

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: **TESDA PROVINCIAL TRAINING CENTER, ORION, BATAAN**

Period: **FY 2025**

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	Practice competitive bidding as this is the default mode of procurment as per RA 9184 if applicable	Procuring Entity, BAC, HOPE	2025	BID Document, APP
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Practice competitive bidding as this is the default mode of procurment as per RA 9184 if applicable	Procuring Entity, BAC, HOPE	2025	BID Document, APP
2.a	Percentage of shopping contracts in terms of amount of total procurement	Practice competitive bidding as this is the default mode of procurment as per RA 9184 if applicable	Procuring Entity, BAC, HOPE	2025	APP
2.b	Percentage of negotiated contracts in terms of amount of total procurement				
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				
3.b	Average number of bidders who submitted bids				
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)	Provide Training related seminar on BAC members	Procuring Entity, BAC, HOPE	2025	Schedule of Training
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	UPDATED PHILGEPS REGISTRATION	Procuring Entity, BAC, HOPE	2025	INTERNET CONNECTION
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	Post needed procurement activities in PHILGEPS for 50k and up	Procuring Entity, BAC, HOPE	2025	Procurement documents, Philgeps System
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Application of agency website	Procuring Entity, BAC, HOPE	2025	Additional Budget
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Continuous staff development/Additional training, seminar, financial and human resources.	Procuring Entity, BAC, HOPE	2025	Additional training, seminar, human and financial resources
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				
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	Continuous staff development/Additional human/financial resources	Procuring Entity, BAC, HOPE	2025	Additional training, seminar, human and financial resources
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	Additional human/financial resources		2025	Additional human/financial resources
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				