

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Philippine Statistics Authority - RSSO 8

Period: CY 2017

<b>Indicators</b>	<b>Key Area for Development</b>	<b>Proposed Actions to Address Key Areas</b>	<b>Responsible Entity</b>	<b>Timetable</b>	<b>Resources Needed</b>
1 & 2	Competitive Bidding as Default Method of Procurement	Opt for public bidding even for goods/services which may be procured through shopping/SVP if the time permits	BAC	April - Dec 2017	funds, manpower
3	Competitiveness of the Bidding Process	Post bid opportunities in PSA website to invite more bidders and distribute invitation to bid to prospective bidders in the region	BAC	April - Dec 2017	manpower
6	Use of PhilGEPS	Capability training among procurement staff on the use of PhilGEPS	BAC/procurement staff	April - December 2017	funds
7	System for Disseminating and monitoring procurement information	Post bid opportunities and PMR in PSA website	BAC	April-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	April -Dec 2017	
11	Management of procurement and contract management records	Additional manpower who will focus on the management of such records and compile BAC records from five years ago	BAC/procurement staff/HOPE	April - December 2017	manpower
13	Observed Participation in Public Bidding	Invite as many observers as possible and follow up invitations to ensure that at least one observer will be present during the procurement process ; it is best to invite member of the Chamber of the Commerce as observer in the procurement of goods	BAC	April - December 2017	