

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: DEPARTMENT OF EDUCATION - DIVISION OF MISAMIS ORIENTAL

Period: CY 2021

| 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 percentage of Competitive Bidding over the other modes of procurement  | End - User, BAC    | January to December 2021 | Work and Financial Plan, PPMP and APP                         |
| 1.b            | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement | Increase the percentage of Competitive Bidding over the other modes of procurement  | End - User, BAC    | January to December 2021 | Work and Financial Plan, PPMP and APP                         |
| 2.a            | Percentage of shopping contracts in terms of amount of total procurement                                       | To decrease the numbers of shopping contracts and to use other alternative mode of procurement  | End - User, BAC    | January to December 2021 | Work and Financial Plan, PPMP and APP                         |
| 2.b            | Percentage of negotiated contracts in terms of amount of total procurement                                     | Lessen the negotiated contracts   | End - User, BAC    | January to December 2021 | Work and Financial Plan, PPMP and APP                         |
| 2.c            | Percentage of direct contracting in terms of amount of total procurement                                       | Fully Compliant   |                    |                          |   |
| 2.d            | Percentage of repeat order contracts in terms of amount of total procurement                                   | Fully Compliant   |                    |                          |   |
| 2.e            | Compliance with Repeat Order procedures  | Fully Compliant   |                    |                          |   |
| 2.f            | Compliance with Limited Source Bidding procedures  | Fully Compliant   |                    |                          |   |
| 3.a            | Average number of entities who acquired bidding documents  | To invite more prospective bidders , expand the advertisements and posting of procurement of opportunities  | End - User, BAC    | January to December 2021 | Invitations, Cellphones/Contact numbers, Meeting with bidders |
| 3.b            | Average number of bidders who submitted bids   | To divide procurement activities(particularly the public bidding) into number of lots hence, bidding documents will become affordable through by lot procurements | End - User, BAC    | January to December 2021 | Invitations, Cellphones/Contact numbers, Meeting with bidders |
| 3.c            | Average number of bidders who passed eligibility stage   | Explain well during pre-bid the required documents for bidding to avoid disqualification and increase number of bidders who will pass eligibility checking stage  | End - User, BAC    | January to December 2021 | Invitations, Cellphones/Contact numbers, Meeting with bidders |
| 3.d            | Sufficiency of period to prepare bids  | Fully Compliant   |                    |                          |   |
| 3.e            | Use of proper and effective procurement documentation and technical specifications/requirements                | Fully Compliant   |                    |                          |   |
| 4.a            | Creation of Bids and Awards Committee(s)   | Fully Compliant   |                    |                          |   |
| 4.b            | Presence of a BAC Secretariat or Procurement Unit  | Fully Compliant   |                    |                          |   |
| 5.a            | An approved APP that includes all types of procurement   | Fully Compliant   |                    |                          |   |

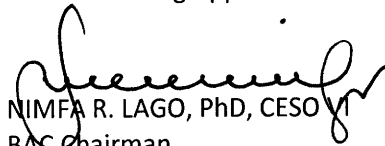
|      |  |                 |  |  |  |
|------|--|-----------------|--|--|--|
| 5.b  | Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service | Fully Compliant |  |  |  |
| 5.c  | Existing Green Specifications for GPPB-identified non-CSE items are adopted  | Fully Compliant |  |  |  |
| 6.a  | Percentage of bid opportunities posted by the PhilGEPS-registered Agency   | Fully Compliant |  |  |  |
| 6.b  | Percentage of contract award information posted by the PhilGEPS-registered Agency  | Fully Compliant |  |  |  |
| 6.c  | Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency  | Fully Compliant |  |  |  |
| 7.a  | Presence of website that provides up-to-date procurement information easily accessible at no cost  | Fully Compliant |  |  |  |
| 7.b  | Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website                                    | Fully Compliant |  |  |  |
| 8.a  | Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs  | Fully Compliant |  |  |  |
| 8.b  | Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding   | Fully Compliant |  |  |  |
| 8.c  | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe  | Fully Compliant |  |  |  |
| 9.a  | Percentage of contracts awarded within prescribed period of action to procure goods  | Fully Compliant |  |  |  |
| 9.b  | Percentage of contracts awarded within prescribed period of action to procure infrastructure projects  | Fully Compliant |  |  |  |
| 9.c  | Percentage of contracts awarded within prescribed period of action to procure consulting services  | Fully Compliant |  |  |  |
| 10.a | There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis  | Fully Compliant |  |  |  |
| 10.b | Percentage of participation of procurement staff in procurement training and/or professionalization program  | Fully Compliant |  |  |  |
| 10.c | The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity                                   | Fully Compliant |  |  |  |
| 11.a | The BAC Secretariat has a system for keeping and maintaining procurement records   | Fully Compliant |  |  |  |
| 11.b | Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records                              | Fully Compliant |  |  |  |

|      |   |  |                                      |                          |              |
|------|---|--|--------------------------------------|--------------------------|--------------|
| 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 | Assigned specific teams to areas as to quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance | BAC and Head of the Procuring Entity | January to December 2021 | Office Order |
| 12.b | Timely Payment of Procurement Contracts   | Fully Compliant  |                                      |                          |              |
| 13.a | Observers are invited to attend stages of procurement as prescribed in the IRR  | Fully Compliant  |                                      |                          |              |
| 14.a | Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits  | Create an Internal Audit Unit.   | Head of the Procuring Entity         | January to December 2021 | Office Order |
| 14.b | Audit Reports on procurement related transactions   | Fully Compliant  |                                      |                          |              |
| 15.a | The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements   | Fully Compliant  |                                      |                          |              |
| 16.a | Agency has a specific anti-corruption program/s related to procurement  | Fully Compliant  |                                      |                          |              |

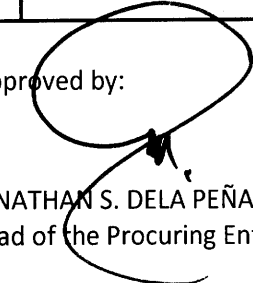
Prepared By:

  
 NIÑO JOMAR S. CABLAY  
 BAC Sec. Chairman

Recommending Approval:

  
 NIMFA R. LAGO, PhD, CESO VI  
 BAC Chairman

Approved by:

  
 JONATHAN S. DELA PEÑA. PhD, CESO VI  
 Head of the Procuring Entity