

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

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

**Period:** CY 2022

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 2022	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 in terms of volume	End - User, BAC	January to December 2022	Work and Financial Plan, PPMP and APP
2.a	Percentage of shopping contracts in terms of amount of total procurement	Consolidate the number of procurements under alternative mode of procurement - shopping to lessen the number of procurements through shopping	End - User, BAC	January to December 2022	Work and Financial Plan, PPMP and APP
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Lessen the number of procurements done through Negotiated Procurement Small Value Procurement by consolidating similar procurements	End - User, BAC	January to December 2022	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 2022	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 2022	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 2022	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 2022	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 2022	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			

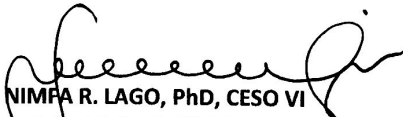
Prepared by:

Recommending Approval:

Approved:



**NIÑOJOMAR S. CABLAY**  
Administrative Officer IV  
BAC Secretariat Chairman



**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
BAC Chairman



**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent  
Head of Procuring Entity (HOPE)