

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: PHILIPPINE STATISTICS AUTHORITY

Period: 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				
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement				
2.a	Percentage of shopping contracts in terms of amount of total procurement				
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	Attendance to trainings related to procurement	Human Resource (HR)	April - Nov. 2019	Training Fees
4.a	Creation of Bids and Awards Committee(s)	Reconstitution of Member Annually	Head of Officer and HR	Dec-19	None
4.b	Presence of a BAC Secretariat or Procurement Unit	None	none	none	None

5.a	An approved APP that includes all types of procurement	Submission of Plans of PPMP Procurement by Units for earlier consolidation and review.	Supply Officer	June - October 2019	Supplies
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	Semestral Inventory of existing supplies and equipment	Supply Officer	Quarterly	End-User unit
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	Updating of Information to be uploaded in the PSA RSSO IX Website	Information System Analyst	January - December 2019	None
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Preparation of Reports ahead of due date of submission	Supply Officer and BAC	January - December 2019	None
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding				
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Develop an electronic system for easy monitoring of procurement	Information System Analyst	April - Dec. 2019	none
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	Develop an assessment tool to evaluate BAC Performance	HR and Head of Agency	April - Dec. 2019	None
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program				
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	N/A	none	none	N/A
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Improvement of System in accordance with ISO Requirement	BAC Secretariat	April - Nov. 2019	None

11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Improvement of System in accordance with ISO Requirement	Implementing Unit and BAC Secretariat	March - Dec. 2019	None
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	Per Guidance of the PSA Central Office	GSS, Finance and Administrative Service	January - December 2019	None
12.b	Timely Payment of Procurement Contracts	Electronic Monitoring System	BAC Secretariat	January - December 2019	none
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	Conduct Monitoring of procurement activities	Internal Audit Unit of Central Office	January - December 2019	None
14.b	Audit Reports on procurement related transactions	Recording of COAs Audit Report	BAC and BAC Secretariat	Quarterly	None
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Develop a System to address complaints	BAC and BAC Secretariat	April - Dec. 2019	None
16.a	Agency has a specific anti-corruption program/s related to procurement	Compliance with guidelines from PSA Internal Audit	BAC and BAC Secretariat	April - Dec. 2019	None