

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: J. H. Cerilles State College

Period: 2023

<b>Sub-Indicators</b>	<b>Key Area for Development</b>	<b>Proposed Actions to Address Key Areas</b>	<b>Responsible Entity</b>	<b>Timetable</b>	<b>Resources Needed</b>
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	The BAC shall identify all the items submitted by the end-users in their PPMPs if they could be procured through competitive bidding to ensure that up to 91% shall obtained on this mode of procurement. Proper communication and coordination with the end-users is the best option.	BAC, End Users, Finance Offices	January 2023 - December 2023	
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	The BAC shall identify all the items submitted by the end-users in their PPMPs if they could be procured through competitive bidding to ensure that up to 91% shall obtained on this mode of procurement.	BAC, End Users, Finance Offices	January 2023 - December 2023	
2.a	Percentage of shopping contracts in terms of amount of total procurement	The BAC shall ensure that below 4% were intended for shopping contracts from the total amount of procurement.	BAC, End Users, Finance Offices	January 2023 - December 2023	
2.b	Percentage of negotiated contracts in terms of amount of total procurement	The BAC shall identify items for procurement through negotiated contracts, and ensure that only 6%-10% from the total amount of procurement were done.	BAC, End Users, Finance Offices	January 2023 - December 2023	
2.c	Percentage of direct contracting in terms of amount of total procurement	Maintain and establish that direct contracting must be at most 1% from the total amount of procurement.	BAC and End Users	January 2023 - December 2023	
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Maintain and establish that direct contracting must be at most 1% from the total amount of procurement.	BAC and End Users	January 2023 - December 2023	
2.e	Compliance with Repeat Order procedures	Always comply with the Repeat Order procedures.	BAC and End Users	January 2023 - December 2023	
2.f	Compliance with Limited Source Bidding procedures	The agency did not use the Limited Source Bidding as mode of procurement.	BAC and End Users	January 2023 - December 2023	
3.a	Average number of entities who acquired bidding documents	Conduct forum/dialogue to all prospective bidders.	BAC, End User, Finance Offices	Jul-23	PhP 100,000.00
3.b	Average number of bidders who submitted bids	Conduct forum/dialogue to all prospective bidders.	BAC, End User, Finance Offices	Jul-23	
3.c	Average number of bidders who passed eligibility stage	Conduct forum/dialogue to all prospective who.	BAC, End User, Finance Offices	Jul-23	
3.d	Sufficiency of period to prepare bids	Bidding Documents and Bid Bulletins (if any) must available during advertisement periods.	BAC Secretariat	January 2023 - December 2023	
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	The agency shall continue to use proper and effective procurement documentation and technical specifications or requirements as provided by the end-users.	BAC, End-Users	January 2023 - December 2023	
4.a	Creation of Bids and Awards Committee(s)	The agency has a Bids and Awards Committee (BAC) which is renewable every year and shall be approved by the Board of Trustees.	HOPE	January 2023 - December 2023	
4.b	Presence of a BAC Secretariat or Procurement Unit	The agency has a BAC Secretariat and an established Procurement Unit.	HOPE, BAC	January 2023 - December 2023	

5.a	An approved APP that includes all types of procurement	The agency shall ensure that the APP was submitted on time to the GPPB using the prescribed format. Such shall be posted on the college website.	BAC, End-Users, MIS Director	January 2023 - December 2023	
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	Continue to upload the APP-CSE to the Virtual Store using the prescribed format.	BAC, End-Users	January 2023 - December 2023	
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	JHSC always adopted the green technical specifications for the procurement of non-CSE items.	BAC, End-Users	January 2023 - December 2023	
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	All bid opportunities are posted in the PhilGEPS-registered Agency and in the college website.	BAC Secretariat, MIS Director	January 2023 - December 2023	
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	Ensure that all contract awards are updated in the PhilGEPS-registered Agency and in the college website.	BAC Secretariat, MIS Director	January 2023 - December 2023	
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	The BAC should look into the bid opportunities to be posted in the PhilGEPS to avoid mistakes so that contract awards will be posted and updated.	BAC, End User	January 2023 - December 2023	
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	There is an established working website of the college, in the procurement section, to provide easy access to information at no cost.	BAC Secretariat, MIS Director	January 2023 - December 2023	
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	The agency shall continue to prepare the Procurement Monitoring Reports every semester to be submitted in the GPPB using the prescribed format and shall post it on the college website.	BAC Secretariat, MIS Director	January 2023 - December 2023	
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Identify all the items submitted by the end-users in their PMPs if it can be procured through competitive bidding to acquire 93% up to 95% of the contracts signed for this mode of procurement.	BAC, End-Users	January 2023 - December 2023	
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	The needs analysis or market research is done only by end-users. A system to monitor the timely delivery of goods, works, and consulting services is existing but needs to update some of the processes.	BAC, End-Users	January 2023 - December 2023	
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	All the contracts for award are subject to the Board of Trustees approval and it's beyond the control of the BAC.	BOT, BAC, End Users, Finance Offices	January 2023 - December 2023	
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	All the contracts for award are subject to the Board of Trustees' approval and it's beyond the control of the BAC.	BOT, BAC, End Users, Finance Offices	January 2023 - December 2023	
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	All the contracts for award are subject to the Board of Trustees' approval and it's beyond the control of the BAC.	BOT, BAC, End Users, Finance Offices	January 2023 - December 2023	
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	There is an established system to evaluate the performance of procurement personnel every month.	BAC, HR	January 2023 - December 2023	
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Ensure that all procurement staff shall undergo training for RA 9184.	HOPE, BAC, Finance Offices	January 2023 - December 2023	
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	The BAC Secretariat should continue to quickly respond to all interested prospective bidders' queries and concerns through emails.	BAC Secretariat	January 2023 - December 2023	
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	The BAC Secretariat shall continue to keep and maintain procurement records for at least five (5) years in hard and soft copies for easy access to authorized users.	BAC Secretariat, BAC Staff	January 2023 - December 2023	
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	The BAC Secretariat keeps and maintains procurement records for at least five (5) years in hard and soft copies for easy access to authorized users.	BAC Secretariat, BAC Staff	January 2023 - December 2023	

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	There shall be continuous updating of the established procedure for quality control for the acceptance and inspection of goods, services, and works but needs to be revised or updated.	BAC, Supply Officer, Inspection Committee	January 2023 - December 2023	
12.b	Timely Payment of Procurement Contracts	The agency will take up to 30 days for the release of payment to the supplier once the documents are complete.	BAC, CAO, Finance Offices, End-Users	January 2023 - December 2023	
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Observers should always be invited during the stages of procurement process.	BAC Secretariat	January 2023 - December 2023	
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	JHSC has an established Internal Control Unit (ICU).	HOPE	January 2023 - December 2023	
14.b	<b>Audit Reports on procurement related transactions</b>	All COA recommendations should be responded to or implemented within six (6) months by the college, that is, at least 90% of the said recommendations should be acted upon within the prescribed time range.	CAO, BAC, All offices	January 2023 - December 2023	
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	The BAC should continuously resolve issues and concerns within seven (7) calendar days per Section 55 of the IRR, such as Requests for Reconsideration from bidders. Complaint/Suggestion box should be placed in the office to enhance the procurement process and system.	HOPE, BAC	January 2023 - December 2023	
16.a	Agency has a specific anti-corruption program/s related to procurement	The International Control Unit (ICU) is responsible for the implementation of good governance programs in the college.	ICU	January 2023 - December 2023	