

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: DepEd Tagum City

Period: Jan - December 2019

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	Encourage the Agency and its End User to adapt Competitive Bidding	BAC Members	March - December 2019	Time & Memorandum
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Competitive Bidding must be observed at all times	BAC Members	March - December 2019	Time & Supplies
2.a	Percentage of shopping contracts in terms of amount of total procurement	Minimize Alternative Method of Procurement	BAC Members	March - December 2019	Time
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Include all other type of procurement in the Annual Procurement	BAC Members	March - December 2019	Time
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	Encourage the entities to join Suppliers Forum for more bidding opportunities	DepEd Tagum	April - June 2019	Time, Snacks
3.b	Average number of bidders who submitted bids	Encourage the entities to submit bid docs to the Secretariat	DepEd Tagum	March - December 2019	Time
3.c	Average number of bidders who passed eligibility stage				
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	Update posting in the Agency Website	BAC Secretariat & IT Officer	March - December 2019	Time & Document
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Prompt submission of PMR	BAC Secretariat & Staff	April - December 2019	Time
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Encourage the suppliers to participate in the Procurement Activities	BAC Members	March - December 2019	Time
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	Observance of prescribe period to award contract	BAC Members	March - December 2019	Time & Budget
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	Enhance participation of Procurement Personnel in all Training	DepEd Tagum	March - December 2019	Time & Registration Fee
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	Capacity Building for the Inspectorate Team	DepEd Tagum	Jul-19	Time, Meals & Supplies
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	Creation of Internal Audit Unit	DepEd Tagum	Jul-19	Time, Supplies and Personnel
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				


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