

## Annex D

## PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Philippine Statistics Authority - Davao Region

Period: 2020

| Sub-Indicators | Key Area for Development   | Proposed Actions to Address Key Areas   | Responsible Entity                                   | Timetable                      | Resources Needed                    |
|----------------|--|---|--|--------------------------------|-------------------------------------|
| 2.e            | Compliance with Repeat Order procedures  | Maintain compliance of Repeat Order procedures pursuant to Section 51 of the 2016 Revised   | ROBAC, Secretariat                                   | January to December 2021       | None                                |
| 3.a            | Average number of entities who acquired bidding documents  | Maintain sending invitations to prospective bidders for their awareness with regards to the procurement   | ROBAC, Secretariat                                   | January to December 2021       | NPM, Resolutions, Circulars, etc.   |
| 3.d            | Sufficiency of period to prepare bids  | Maintain compliance in the sufficiency of period to prepare bids  | ROBAC, Secretariat                                   | January to December 2021       | Purchase Request, Bidding Documents |
| 3.e            | Use of proper and effective procurement documentation and technical specifications/requirements  | Maintain compliance on the proper and effective procurement documentation and technical specifications /requirements  | ROBAC, Secretariat and End-users                     | January to December 2021       | None                                |
| 4.a            | Creation of Bids and Awards Committee(s)   | Maintain compliance in the creation of Bids and Awards Committee and the competency of its members  | HoPE   | January 2021                   | None                                |
| 4.b            | Presence of a BAC Secretariat or Procurement Unit  | Maintain compliance on the presence of a BAC Secretariat and competency of its members, and request to DBM of plantilla positions for the creation of Procurement Unit.                             | HoPE, PSA Central Office - Human Resources Division  | January 2021                   | None                                |
| 5.a            | An approved APP that includes all types of procurement   | Maintain compliance on the preparation of APP that includes all types of procurement  | Secretariat  | Before the end of January 2021 | Project Procurement Management Plan |
| 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 on the 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 | Property/Supply Officer (RSSO and PSOs)              | January to December 2021       | None                                |
| 5.c            | Existing Green Specifications for GPPB-identified non-CSE items are adopted  | Adopt Green Specifications for GPPB-identified non-CSE items  | RSSO and PSOs  | January to December 2021       | None                                |
| 6.a            | Percentage of bid opportunities posted by the PhilGEPS-registered Agency   | Maintain existing compliance of posting bid opportunities in the PhilGEPS - registered Agency for the procurement of goods conducted through public bidding   | ROBAC, and Secretariat                               | January to December 2021       | None                                |
| 6.b            | Percentage of contract award information posted by the PhilGEPS-registered Agency  | Maintain existing compliance of posting contract award information in the PhilGEPS - registered Agency  | ROBAC, and Secretariat                               | January to December 2021       | None                                |
| 6.c            | Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency  | Maintain existing compliance of posting bid opportunities in the PhilGEPS - registered Agency for the procurement of goods with an ABC of more than Php 50,000.00.                                  | ROBAC, Secretariat and TWGs                          | January to December 2021       | None                                |
| 7.a            | Presence of website that provides up-to-date procurement information easily accessible at no cost  | Maintain compliance of existing regional PSA website that provides up-to-date procurement information easily accessible at no cost  | ROBAC, Secretariat and Information System Analyst    | January to December 2021       | None                                |
| 7.b            | Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website                                    | Maintain existing compliance in the preparation of Procurement Monitoring Reports using the GPPB-prescribed format submission to the GPPB and posting in agency website                             | ROBAC, Secretariat and TWGs                          | March 2021 and July 2021       | None                                |
| 8.c            | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe  | Maintain existing compliance in the planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe   | HoPE, ROBAC, Secretariat and TWGs                    | January to December 2021       | None                                |
| 9.a            | Percentage of contracts awarded within prescribed period of action to procure goods  | Maintain the 100% contracts awarded within prescribed period of action to procure goods   | HoPE, ROBAC, Secretariat and Property/Supply Officer | January to December 2021       | None                                |
| 10.a           | There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis  | Maintain a system in evaluating the performance of procurement personnel on a regular basis   | RSSO and PSOs, Human Resource Officer                | Before the end of January 2021 | None                                |
| 10.b           | Percentage of participation of procurement staff in procurement training and/or professionalization program  | Continuous participation of RBAC Members, Secretariat and TWGs on procurement training and/or professionalization program   | ROBAC, Secretariat and TWGs                          | January to December 2021       | NPM, Resolutions, Circulars, etc.   |
| 10.c           | The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity                                   | Maintain sending invitations to prospective bidders for their awareness with regards to the procurement activity  | ROBAC, and Secretariat                               | January to December 2021       | NPM, Resolutions, Circulars, etc.   |
| 11.a           | The BAC Secretariat has a system for keeping and maintaining procurement records   | Maintain existing BAC Secretariat system in keeping and maintaining procurement records physically and electronically.  | Secretariat  | January to December 2021       | None                                |
| 12.b           | Timely Payment of Procurement Contracts  | Maintain the 15 working days or earlier the payment schedule to the suppliers   | Accounting and Budget, and Property/Supply Officer   | January to December 2021       | None                                |

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|----------------|--|--|--|--------------------------|---|
| 13.a           | Observers are invited to attend stages of procurement as prescribed in the IRR                   | Maintain inviting observers to attend stages of procurement as prescribed in the IRR   | ROBAC, Secretariat                           | January to December 2021 | None                                      |
| 14.a           | Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits | If possible, creation of internal audit unit. Otherwise, wait for the conduct of Internal Audit for QMS and by the Internal Audit Division | PSA Central Office - Internal Audit Division | January to December 2021 | Agency Order/DBM Approval of IAU position |
| 14.b           | Audit Reports on procurement related transactions  | Maintain 90-100% compliance on COA recommendations responded to or implemented within 6 months   | RSSO and PSOs                                | January to December 2021 | None                                      |

*Signature*