Annex D

## PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: FOREIGN SERVICE INSTITUTE

Period: January-December 2014

| Indicators | Key Area for Development | Proposed Actions to Address Key Areas | Responsible Entity | Timetable | Resources Needed |
|---|---|---|---|---|---|
| 1a | Scheduling of bulk procurement through public bidding | Proper scheduling of bulk procurement of common-use office supplies (less of Shopping) | BAC Secretariat/General Services Unit | Immediate implementation | IT equipment, internet access, funding |
| 1b | Procurement of common-use office supplies | Increase frequency of public bidding for procurement of common-use office supplies not available in the Procurement Service | BAC Secretariat/GS Unit | Immediate implementation | IT equipment, internet access, funding |
| 2b | Submission by end-users of schedule of procurement | Require end-users to submit schedules of procurement (e.g., study tours, transportation requirements, catering services) | BAC, End-users | Immediate implementation | IT equipment, internet access, funding |
| 3a | Increase the no. of areas for posting Invitation to Bid and increase the no. of days of posting | - Increase the no. of posting days of invitation to bid for a wider access<br>- Identify additional areas to post Invitation to Bid (e.g., City Hall bulletin boards) | BAC Secretariat | As soon as the Invitation to Bid is signed | IT equipment, internet access |
| 7b | Compliance with submission requirements of PMR | Comply with submission requirements of PMRs | BAC Secretariat | Quarterly submission of PMRs | IT equipment, internet access |
| 13a | Invite Observers to more stages of public bidding | Invite observers to 8 stages (out of 11 stages) of every public bidding activity | BAC Secretariat | Immediate implementation | IT equipment, internet access |
| 13b | Sufficient time for observers to confirm attendance | - Provide sufficient time for observers to be able to attend public bidding activity through giving additional days to confirm attendance<br>- Make follow-up of the invitation to observe | BAC Secretariat/GS Unit | Immediate implementation | IT equipment, internet access, messengerial services |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |