Conduct market study for realistic budgeting of the proposed procurement, reach out to potential suppliers aside from advertisement in PHIGEPS, conspicuous places and website	BAC, BAC Secretariat	Last quarter of the preceding year	training venue, speakers, equipment and supplies
3b	Average number of bidders who submitted bids	Conduct market study for realistic budgeting of the proposed procurement, reach out to potential suppliers aside from advertisement in PHIGEPS, conspicuous places and website	BAC, BAC Secretariat	Last quarter of the preceding year	training venue, speakers, equipment and supplies
3c	Average number of bidders who passed eligibility stage	Conduct market study for realistic budgeting of the proposed procurement, reach out to potential suppliers aside from advertisement in PHIGEPS, conspicuous places and website	BAC, BAC Secretariat	Last quarter of the preceding year	training venue, speakers, equipment and supplies
3d	Sufficiency of period to prepare bids				
3e	Use of proper and effective procurement documentation and technical specifications/requirements				
4a	Creation of Bids and Awards Committee(s)	Organize annual training/seminars to the procurement staff, reorganization of BAC Committee and establishment of BAC/Procurement Office as an Organization's Entity	HOPE/Admin Council	Last quarter of the preceding year to first quarter of Fiscal Year	Communication Facilities and Equipment and supplies, Manpower
4b	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	Ensure to indicate Green Specifications on the identified, prioritized CSE and Non-CSE Green supplies and Conduct of Information drive among end-users and Local Suppliers	BAC, BAC Secretariat, End-users, Supply	Last quarter of the preceding year to first quarter of Fiscal Year	Communication Facilities and Equipment and office supplies, Manpower
6.a	Percentage of bid opportunities posted by the PHILGEPS-registered Agency	Train additional manpower to organize GEPS records, update and upload necessary documents, posting notices	BAC, BAC Secretariat	Last quarter of the preceding year to first quarter of Fiscal Year	Communication Facilities and Equipment and office supplies, Manpower
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	Proper and prompt submission of contracts awarded through APP from supply office to the BAC Secretariat	BAC Secretariat, Supply Office	Year round	Communication Facilities and Equipment and office supplies, Manpower
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				
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				
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	Propose attendance and participation to training conducted by GPPB, the BAC and especially the HOPE.	BAC, BAC Secretariat, HOPE	1st quarter to 2nd Quarter	Training budget allocation, communication facility
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				

11b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records						
12a	Agency has defined procedures or standards in such areas as: quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Establish a fix set of TWG for the procurement activities, Inspection Committee and Project Monitoring Team to ensure	HOPE, BAC, TWG, PMT	Year round	Communication Facilities and Equipment and office supplies, Manpower		
12b	Timely Payment of Procurement Contracts	Immediate action by the Accounting on the payment of completed, inspected and accepted delivery of goods.	Budget and Accounting, HOPE, Supply	Year round	Communication Facilities and Equipment and office supplies, Manpower		
13a	Observers are invited to attend stages of procurement as prescribed in the IRR						
14a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits						
14b	Audit Reports on procurement related transactions						
15a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Ensure proper documentation of procurement activities and procedures undertaken from planning to end of contract.	HOPE, BAC, COA	1st quarter	Communication Facilities and Equipment and office supplies, Manpower		
15a	Agency has a specific anti-corruption program/s related to procurement						