

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: FOREIGN SERVICE INSTITUTE

Period: CY 2018

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	Increase the number of procurement through public bidding	General Services Section	1st-4th quarter	n/a
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Increase the number of procurement through public bidding	General Services Section	1st-4th quarter	n/a
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	Reduce the number of negotiated contracts through quarterly procurement	General Services Section	1st-4th quarter	n/a
2.c	Percentage of direct contracting in terms of amount of total procurement	Reduce the number of procurement through direct contracting	General Services Section	1st-4th quarter	n/a
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	Invite more suppliers/contractors to purchase bidding documents	General Services Section	4th quarter	n/a
3.b	Average number of bidders who submitted bids	Invite more suppliers/contractors to purchase bidding documents	General Services Section	4th quarter	n/a
3.c	Average number of bidders who passed eligibility stage	Properly disseminate to suppliers/contractors during pre-bid conference the bidding requirements	General Services Section	4th quarter	n/a
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)				
4.b	Presence of a BAC Secretariat or Procurement Unit				

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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	Increase the number of bid opportunities and amount of bids posted in the PhilGEPS	General Services Section	1st-4th quarter	n/a
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				
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				
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	Require all procurement staff to attend procurement training/professionalization program	BAC Secretariat in coordination with the Personnel section	1st-4th quarter	Funding for seminar fees
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Hold dialogue with suppliers/contractors at least once a year	BAC and BAC Secretariat	3rd quarter	Venue, Snacks
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				
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				

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