

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: University of the Philippines Tacloban College

Period: CY 2023

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	sustain percentage of competitive bidding in terms of amount of total procurement, review of bidding documents and more detailed market survey	BAC, SPMO	within the assessment year 2024	establish BAC/procurement office (infra component, personnel, operating fund, office equipment)
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	increase percentage to meet the requirement of gppb	BAC, SPMO, end-user	within the assessment year 2024	funding, faster internet connection, conduct forum with suppliers or networking
2.a	Percentage of shopping contracts in terms of amount of total procurement	minimize shopping as mode of procurement to 5% in terms of amount of total procurement	BAC, SPMO, end-user	within the assessment year 2024	personnel per unit incharge of regular monitoring, updating and validating ppmp, regular training for
2.b	Percentage of negotiated contracts in terms of amount of total procurement	sustain percentage of negotiated contracts in terms of amount of total procurement , conducts market survey	BAC, SPMO, end-user	within the assessment year 2024	
2.c	Percentage of direct contracting in terms of amount of total procurement	sustain percentage of direct contracting in terms of amount of total procurement, linkage with suppliers with reputable after-sales services	BAC, SPMO, end-user	within the assessment year 2024	
2.d	Percentage of repeat order contracts in terms of amount of total procurement	n/a			
2.e	Compliance with Repeat Order procedures	n/a			
2.f	Compliance with Limited Source Bidding procedures	n/a			
3.a	Average number of entities who acquired bidding documents	increase number of entities that will acquire bid docs by conducting suppliers forum	BAC and Secretariat	within the assessment year 2024	funds for forum
3.b	Average number of bidders who submitted bids	increase number of entities that will submit bids by conducting suppliers forum	BAC and Secretariat	within the assessment year 2024	funds for forum
3.c	Average number of bidders who passed eligibility stage	conduct forum for suppliers regarding eligibility requirements	BAC and Secretariat	within the assessment year 2024	funds for forum
3.d	Sufficiency of period to prepare bids	bidding should be scheduled quarterly	BAC Secretariat, TWG, BAC	within the assessment year 2024	designate personnel with advanced computer literacy and with legal background to prepare bid docs
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	coordination and mentoring for the preparation of technical specs/requirements and proper documentation	TWG, end-users, BAC Sec	within the assessment year 2024	
4.a	Creation of Bids and Awards Committee(s)	creation of alternate BAC members and chair	HOPE	within the assessment year 2024	qualified personnel, training on ra 9184
4.b	Presence of a BAC Secretariat or Procurement Unit	creation of BAC/procurement office	HOPE	within the assessment year 2024	qualified personnel, training on ra 9184

5.a	An approved APP that includes all types of procurement	notice of approved projects for CUs should be released prior to submission of APP for the assessment year	Associate Dean for Admin., Dean of Tacloban, UP system	within the assessment year 2024	staff
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	Always prepare Agency Procurement Request (APR) for procurement of APP-CSE from PS-DBM	BAC, Secretariat	within the assessment year 2024	vehicle for pick-up of items at PS-DBM
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	adoption of green specifications, conduct orientation for TWG, end-users for green specifications	TWG, end-users, BAC Sec	within the assessment year 2024	personnel, computer
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	promote proper planning for procurement from each procuring entity to fully implement PhilGEPS posting	end-users of all CUs	within the assessment year 2024	personnel, efficient internet service
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	sustain percentage of contract award information posted by the PhilGEPS-registered agency	BAC Secretariat	within the assessment year 2024	
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	enforce public bidding as default mode of procurement. Merit award for units complying bidding mode of procurement	BAC	within the assessment year 2024	funds
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	promote proper planning for procurement from each procuring entity to fully implement PhilGEPS posting	SPMO, Associate Dean for Admin, Dean of Tacloban	within the assessment year 2024	funds
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	follow GPPB prescribed format for PMR for required procurement transactions	BAC secretariat	within the assessment year 2024	personnel
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	no bidding beyond 3rd quarter should be conducted	end-users, BAC, Dean of Tacloban	within the assessment year 2024	personnel
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	sustain and monitor planned procurement activities	BAC and Secretariat	within the assessment year 2024	personnel
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	sustain and monitor	BAC secretariat	within the assessment year 2024	personnel
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	sustain and monitor	BAC secretariat	within the assessment year 2024	personnel
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	to institute a system to evaluate the performance of procurement personnel	UP system	within the assessment year 2024	
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	there should be an inhouse training and/or professionalizing for all procurement staff	UP system/CUs	within the assessment year 2024	funds
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	conduct suppliers forum at least once a year	UP system/CUs	within the assessment year 2024	funds
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	activate and appoint personnel incharge to handle the system	IT	within the assessment year 2024	personnel,funds
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	activate and appoint personnel incharge to handle the system	IT	within the assessment year 2024	personnel,funds

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	TWG has critical function in procurement thus should be compensated	UP system, CUs	within the assessment year 2024	funds
12.b	Timely Payment of Procurement Contracts	assign person to monitor timely payments of contracts	CU, SPMO	within the assessment year 2024	personnel
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	encourage attendance of observers	BAC secretariat	within the assessment year 2024	
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	immediate creation of IAU	UP system, CUs	within the assessment year 2024	funds, personnel, equipment
14.b	Audit Reports on procurement related transactions	minimize AOM through implementation of IAU	UP system, CUs	within the assessment year 2024	
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	develop a tool for procurement feedback system	UP system	within the assessment year 2024	funds, personnel
16.a	Agency has a specific anti-corruption program/s related to procurement	institute anti-corruption program related to procurement	UP system	within the assessment year 2024	funds, personnel