

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: NUEVA VIZCAYA STATE UNIVERSITY

Period: FY 2024

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	consolidation of all goods, supplies under MOOE and categorization according to classification/category, conduct of market research by the end users and BAC to provide complete specifications.	BAC, Budget Office, Procurement Unit, End Users	January to June	additional permanent manpower, office supplies, hi-end computer for the consolidation of ePPWP system use.
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	conducts early procurement activity	BAC, Budget Office, Procurement Unit, End Users	First week of September	additional manpower, office supplies, external drive, voice recorder.
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	Conducts negotiated procurement for two failed public biddings and for small value procurement	BAC and Procurement Office	Every declaration of two failed biddings	Office supplies, additional manpower to monitor the negotiated procurement for two failed biddings and small value procurement
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	Conducts orientation and encourage to suppliers/contractors to visit their PHILGEPS account to view the projects to be bid and inform the supplier of the online payment of bidding documents downloaded at unherisity website and PHILGEPS website.	BAC, Member, TWG and Secretariat	February to July	Fast internet connection, communication supplies.
3.b	Average number of bidders who submitted bids	Conducts orientation to the suppliers/contractors regarding the updated documentary requirements based on the Revised IRR of RA9184.	BAC, Member, TWG and Secretariat	February to July	Internet connection, supplies and materials, communication supplies
3.c	Average number of bidders who passed eligibility stage	Conducts orientation to suppliers/contractors to passed the eligibility requirements so that the financial envelope to be open.	BAC, Member, TWG and Secretariat	Every conduct of Public Bidding	Internet connection, supplies and materials, communication supplies
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				
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	Encourage more prospective suppliers to avoid failed biddings.	BAC Members and TWG	Every conduct of Public Bidding	Office supplies, fast internet connection.
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	Encourage the newly designated BAC TWG, and secretariats to attend training workshop to enhance their knowledge and skills in procurement.	BAC Members, TWG and secretariats/ procurement unit	every six months	immediate approval of training resource speakers by the GPPB-ISO

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					