

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: Romblon State University

Period: January 01 - December 31, 2021

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	Review the PPMPs of all units/colleges/campuses and consolidate amount of related items (i.e good, works, and consulting services) to be subjected for competitive biddingS, Sum up immediately all the PR's.	End-User, BAC, BAC Secretariat	Upon Submission of PPMP	PPMPs, Proposed Budget for 2022
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Review the PPMPs of all units/colleges/campuses and consolidate amount of related items (i.e good, works, and consulting services) to be subjected for competitive bidding, Monitor the procurement against APP, monitor all PR's at the end of each quarter in every department.	End-User, BAC, BAC Secretariat	Upon Submission of PPMP	PPMPs, Proposed Budget for 2022
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	Review the PRs of all units/colleges/campuses and consolidate the related items (i.e good, works, and consulting services) to be subjected for competitive bidding and strictly use bidding as primary mode of procurement, Build stronger relationship with bidders. encourage bidders to bid, and make bidding attractive	End-User, BAC, BAC Secretariat	During discussion of PRs in BAC meetings	Purchase Request
2.c	Percentage of direct contracting in terms of amount of total procurement				
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Review the PRs of all units/colleges/campus and consolidate the related items (i.e good, works, and consulting services) to be subjected for competitive bidding and strictly use bidding as primary mode of procurement, Monitor the procurement against the APP.	End-User, BAC, BAC Secretariat	During discussion of PRs in BAC meetings	Purchase Request
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	List prospective suppliers and inform them regularly of bidding opportunities and conduct of dialogues/fora with prospective suppliers, Encourage bidders to bid, Maintain a strong relationship with all the bidders.	BAC, BAC Secretariat, and Bidders	Every bidding opportunities	Masterlist of Suppliers
3.b	Average number of bidders who submitted bids	List prospective suppliers and inform them regularly of bidding opportunities and follow up those who attended Pre-bid conferences, make bidding attractive for the bidders.	BAC, BAC Secretariat, and Bidders	Every bidding opportunities	Masterlist of Suppliers
3.c	Average number of bidders who passed eligibility stage	Emphasize and explain the eligibility requirements during dialogues / pre - bid conferences	BAC, BAC Secretariat, and Bidders	Every bidding opportunities	Bidding Document Requirements' Checklist
3.d	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				

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				
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency				
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Strictly implement the procedures/requirements for posting of contract awards.	BAC, BAC Secretariat	Every bidding opportunities	Contract award Documents
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency				
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.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	Review the PRs of all units/colleges/campus and consolidate the related items (i.e good, works, and consulting services) to be subjected for competitive bidding and strictly use bidding as primary mode of procurement.	End-User, BAC, BAC Secretariat	During discussion of PRs in BAC meetings	Purchase Request
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				
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				
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				