

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: TESDA BUYABOD SCHOOL OF ARTS AND TRADES

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	Agency procurement did not resort to public bidding on its process because of the Approved Budget for the Contract does not exceed in the thresholds. However, the BAC will always observe and maintain the procurement processes under RA 9184.	BAC/Designated Supply Officer	January -December 2023	Approved APP, Office supplies, Internet access (virtual)
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Agency procurement did not resort to public bidding on its process because of the Approved Budget for the Contract does not exceed in the thresholds. However, the BAC will always observe and maintain the procurement processes under RA 9184.	BAC/Designated Supply Officer	January -December 2023	Approved APP, Office supplies, Internet access (virtual)
2.a	Percentage of shopping contracts in terms of amount of total procurement	Agency procurement did not resort to public bidding on its process because of the Approved Budget for the Contract does not exceed in the thresholds. However, the BAC will always observe and maintain the procurement processes under RA 9184.	BAC/Designated Supply Officer	January -December 2023	Approved APP, Office supplies, Internet access (virtual)
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Agency procurement did not resort to public bidding on its process because of the Approved Budget for the Contract does not exceed in the thresholds. However, the BAC will always observe and maintain the procurement processes under RA 9184.	BAC/Designated Supply Officer	January -December 2023	Approved APP, Office supplies, Internet access (virtual)
2.c	Percentage of direct contracting in terms of amount of total procurement	The BAC will be having an update regarding the direct contracting as a mode of procurement. It will also check on how its process to be utilized	BAC/Procurement Unit	January -December 2023	Approved APP, Approved PR, List of Suppliers
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Agency procurement did not resort to public bidding on its process because of the Approved Budget for the Contract does not exceed in the thresholds. However, the BAC will always observe and maintain the procurement processes under RA 9184.	BAC/Designated Supply Officer	January -December 2023	Approved APP, Office supplies, Internet access (virtual)
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	BAC deliberation for bidding opportunity	BAC/Bidder	January -December 2023	Office supplies, Internet access
3.b	Average number of bidders who submitted bids				
3.c	Average number of bidders who passed eligibility stage	BAC evaluation	BAC/Bidder	January -December 2023	Office supplies, Internet access
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	More effort shall be exerted in posting invitation to bid to prospective suppliers. PhilGEPS postings of bid invitation shall be sent to prospective suppliers thru other platforms e.g. facebook and other social media to avoid failed bidding	BAC/SO/End user	January-December 2023	Internet access
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	More effort shall be exerted in posting invitation to bid to prospective suppliers. PhilGEPS postings of bid invitation shall be sent to prospective suppliers thru other platforms e.g. facebook and other social media to avoid failed bidding	BAC/SO/End user	January-December 2023	Internet access
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				
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website				
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	More effort shall be exerted in posting invitation to bid to prospective suppliers. Aside from PhilGEPS, posting of bid invitation shall be done esp. in more conspicuous places and other platforms e.g. facebook and other social media to avoid failed bidding	BAC/SO	January-December 2023	Internet access
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	Pre-bid conference/Posting awards or contracts in Philgeps website	BAC Secretariat	January-December 2023	Office supplies, Internet access
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects				
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	Procurement staff shall be sent to more procurement trainings	AO/HR	January-December 2023	Registration Fees as required
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				
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				
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				