

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: FOREIGN SERVICE INSTITUTE

Period: FY 2020

| Sub-Indicators | Key Area for Development | Proposed Actions to Address Key Areas | Responsible Entity | Timetable | Resources Needed |
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| 1.a | Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement | Conduct early procurement planning and timely implementation of procurement activities. | BAC, BAC Secretariat, General Services Section, End-Users | 1st-4th quarter | Human resource, market study, cost-benefit analysis |
| 1.b | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement | Conduct early procurement planning and timely implementation of procurement activities. | BAC, BAC Secretariat, General Services Section, End-Users | 1st-4th quarter | Human resource, market study, cost-benefit analysis |
| 2.a | Percentage of shopping contracts in terms of amount of total procurement | Conduct early procurement planning and timely implementation of procurement activities. | BAC, BAC Secretariat, General Services Section, End-Users | 1st-4th quarter | Human resource, market study, cost-benefit analysis |
| 2.b | Percentage of negotiated contracts in terms of amount of total procurement | Conduct early procurement planning and timely implementation of procurement activities. | BAC, BAC Secretariat, General Services Section, End-Users | 1st-4th quarter | Human resource, market study, cost-benefit analysis |
| 2.c | Percentage of direct contracting in terms of amount of total procurement | Conduct early procurement planning and timely implementation of procurement activities. | BAC, BAC Secretariat, General Services Section, End-Users | 1st-4th quarter | Human resource, market study, cost-benefit analysis |
| 2.d | Percentage of repeat order contracts in terms of amount of total procurement | Not applicable | | | |
| 2.e | Compliance with Repeat Order procedures | Not applicable | | | |
| 2.f | Compliance with Limited Source Bidding procedures | Not applicable | | | |
| 3.a | Average number of entities who acquired bidding documents | Bidding documents shall be made available to prospective bidders upon publication of invitation to bid. It is also recommended to review the amount being charged by FSI in the sale of the bidding documents to encourage more bidders to participate in the bidding. | BAC, BAC Secretariat | 1st-4th quarter | Human resource, IT equipment, internet connection, website |
| 3.b | Average number of bidders who submitted bids | During the Pre-Bid Conference a thorough review of the bidding documents will be conducted by the BAC to ensure that prospective bidders are aware of the requirements of FSI. | BAC, BAC Secretariat | 1st-4th quarter | Human resource |
| 3.c | Average number of bidders who passed eligibility stage | Prospective bidders will not be required to submit additional eligibility requirements which are unnecessary. | BAC, BAC Secretariat | 1st-4th quarter | None |
| 3.d | Sufficiency of period to prepare bids | Hire additional personnel to manage the proper scheduling of bidding activities. | Human Resource Management Section | as needed | Human resource, IT equipment |
| 3.e | Use of proper and effective procurement documentation and technical specifications/requirements | Adhere to procurement process standards | BAC, BAC Secretariat | as needed | Human resource, IT equipment |
| 4.a | Creation of Bids and Awards Committee(s) | To maintain compliance with composition of the Bids and Awards Committee and the competency of its members. | HOPE, AFSD | 1st-2nd quarter | Human resource |
| 4.b | Presence of a BAC Secretariat or Procurement Unit | To maintain compliance with the presence of BAC Secretariat and the competency of its members. | HOPE, AFSD | 4th quarter | Human resource |
| 5.a | An approved APP that includes all types of procurement | Ensure that approved APP includes all types of procurement by reviewing the PPMP submitted to the BAC Secretariat. | BAC Secretariat | 1st-4th quarter | IT equipment |

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| 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 | Maintain compliance in the preparation of APP-CSE and to procure common-use supplies and equipment from the Procurement Service. | BAC Secretariat, End-Users | 1st-4th quarter | Human resource, IT equipment, PhilGEPS website |
| 5.c | Existing Green Specifications for GPPB-identified non-CSE items are adopted | Adopt the green specifications for GPPB -identified non-CSE items. | BAC Secretariat, End-Users | 1st-4th quarter | IT equipment, internet connection, GPPB website |
| 6.a | Percentage of bid opportunities posted by the PhilGEPS-registered Agency | On time posting of bid opportunities in the PhilGEPS website. | BAC Secretariat | 1st-4th quarter | IT equipment, PhilGEPS website |
| 6.b | Percentage of contract award information posted by the PhilGEPS-registered Agency | On time posting of contract award information in the PhilGEPS website. | BAC Secretariat | 1st-4th quarter | IT equipment, PhilGEPS website, Human resource |
| 6.c | Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency | To ensure that the personnel assigned to post the bid opportunities for alternative methods of procurement will also be the one to post the contract awards. | BAC Secretariat | 1st-4th quarter | IT equipment, PhilGEPS website, Human resource |
| 7.a | Presence of website that provides up-to-date procurement information easily accessible at no cost | FSI has an existing website. The MIS Section is in charge with the uploading of information regarding the FSI procurement activities. BAC Secretariat is in charge with providing data to be uploaded to the website. | Management Information Systems Section, BAC Secretariat | 1st-4th quarter | Internet connection, FSI website, Human resource |
| 7.b | Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website | Maintain compliance with the preparation of PMRs using the prescribed format in order to submit it on time to the GPPB and post the same in FSI website. | BAC Secretariat, Management Information Systems Section | After every semester | Human resource, IT equipment, internet connection, FSI website |
| 8.a | Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs | Early procurement planning and timely implementation of procurement activities. | BAC, BAC Secretariat | 1st-4th quarter | Human resource |
| 8.b | Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding | Early procurement planning and timely implementation of procurement activities. | BAC, BAC Secretariat | 1st-4th quarter | Human resource |
| 8.c | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe | FSI met the desired contract outcome by ensuring that end-users submit their PPMPs together with complete technical specifications/TORs for their procurement projects. | BAC Secretariat, End-users | 1st-4th quarter | Human resource |
| 9.a | Percentage of contracts awarded within prescribed period of action to procure goods | To increase the percentage of contracts awarded within prescribed period of action to procure goods, BAC Secretariat will adhere to the procurement schedule as indicated in the approved APP. | BAC Secretariat | 1st-4th quarter | IT equipment, Human resource |
| 9.b | Percentage of contracts awarded within prescribed period of action to procure infrastructure projects | Not applicable | | | |
| 9.c | Percentage of contracts awarded within prescribed period of action to procure consulting services | To increase the percentage of contracts awarded within prescribed period of action to procure consulting services, BAC Secretariat will adhere to the procurement schedule as indicated in the APP. | General Services Section/ BAC Secretariat | 1st-4th quarter | Computer with internet connection, printer |
| 10.a | There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis | Through the strategic performance management system procurement personnel are evaluated on a regular basis. | Human Resource Management Section | Every semester | None |
| 10.b | Percentage of participation of procurement staff in procurement training and/or professionalization program | BAC Members, BAC Secretariat, and end-users shall be required to attend training on RA 9184 and other related training programs conducted yearly. | Head, BAC Secretariat | 1st-4th quarter | Training funds |
| 10.c | The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity | Conduct orientation or dialogue with private sectors at least once a year to update bidders/suppliers. | BAC | 3rd quarter | Venue |
| 11.a | The BAC Secretariat has a system for keeping and maintaining procurement records | FSI will formalize existing system being practiced by the BAC Secretariat for keeping and maintaining procurement records. | BAC Secretariat | 1st-4th quarter | IT equipment, lateral filing cabinets, human resource |
| 11.b | Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records | Creation of a centralized contract management system for each division of the Institute for the keeping and maintaining complete and easily retrievable contract management records. | BAC Secretariat/Division Heads | 1st-4th quarter | Human resource |

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| 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 | Prepare a written procedure for quality control, acceptance and inspection of goods and services, supervision of works and evaluation of contractor's performance. | AFSD-Internal Audit Section | 4th quarter | Human resource |
| 12.b | Timely Payment of Procurement Contracts | FSI will process the payment to suppliers by adhering to the 30-day or less processing time upon completion of supporting documents. | General Services Section, Financial Management Section | 1st-4th quarter | Human resource |
| 13.a | Observers are invited to attend stages of procurement as prescribed in the IRR | Letters of invitation will be sent out to observers five (5) days before the scheduled procurement activity as per existing rules and regulations. | BAC Secretariat | as needed | IT equipment, Human resource |
| 14.a | Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits | FSI Creation of Internal Audit Unit to perform specialized procurement audits | Administrative and Financial Services Division | 4th quarter | Human resource |
| 14.b | Audit Reports on procurement related transactions | COA's audit report recommendations are complied with. The Institute also adhere to their recommendations and implement them as soon as possible. | Administrative and Financial Services Division | As issued by COA | Human resource |
| 15.a | The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements | Complaints are addressed and procuring entity has the capacity to comply with procedural requirements | Administrative and Financial Services Division, BAC | As required | Human resource |
| 16.a | Agency has a specific anti-corruption program/s related to procurement | Comply with ARTA guidelines and improve anti-corruption programs. | Administrative and Financial Services Division | As needed | Human resource |