

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Philippine Statistics Authority - RSSO Davao Region

Period: 2019

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
3.d	Sufficiency of period to prepare bids	Maintain compliance in the sufficiency of period to prepare bids	RBAC, Secretariat	January to December 2020	
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	End-users	January to December 2020	
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 2020	
4.b	Presence of a BAC Secretariat or Procurement Unit	Maintain compliance on the presence of a BAC Secretariat and competency of its members	HOPE	January 2020	
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 year 2019	
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 2020	
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 2020	
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	RBAC, Secretariat and Information System Analyst	January to December 2020	
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Maintain compliance in the preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB and posting in agency website	RBAC, Secretariat and TWGs	January 2020 and July 2020	
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Maintain compliance in the planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	HOPE, RBAC, Secretariat and TWGs	January to December 2020	
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	RBAC, Secretariat and TWGs	January to December 2020	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 dialogue with private sectors on procurement	RBAC, Secretariat and TWGs	January to December 2020	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 by purchasing steel cabinets to be used for filing	Secretariat	January to December 2020	
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	RBAC, Secretariat	January to December 2020	
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Creation of internal audit unit	Human Resource Division-Central, Office of the National Statisticians	January to December 2020	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 2020	None