

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1 & 2	Competitive Bidding as Default Method of Procurement	Well planned APP before the budget arrives so procurement can be done one time through bidding and avoid frequent shopping; Opt for public bidding even for goods/services which may be procured through shopping/SYP if the time permits	BAC	November - December 2016; Jan-Feb 2017	funds, manpower
3	Competitiveness of the Bidding Process	Post bid opportunities in PSA website to invite more bidders	BAC	January-December 2017	manpower
4	Presence of procurement organization	Training of all BAC members and procurement staff on RA 9184. Create a bigger team of well-trained and qualified BAC Secretariat	BAC/procurement staff	January-March 2017	funds
5	Procurement planning and implementation	training of BAC on the correct preparation of APP to avoid wrong classification of mode of procurement; training/workshop of field office staff in the preparation of PPMP so BAC will not have a hard time consolidating it into APP; preparation of Supplemental PPMP/APP religiously for every procurement that are not listed in the PPMP/APP	BAC/Field Office Staff	November-December 2016	funds
6	Use of PhilGEPS	Capability training among procurement staff on the use of PhilGEPS	BAC/procurement staff	January - December 2017	funds
7	System for Disseminating ad monitoring procurement information	Post bid opportunities in PSA website; Submit PMR using the prescribed format and on or before the deadline set by GPPB	BAC	Nov-Dec 2016; Jan-Dec 2017	manpower
8	Efficiency of Procurement Process	Well planned APP. Avoid including unnecessary procurement projects in the APP. Use the APP as guide during the procurement activities throughout the year.	BAC/end-users/HOPE	Nov-Dec 2016; Jan-Dec 2017	
10	Capacity building for government personnel and private sector	Initiate activities to inform/update entities on public procurement; Post on bid bulletin boards updates on RA 9184 for prospective bidders to be informed.	BAC/procurement staff/HOPE	November- December 2016; January - December 2017	funds
11	Management of procurement and contract management records	Develop a system for maintaining and keeping procurement records; additional manpower who will focus on the management of such records	BAC/procurement staff/HOPE	November - December 2016; January - December 2017	manpower
13	Observed Participation in Public Bidding	Invite observers in all stages of the procurement process; it is best to invite member of the Chamber of the Commerce as observer in the procurement of goods	BAC	January - December 2017	
14	Internal and External Audit of procurement activities	Creation of internal audit team	HOPE	December 2016 - January 2017	manpower
16	Anti-Corruption Programs Related to Procurement	Create a team who will be responsible in developing policies and procedures for detection and prevention of corruption associated with procurement. It shall also be responsible in initiating programs and activities related to good governance and anti-corruption and integrity development of the procurement staff.	HOPE	December 2016 - December 2017	manpower