

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: NUEVA VIZCAYA STATE UNIVERSITY

Period: FY 2020

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, provide complete specifications	BAC, Budget Office, Procurement Unit, End Users	First week of July	additional permanent manpower, office supplies, computers, laptop
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	conducts early procurement planning thru virtual meeting	BAC, Budget Office, Procurement Unit, End Users	First week of August	permanent manpower, office supplies, laptop, LCD, external drive
2.a	Percentage of shopping contracts in terms of amount of total procurement	Limit supplemental PPMPs, releasing of office memorandum	BAC, Budget Office, Procurement Unit, End Users	First week of August	Office supplies, additional permanent manpower to monitor the submission of supplemental PPMPs.
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 two failed biddings declaration	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 to suppliers/contractors, creation of committee to review the specifications, the cost estimate and the availability in the market of items to be procured	BAC, Budget Office, Procurement Unit, End users, TWG committee	every 4th quarter in preparation for the early procurement short of award	office supplies, computers, laptop, LCD, meeting venue, snacks
3.b	Average number of bidders who submitted bids	Conducts orientation to suppliers/contractors, creation of committee to review the specifications, the cost estimate and the availability in the market of items to be procured	BAC, Budget Office, Procurement Unit, End users, TWG committee	every 4th quarter in preparation for the early procurement short of award	office supplies, computers, laptop, LCD, meeting venue, snacks
3.c	Average number of bidders who passed eligibility stage	Conducts orientation to suppliers/contractors, creation of committee to review the specifications, the cost estimate and the availability in the market of items to be procured	BAC, Budget Office, Procurement Unit, End users, TWG committee	every 4th quarter in preparation for the early procurement short of award	office supplies, computers, laptop, LCD, meeting venue, snacks
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	Conducts orientation to suppliers/contractors	BAC, Budget Office, Procurement Unit, End Users	First week of July	additional permanent manpower, office supplies, computers, laptop
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	Conducts orientation to local suppliers/contractor	BAC, Budget Office, Procurement Unit, End Users	First week of July	additional permanent manpower, office supplies, computers, laptop
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	Enhance the procurement monitoring scheme especially the awarded contracts	BAC, Budget Office, Procurement Unit, End Users, Supply Office	First week of July	additional permanent manpower, office supplies, computers, laptop
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				