

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Romblon State University

Period: CY 2023

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				
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement				
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				
2.c	Percentage of direct contracting in terms of amount of total procurement	<ul style="list-style-type: none"> Reduce the use of Direct Contracting as the method of procurement in order to increase the percentage rating. Schedule all direct contracting procurements during the first semester. 	BAC/BAC Secretariat/End user/Procurement Staff	CY 2024	Manpower
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
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	<ul style="list-style-type: none"> 2. Conduct of dialogue/annual bidders' forum. Consolidate the PRs to offer a more attractive ABC to the prospective bidders. 	BAC/BAC Secretariat/End user/Procurement Staff	CY 2024 - Every bidding opportunities	Budget for Bidder Forum, Master list of Supplier, Presentation Material and Availability of TWG
3.b	Average number of bidders who submitted bids	<ul style="list-style-type: none"> Conduct of dialogue/annual bidder's forum. Consolidate the PRs to offer a more attractive ABC to the prospective bidders. 	BAC/BAC Secretariat and Bidders	CY 2024 - Every bidding opportunities	Manpower, Master list of Supplier
3.c	Average number of bidders who passed eligibility stage	<ul style="list-style-type: none"> Capacitate bidders through forum/extension activities. Emphasize and explain the eligibility requirement during dialogue/pre-bid/constant orientation to submit/present the required documents to pass the eligibility stage. 	BAC/BAC Secretariat/End user	CY 2024 - Every bidding opportunities	Manpower, 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				
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	<ul style="list-style-type: none"> Capacity building, strictly implement the procedures/requirements for posting of contract awards. 	BAC/BAC Secretariat	CY 2024 - Every bidding opportunities	Manpower, contract award documents
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	<ul style="list-style-type: none"> Capacity building of procurement organization. Increased the number of contracts awarded to equate the numbers of procurement project through competitive bidding by possibly evading the failure of bidding and other alternative method of procurement 	End-user	CY 2024	Manpower
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	100% participation of procurement organization in procurement training and/or professionalization program	HOPE, BAC, BAC Secretariat, Procurement, Supply Unit, BAC TWG, and End-users	CY 2024	Budget for training and/or professionalization programs
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				