

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: DEPARTMENT OF EDUCATION DIVISION OF MISAMIS ORIENTAL

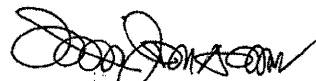
Period: Jan to Dec 2020

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	Increase the percentage of competitive bidding over other modes of procurement	End-User, BAC	Janaury to December 2020	End-user's Work and Financial Plan, APP, PPMP
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 other modes of procurement	End-User, BAC	Janaury to December 2020	End-user's Work and Financial Plan, APP, PPMP
2.a	Percentage of shopping contracts in terms of amount of total procurement	Consolidate and encourage End-user's to follow request based on their PPMP.	End-User, BAC	Janaury to December 2020	End-user's Work and Financial Plan, APP, PPMP
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Request to the Central Office that Sub-AROs shall be downloaded to the Division Office before the preparation of the APPs	End-User, BAC	Janaury to December 2020	End-user's Work and Financial Plan, APP, PPMP
2.c	Percentage of direct contracting in terms of amount of total procurement	Increase direct contracting transactions	End-User, BAC	Janaury to December 2020	End-user's Work and Financial Plan, APP, PPMP
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	Invite more prospective bidders	Prospective Bidders, BAC	Janaury to December 2020	Invitations
3.b	Average number of bidders who submitted bids	Encourage bidders to submit their bids	Prospective Bidders, BAC	Janaury to December 2020	Meeting with Bidders and BAC
3.c	Average number of bidders who passed eligibility stage	To orient thoroughly the bidders in passing the eligibility stage	Prospective Bidders, BAC	Janaury to December 2020	Meeting with Bidders and BAC
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			

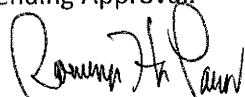
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully compliant			
5.a	An approved APP that includes all types of procurement	Fully compliant			
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the 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	Follow-up the Central Office for early downloading of Sub-ARO for the early procurement.	TWG - Division Physical Facilities	January to December 2020	SUB-ARO
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	Fully compliant			
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 Internal Audit Unit that will conduct audit of procurement process	Head of the Procuring Entity	Janaury to December 2020	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
 Administrative Officer II
 BAC Secretariat

Recommending Approval:


ROWENA H. PARA-ON
 Assistant Schools Division Superintendent
 BAC Chairman

Approved:


JONATHAN S. DELA PEÑA, PhD., CESO V
 Schools Division Superintendent