

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: J. H. CERILLES STATE COLLEGE

Period: January - December 2022

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	Increase the total amount of public bidding procurement activities based on the funds available.	Bids and Awards Committee/ Procurement	January - December 2022	General Fund and Special Trust Fund
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Increase the number of public bidding procurement activities based on the funds available.	Bids and Awards Committee/ Procurement	January - December 2022	General Fund and Special Trust Fund
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	Limit the negotiated contracts procurement activities.	Bids and Awards Committee/ Procurement	January - December 2022	General Fund and Special Trust Fund
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				
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	Invite more eligible bidders to participate in the public bidding procurement activities thru email, posting at college conspicuous places and in college website.	Bids and Awards Committee/ Procurement	January - December 2022	General Fund and Special Trust Fund
3.b	Average number of bidders who submitted bids	Encourage more eligible bidders to submit bids in the public bidding procurement activities.	Bids and Awards Committee/ Procurement	January - December 2022	General Fund and Special Trust Fund
3.c	Average number of bidders who passed eligibility stage	Conduct forums and dialogues to possible bidders to improve and increase the number of participants in the public bidding procurement activities annually.	Bids and Awards Committee/ Procurement	January - December 2022	General Fund and Special Trust Fund
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	Increase/Update posting of bid opportunities at PhilGEPS-registered Agency.	BAC Secretariat	January - December 2022	General Fund and Special Trust Fund
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	Improve contract awards procured through alternative methods posted by the PhilGEPS-registered Agency.	BAC Secretariat	January - December 2022	General Fund and Special Trust Fund
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				
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	Improve the percentage of contracts for award within the prescribe period of action to procure goods subject to the approval of the Board of Trustees.	Bids and Awards Committee/ Procurement	January - December 2022	General Fund and Special Trust Fund
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Improve the percentage of contracts for award within the prescribe period of action to procure infrastructure projects subject to the approval of the Board of Trustees.	Bids and Awards Committee/ Procurement	January - December 2022	General Fund and Special Trust Fund
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	Full participation of the procurement staff during the procurement training and/or professionalization program annually.	Bids and Awards Committee/BAC Secretariat/ TWG/ Procurement	Within January - December 2022	General Fund or Special Trust Fund
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				